

MINUTES OF FEBRUARY 19, 2024 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 46

A meeting was duly called by the Commissioners of **Harris County Emergency Services District No. 46** on February 19, 2024 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, JAMES CONE, JOHN BOLLUM, BUDDY RICE**. Commissioner **RON CLARKE** was not present for this meeting. Also in attendance were Chief of Department Mike Mulligan, Director of ITC & Operations Support Mike Wassell, Alberta Balderas of ESD Tax management Services, Ricardo Martinez of Martinez Architects, Ira Coveler 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 relating to the May 4, 2024 Commissioner election. Mr. Coveler informed the Board that no additional applications had been received, and if none were received by 5:00 p.m. February 16th, the election would be cancelled at the March meeting. No action was taken.

The Board next reviewed matters related to the Station 29 construction project. Mr. Martinez informed the Board that MACO Construction had been consulted, and recommended proceeding with the project. No additional changes had been made to the contract which would be presented for approval shortly. A construction meeting was scheduled for Wednesday, February 21st to walk the project site. MACO was currently reaching out to subcontractors from the original project to negotiate and execute contracts for service to complete the project. MACO would rekey the building to provide secure access to the site, and take over the project in short order. He lastly stated the camera system being maintained by the District was still on site, and could be maintained or removed at the Board's discretion. Mr. Martinez recommended maintaining the security system, despite it technically being MACO's responsibility moving forward. More information would be provided regarding the Station 29 project as it became available after upcoming construction meetings. No action was taken at this time.

The Board next agreed to take the meeting out of order and address Item No. 6, to review, discuss and take action regarding a contract with MACO Construction. Mr. Coveler informed the Board that the proposed contract was standard for the project, though there would be no liquidated damages provision as it would be impractical to expect such inclusions with no reasonable expectation or foreknowledge of the work to come. All other protections anticipated by the District were in place, including the use of particular preferred contractors. He then recommended approval of the contract by the Board. Mr. Martinez interjected that the initial estimate for the project completion cost totaled \$800,000, though final estimates would be presented in March.

After review, Commissioner **BOLLUM** made a Motion, seconded by Commissioner **CONE**, to approve the contract with MACO Construction as discussed. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 4 to 0.

Mr. Wassell lastly informed the Board it would cost approximately \$2,600 per month to maintain the current external security camera system on site at Station 29. After review, Commissioner **RICE** made a Motion, seconded by Commissioner **CONE**, to approve the continued use of the current security system. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 4 to 0.

The Board then returned to the regular Agenda order to address matters related to the construction of the District's maintenance facility.

Mr. Wassell stated that District personnel met with the new engineer regarding obtaining domestic water, fire water, and storm outfall at the maintenance facility, though complications still existed due to the involvement of the City of Humble and Humble ISD. The engineer furthermore met with Humble ISD representatives and was waiting on final resolution to outstanding matters. Part of the engineer's scope of work would include completing a survey of the property which could also be used for a fire training field.

Mr. Martinez added, having spoken with the civil engineer, that there were three (3) force mains (water, sanitary, sewer) which might be used by the District. He then stated Mr. Tom Haggerty of the ISD's facilities department would be good to work with. "They want to look at usage of the pond and measurements of the pond, because if we have outflow to pond and they can't take it... we're figuring out timing and scheduling on of all this."

The Board next received a sales tax report from Ms. Alberta Balderas of ESD Tax Management Services. Ms. Balderas stated February allocations totaled \$576,536.88, including seven (7) taxpayers responsible for \$157,853.84. This represented an increase of \$12,012 over the same month in 2023. Seven (7) taxpayers had been added to the District rolls for Board review. Multiple entities were under investigation by Ms. Balderas for decreased or missing allocations. Three (3) entries showed a negative variance due to recovered allocations in January 2023. After review, Commissioner **BOLLOM** made a Motion, seconded by Commissioner **CONE**, 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 then received a financial report from Mary Anne Sokol. Ms. Sokol stated the budget was in line, though only figures for January were available for review. Additional property tax revenues have been received and will be moved into the District's Texas Class account. Total cash available amounted to \$16,244,745.11. There being no questions, Commissioner **RICE** made a Motion, seconded by Commissioner **BOLLOM**, to accept 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 reviewed the District's bills and commissioner submittals. After review, Commissioner **BOLLOM** made a Motion, seconded by Commissioner **RICE**, to approve payment of the bills as presented. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 4 to 0.

The Board then discussed the Minutes of prior meeting(s). Mr. Coveler stated one (1) set of minutes was available for approval, though approval of the minutes was tabled for the time being. No action was taken at this time.

The Board next reviewed the Department reports. Chief Mulligan stated the monthly report was previously provided to the Board for review, noting the presence of a new chart related to EMS calls in the report. Commissioner **RICE** again registered dismay at the rate of EMS runs to Houston locations due to the District's current aid contract. Chief Mulligan stated no complaints had been received from Department personnel, and reminded the Board that the agreement could be revoked or amended at their request. No such request was forthcoming. At this time, Commissioner **BOLLOM** made a Motion, seconded by Commissioner **CONE**, to approve the report as presented. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 4 to 0.

At this time, Commissioner **BOLLOM** offered his appreciation for a Department medic crew which had recently provided care in a personal call. "Two (2) paramedics showed up and did a phenomenal job." Chief Mulligan informed the Board that the crew in question had been recognized for their efforts, and given copies of Commissioner **BOLLOM**'s correspondence expressing his thanks.

The Board then reviewed thirty (30) day advance request(s) from the Department. Mr. Wassell informed the Board that Shop 470 was being remounted with an expected delivery date in April, and that payment for that would be due in March. He then advised that the long-range planning committee would need to meet and review requests and capital items for the new year including a replacement service truck, logistics van, new pumper and aerial, and truck lifts. Due to high lead times, it would be best to order trucks ahead of time to be sure of delivery before they are needed.

The Board took no action regarding the sale or disposal of obsolete surplus and/or salvage property.

The Board took no action regarding necessary repairs of equipment, apparatus and facilities in service to the District.

The Board entered into Closed Session to discuss personnel matters at 7:20 p.m. The Board exited closed session regarding personnel matters at 7:25 p.m.

The Board met in Closed Session to consult with legal counsel at 7:26 p.m.

The Board reconvened in Open Session at 7:50 p.m.

The Board did not meet in Closed Session to deliberate real estate matters.


The Board then addressed personnel matters discussed in Closed Session. At this time, Commissioner **CONE** made a Motion, seconded by Commissioner **BOLLOM**, to approve the pay modifications as discussed in Closed Session. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 4 to 0.

The Board next reviewed items to be included on the agenda for subsequent District meetings, including the regular District meeting set for March 18, 2024. No additional items were brought forth for inclusion on the upcoming agenda.

No additional announcements were made by Commissioners or Department staff.

There being no further business brought before the Board, Commissioner **CONE** made a Motion, seconded by Commissioner **BOLLOM**, to adjourn the meeting. Thereafter, President **TRUVER** adjourned the meeting by a vote of 4 to 0 at 7:52 p.m.

The foregoing minutes were passed and approved by the Board of Commissioners on March 18, 2024.



RON CLARKE

District Secretary of the Board