

**MINUTES OF THE OCTOBER 17, 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 October 17, 2022, 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**, Board President and Chairman of the meeting. Other Commissioners who were present include **BUDDY RICE, RON CLARKE, JOHN BOLLUM** and **JAMES CONE**. Chief of the 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 and members of the Fire Department were also present.

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

The Board next addressed the Station 29 construction project and approval of pay applications. Ricardo Martinez of Martinez Architects presented an update on the project and made special note of the following matters:

1. Payment Application No. 13 in the amount of \$442,346.60 was being presented this evening related to the Station 29 project.
2. Mr. Martinez stated that the interior build out of the station is nearing completion. The installation of the stud walls has been completed. The Gypsum Board is currently being installed and the HVAC metal ducting is 80% installed and proceeding forward. Additionally, Mr. Martinez reported that 90% of the electrical conduit has been installed and the plumbing systems and pipe installations are close to completion.
3. He next informed the Board that the exterior sheathing and metal panels are currently being installed and the roof panel installations are complete. He did state that some insulation needed to be replaced after getting wet from rain making contact with the insulation.
4. With respect to the upcoming activities, Mr. Martinez stated that he was emphasizing that the site paving be completed at Station 29 and shared his opinion that the current situation poses a danger to workers due to mud impacting workers and possibly adjacent traffic on Atascocita Road. He has informed Christensen Building Group of this issue..
5. With respect to the District's maintenance facility, Mr. Martinez reported that Humble ISD had been contacted. However, he stated that neither he nor the engineering consultants the District is utilizing had received a response from the school district. He shared with the Board that the current plan is to make contract directly with LJA Engineering (the Humble ISD engineer consultant) to attempt to resolve the water line issues and have water service and sprinkler systems functional for the new station as soon as possible.

Please see the Report prepared by Martinez Architects for a more detailed presentation of the District's construction matters.

At this time, Mr. **RICE** questioned the continued use of a third-party inspector reporting on the site progress due to the considerable cost to the District. Mr. Martinez stated that he felt with his firm's onsite supervision and because of the ultimate resolution of the foundation concerns at Station 29 the need for the third-party inspector was significantly diminished. After discussion and review, a Motion was made by Mr. **CLARKE**, seconded by Mr. **RICE**, to cease inspections by Safety First as of November 1st, 2022. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 5-0.

Next, a Motion was made to accept the report by Mr. Martinez and to approve payment of Payment Application 13 by Mr. **CONE** and seconded by Mr. **CLARKE**. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 5-0.

The Board next discussed action to engage Walker Consultants to provide building envelope construction evaluation services for Station 29 for a fee of \$12,500. Director Wassell introduced this engagement based on a workshop for maintenance which encouraged consideration of evaluation services during construction to find problems not covered under the initial building contract and schematics. The Board was assured the engagement would be paid from the Station 29 budget and would not present an extra cost to the District. After review, a Motion to engage Walker Consultants was made by Mr. **RICE**, and seconded by Mr. **CONE**. Thereafter, President **TRUVER** called for a vote and the Motion passed 3-2, with Mr. **CLARKE** and Mr. **BOLLOM** opposing the Motion.

The Board then reviewed the District sales tax report presented by Mary Anne Sokol who announced to the Board that October sales tax totaled \$406,382.07 and three (3) entities had failed to post allocations for September and were being investigated. After review, a Motion to accept the report was made by Mr. **RICE**, seconded by Mr. **CONE**. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 5-0.

The Board next received a report prepared by Ms. Sokol, Director of Finance, and addressed District bills and commissioner submittals. A submittal was made by Mr. **RICE** for 11 past meetings totaling \$1,650. After review, a Motion was made by Mr. **BOLLOM**, seconded by Mr. **CLARKE**, to accept the finance report as stated and approve the payment of District bills and commissioner submittals. Thereafter President **TRUVER** called for a vote and the Motion passed by a vote of 5-0.

Please see the District's treasurer's Report for a more detailed presentation of the financial condition of the District.

The Board next approved meeting minutes of the previous meeting on September 19, 2022. After review, Mr. **RICE** made a Motion, seconded by Mr. **CONE** to approve the minutes. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 5-0.

The Board then reviewed Department reports made by Chief Mulligan. After review, a Motion to accept the report was made by Mr. **CLARKE**, seconded by Mr. **CONE**. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 5-0.

The Board next addressed thirty (30) day advance requests submitted by the Department. No requests were received, and no action was taken by the Board.

The Board next discussed action to approve the purchase and licensing of the Aladtec scheduling system. Chief Mulligan and Ms. Sokol advised the Board that Aladtec would allow for better access and scheduling abilities by personnel as opposed to the current NetSuite system by itself. The total cost would be about \$11,000, which Chief Mulligan stated was already in the District's budget, and would not pose an additional unexpected cost to the District. After review, a Motion to approve the purchase was made by Mr. **RICE**, seconded by Mr. **BOLLOM**. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 5-0.

The Board next discussed approving the addition of an Accounts Payable Automation module to the District's NetSuite Licensing Agreement. Ms. Sokol advised the Board that it would effectually digitize the current process and offset the current costs of writing and mailing physical checks. This automated system would be more time and cost efficient to the District as well as being more secure, and would interact with other tools currently used by the District. After review, a Motion to approve the addition was made by Mr. **RICE**, and seconded by Mr. **BOLLOM**. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 5-0.

The Board next discussed applying for membership with the Texas Facilities Commission's Federal Surplus Property Program. Mr. Wassell advised the Board that this no-cost program would allow the District to potentially acquire useful tools and equipment at a lower cost than otherwise available. After review, a Motion to apply for membership was made by Mr. **CONE** seconded by Mr. **RICE**. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 5-0.

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 was taken by the Board.

The Board next discussed actions and necessary repairs needed for equipment, apparatus, and facilities in service of the District. Mr. Wassell advised the Board the Tower 19 aerial system required repairs, some of which were held over from the previous year due to part-shortages and shipping delays. The repairs were expected maintenance including cable work which would not exceed \$38,600. After review, Mr. **CONE** made a Motion, seconded by Mr. **CLARKE**, to approve the repairs. Thereafter, President **TRUVER** called for a vote and the Motion passed 5-0.

The Board did not exercise the option to enter Closed Session to review personnel and real estate matters and consult with legal counsel.

The Board then discussed any new items which would be placed on next month's agenda, and the date for the subsequent District meeting set for November 21, 2022. There being no alterations to the agenda or the proposed meeting date of November 21st, no action was taken by the Board.

There being no further business brought before the Board, Mr. **CLARKE** made a Motion, seconded by Mr. **CONE** to adjourn the meeting at 7:52 P.M. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 5-0.

The foregoing minutes were passed and approved by the Board of Commissioners on November 21, 2022.



JOHN BOLLUM
District Secretary of the Board