

**MINUTES OF THE MAY 16, 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 May 16, 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, RON CLARKE, JOHN BOLLUM** and **JAMES CONE**. Chief of Department Mike Mulligan, Assistant Chief of EMS Sean Conley, 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., Mr. Ricardo Martinez of Martinez Architects, and Mr. Joseph Ellis of McCall Gibson Swedlund Barfoot PLLC were also in attendance. Numerous members of the Atascocita Fire Department were also in attendance.

The Board opened the floor to receive public comment. The public thanked the Board for their services.

The Board next addressed the 2021 District Audit. Mr. Joseph Ellis of McCall Gibson Swedlund Barfoot PLLC, the District's auditor, presented the report. Following the presentation Mr. **CLARKE** inquired of Mr. Ellis about what the District may need to be concerned about. What is looming? Mr. Ellis stated all looked well as noted in the original management letter. After review, Mr. **CLARKE** made a Motion, seconded by Mr. **RICE** to approve the 2021 District Audit as presented. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 5 to 0.

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. Tap Fee in the amount of \$13,772.77;
2. Christensen Building Group has submitted a change order noting the oil well at a cost of \$19,178;
3. Pay Application No. 8 in the amount of \$240,768.42; and
4. Mr. **CLARKE** requested Mr. Martinez find out what information, if any, had been filed with the State of Texas regarding the oil well cap cost.

Thereupon after review, Mr. **CONE** made a Motion, seconded by Mr. **BOLLUM** to approve the payment of the Tap Fee, Pay Application No. 8 in the and Change Order as presented by Mr. Martinez. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 5 to 0.

The Board next addressed proposals for a feasibility study for training facility improvements. After review, Mr. **CLARKE** made a Motion, seconded by Mr. **BOLLUM** to approve the solicitation of proposals for a feasibility study for training facility improvements. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 5 to 0.

The Board then addressed proposals for a feasibility study for Station 39 renovation. After review, Mr. **CLARKE** made a Motion, seconded by Mr. **BOLLOM** to approve the solicitation of proposals for a feasibility study for Station 39 renovation. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 5 to 0

The Board next received a report on strategic plan updates for the District. Chief Mulligan relayed that the District's Strategic Plan was being modified, He shared that the Ignacio Road Harris County Training facility is no longer readily available to the Atascocita Fire Department for use as a training facility. As the Board is aware the additional property at the District's fleet center was intended as a future training facility and will need to be used for that purpose. There is currently internal training being conducted for fire fighters at the District's Rustic Timbers property. The District's Strategic Plan will also include for 2025 a Station 39 renovation project. No action taken.

The Board then reviewed the District sales tax report prepared by Ms. Alberta Balderas. Ms. Sokol presented and explained the report with the Board stating the May 2022 sales tax totaled \$485,000. Ms. Sokol stated the collection is trending \$370,000 above the anticipated amount year to date, but that month over months the gap was closing. Thereupon after review, Mr. **CONE** made a Motion, seconded by Mr. **CLARKE**, to accept the sales tax report as presented. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 5 to 0.

The District next received a financial report prepared by Mary Anne Sokol, Director of Human Resources and Finance, for the period ended April 30, 2022. Ms. Sokol's report reflected \$18,186,272 total money noting the budget vs the actual funds look good. She also noted the savings account had been set up with Chase. Thereupon after review, Mr. **CONE** made a Motion, seconded by Mr. **RICE**, to accept the financial report as presented. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 5 to 0.

The Board next addressed District bills and commissioner submittals. Mr. **CONE** made a Motion, seconded by Mr. **RICE**, 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 5 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 item 11, regarding a review of the meeting minutes of prior meeting(s). Thereupon after review, a Motion was made by Mr. **RICE**, seconded by Mr. **CLARKE** to approve the Minutes of the regular meetings held January 17, 2022, February 21, 2022, March 21, 2022 and April 18, 2022 and the special meetings held February 21, 2022 and March 1, 2022. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 5 to 0.

The Board next received reports from the Department, previously emailed out by Chief Mulligan. Chief Mulligan reported four hundred ninety (490) EMS calls for the month. After review, a Motion was made by Mr. **CONE** seconded by Mr. **RICE** to approve the Department reports as received. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 5 to 0.

The Board next addressed thirty (30) day advance requests submitted by the Department. No requests were received for consideration. Mike Wassell provided an update on the ambulance previously wrecked in July 2021. 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. No action taken.

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

The Board did not exercise the option to enter Closed Session.

The Board took no action on real estate or personnel matters.

The Board then confirmed the date for the next regular meeting will be held June 20, 2022. No specific requests were made for placement on the June meeting agenda.

Mr. **TRUVER** asked about the reaction of the membership when apprised of the change to the District's budget related to the payroll increase approved. Keith Sagray replied, "Good and positive reaction, bordering on awe."

There being no further business brought before the Board, Mr. **CONE** made a Motion seconded by Mr. **CLARKE** to adjourn the meeting 7:34 P.M. Thereafter, President **TRUVER** called for a vote and the motion passed by a vote of 5 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on July 18, 2022.



JOHN BOLLOM
Secretary of the Board