

**MINUTES OF THE APRIL 18, 2022 MEETING OF
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 46**

A Meeting was duly called of **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 46**, which was held on April 18, 2022, at the Offices of the District at the Atascocita Fire Department Headquarters Building located at 18425 Timber Forest Drive, Humble, Texas 77346.

The Meeting was called to order at 7:00 p.m., by **TOM TRUVER**, President. Those Commissioners present were **TOM TRUVER, BUDDY RICE, JOHN BOLLUM** and **JAMES CONE**. Commissioner **RON CLARKE** was not in attendance at the meeting. Chief of Department Mike Mulligan, Assistant Chief of Operations Terry Wygal, Director of ITC & Operations Support Mike Wassell, Director of Human Resources and Finance Mary Anne Sokol, District Counsel, Mr. Ira Coveler of Coveler & Peeler, P.C., and Mr. Ricardo Martinez of Martinez Architects were also in attendance. Numerous members of the Atascocita Fire Department were also in attendance.

The Board opened the floor to receive public comment though none was offered.

The Board then addressed the Station 29 reconstruction project. Ricardo Martinez of Martinez Architects presented an update on the project and made special note of the following matters:

1. Station 29 has been demolished;
2. Christensen Building Group is finishing the pad site and there will be a delay in making the tie-in connections;
3. The geotechnical report is being updated;
4. Christensen Building Group has submitted a change order requesting two (2) net additional days for the project;
5. The steel building plans are being finalized and coordinated with the MEP plans and all of the trades; and
6. The construction committee is expecting a six (6) week lead time to relocate the onsite power pole.

Mr. Martinez also informed the Board that the fleet maintenance project has the storm outlet as an outstanding item for the project. Thereupon after review, Mr. **RICE** made a Motion, seconded by Mr. **CONE** to approve the payment of Pay Application No. 6 in the amount of \$310,454 and Change Orders as presented by Mr. Martinez. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 4 to 0.

The Board then reviewed the District sales tax report prepared by Ms. Alberta Balderas. Ms. Balderas presented and explained the report with the Board stating the April 2022 sales tax totaled \$359,080.11 reflecting numerous taxpayers with significant allocations. Ms. Balderas stated the collection is trending \$200,000 ahead of that for the previous year. Thereupon after review, Mr. **BOLLUM** made a Motion, seconded by Mr. **RICE**, to accept the sales tax report as presented. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 4 to 0.

The District next received a financial report prepared by Mary Anne Sokol, Director of Human Resources and Finance, for the period ended March 31, 2022. Ms. Sokol's report reflected approximately \$6 million for the loan and approximately \$9 million otherwise. She noted \$9.455 anticipated expenses for 2022. Randy Parr continues to work with Ms. Sokol on the District finances. Thereupon after review, Mr. **RICE** made a Motion, seconded by Mr. **CONE**, to accept the financial report as presented. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 4 to 0.

The Board next addressed District bills and commissioner submittals. Mr. **RICE** made a Motion, seconded by Mr. **CONE**, to approve the payment of the District bills as presented. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 4 to 0.

Please see the District's treasurer's Report for a more detailed presentation of the bills and invoices submitted for payment.

The Board next addressed agenda item 7 regarding the granting exemptions for 2022. After review, Motion was made by Mr. **RICE** seconded by Mr. **CONE** to adopt the same exemptions as those taken in 2021. The Homestead Exemption was set at Zero percent (0%). The Over-65 Exemption was set at \$50,000 and the Disability Exemption was set at \$50,000. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 4 to 0.

The Board tabled agenda item 8, review of the meeting minutes of prior meeting(s).

The Board next received reports from the Department, previously emailed out by Chief Mulligan. Chief Mulligan invited any questions from the Board. Mr. **RICE** questioned, "How many times do you go to Humble? Does their mutual aid extend into Harris County ESD 46?" Chief Mulligan discussed with the Board how mutual aid works with the City of Humble.

After review, a Motion was made by Mr. **BOLLOM** seconded by Mr. **CONE** to approve the Department reports as received. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 4 to 0.

The Board next received a report from the Compensation Committee. Mr. **BOLLOM** relayed that a plan had been put in place which would be presented to the Board during Closed Session. Mr. **BOLLOM** shared the intent to not only attract perspective employees, but to also retain their employ with the District. No action taken.

The Board then addressed construction of a gate for the Station 19 parking area due to theft issues in the area. Mike Wassell recommended the vendors Backwater Fence, LLC and Foster Fence to construct the gate and install any needed fencing. After review, a Motion was made by Mr. **CONE**, seconded by Mr. **BOLLOM** to proceed with the gate and fencing installation. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 3 to 1 with Mr. **RICE** voting in opposition to the motion.

The Board next addressed thirty (30) day advance requests submitted by the Department. No requests were received for consideration. No action taken.

The Board then addressed the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251. A Motion was made by Mr. **RICE**, seconded by Mr.

BOLLOM to sell the high-water truck. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 4 to 0.

The Board next addressed repairs for equipment, apparatus and facilities in service to the District. No action taken.

The Board entered Closed Session to discuss personnel matters at 7:24 p.m. and returned to Open Session at 8:04 p.m.

The meeting went into recess at this time.

Buddy Rice departed the meeting at 8:34 p.m.

The meeting reconvened at 8:53 p.m.

The Board took no action on real estate matters though addressed personnel matters discussed during Closed Session.

Upon review of the compensation of personnel a decision was made to remove \$500,000 out of a reserve fund which will be reviewed as a line item on the 2023 Budget. A 10% increase in pay for all hourly field staff will be reflected on the next paycheck(s). President **TRUVER** expressed his thanks for the compensation committee's participation and input in the salary review process. After review, Mr. **CONE** made a Motion seconded by Mr. **BOLLOM** to approve the compensation funding as discussed. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 3 to 0.

The Board then confirmed the date for the next regular meeting will be held May 16, 2022. No specific requests were made for placement on the May meeting agenda.

There being no further business brought before the Board, Mr. **CONE** made a Motion seconded by Mr. **BOLLOM** to adjourn the meeting 8:58 P.M. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on May 16, 2022.



BUDDY RICE
Secretary of the Board