

**MINUTES OF JANUARY 15, 2024 MEETING**  
**HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 46**

A meeting was duly called by the Board of Commissioners of **Harris County Emergency Services District No. 46** on Monday, January 15, 2024 which was held 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 Board President, **TOM TRUVER**. Those Commissioners present were **TOM TRUVER, JOHN BOLLUM, BUDDY RICE, and RON CLARKE**. Commissioner **JAMES CONE** was not present for this meeting. Also in attendance were Chief of Department Mike Mulligan, Director of ITC & Operations Support Mike Wassell, Ira Coveler (appeared remotely) and Melissa Wiggins of Coveler & Peeler, P.C., District legal counsel, and other members of the public and Department.

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

The Board then reviewed matters related to calling an election for May 4, 2024. Mr. Coveler advised the Board that two (2) positions currently held by Commissioners **BOLLUM** and **CLARKE** were up for election in May. If no additional applicants for those seats came forth by February 16, 2024 at 5:00 p.m., the election would be cancelled and the current Commissioners would remain seated. He then advised that, related to a potential election, it was necessary to approve a call for the election, appoint Coveler & Peeler, P.C. as Agent for the election, appoint an early voting clerk, designate a polling place and precinct, and approve contracts with Hart Intercivic and KNOWiNK related to election equipment.

Mr. Coveler explained that Coveler & Peeler, P.C. would manage all orders, notices, and postings as Agent for the election. He also recommended Ms. Mary Ann Sokol be appointed Early Voting Clerk, though he also advised the appointment could be changed if necessary. Furthermore, the District's voting polling place would be declared as the District's headquarters building, located at 18425 Timber Forest Drive, Humble, Texas 77346. Only one (1) voting precinct would be declared.

After review, Commissioner **RICE** made a Motion, seconded by Commissioner **BOLLUM**, to approve the appointments, orders, and contracts as advised by legal counsel related to an upcoming May 4, 2024 commissioner election. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 4 to 0.

The Board did not discuss matters relating to the Station 29 project.

The Board did not discuss matters related to the District's maintenance facility.

The Board then reviewed the District's sales tax report from ESD Tax Management Services. President **TRUVER** stated figures for the period totaled \$74,000 less than the same period in 2023, and expressed the drop in figures was likely due to continued post-pandemic adjustments. After review, Commissioner **CLARKE** made a Motion, seconded by Commissioner **BOLLUM** to approve the report as presented. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 4 to 0.

The Board next discussed the District's financial report by Mary Anne Sokol as provided prior to the meeting. After review, Commissioner **BOLLOM** made a Motion, seconded by Commissioner **CLARKE** to approve the report as discussed. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 4 to 0.

The Board then reviewed Commissioner submittals and current District bills for payment. President **TRUVER** noted one (1) submittal from Commissioner **BOLLOM**. He then requested clarification related to one (1) check from a prior approved invoice. Chief Mulligan advised the payment was approved and submitted, but for some reason never reached the intended recipient. The original check had therefore been destroyed, and a new check cut for payment and approval by the Board. After review, Commissioner **CLARKE** made a Motion, seconded by Commissioner **RICE** to approve payment of submittals and bills as presented. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 4 to 0.

The Board next reviewed minutes from the District's December meeting. After review, Commissioner **BOLLOM** made a Motion, seconded by Commissioner **RICE** to approve the minutes as presented. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 4 to 0.

The Board next received a Department report from Chief Mulligan. In addition to average reports, Chief Mulligan thanked Commissioner **CLARKE** for his interest in the District's social media procedures, and reminded the Board that emails had been provided to them explaining the Department's process for handling and responding to social media matters including posts and followers. "I appreciate Mr. **CLARKE** requesting this information in the first place. This gave us a chance to clean things up." There being no further questions, Commissioner **RICE** made a Motion, seconded by Commissioner **CLARKE** to approve the report as provided. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 4 to 0.

The Board then moved to discuss thirty (30) day requests, though none were forthcoming, and no action was taken.

The Board next reviewed surplus and salvage property, though none was presented, and no action was taken.

The Board then reviewed any necessary repairs of equipment, apparatus, and facilities in service to the District, though none were presented, and no action was taken.

The Board did not meet in Closed Session to consult with legal counsel, discuss personnel matters, or deliberate regarding real estate matters.

The Board did not discuss real estate or personnel matters related to the District.

The Board lastly confirmed the date of the next District meeting to be scheduled for Monday, February 19, 2024.

The Board then opened the floor to receive any announcements from the Board of Commissioners or the Department staff, though none were forthcoming.

There being no further business brought before the Board, Commissioner **RICE** made a Motion, seconded by Commissioner **BOLLOM**, to adjourn the meeting at 7:06 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 March 18, 2024.



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**RON CLARKE**  
District Secretary of the Board