

**MINUTES OF OCTOBER 9, 2023 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 9, 2023**, 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 Board President, **TOM TRUVER**. Those Commissioners present were **TOM TRUVER, JOHN BOLLUM, JAMES CONE, BUDDY RICE,** and **RON CLARKE** (arrived at 7:03). Also in attendance were Chief of Department Mike Mulligan, Director of ITC & Operations Support Mike Wassell, Director of Human Resources and Finance Mary Anne Sokol, Assistant Chief of Operations Terry Wygal, District Counsel Mr. Ira Coveler and Ms. Melissa Wiggins of Coveler & Peeler, P.C., Ricardo Martinez of Martinez Architects, and other members of the public and Department.

The Board first opened the floor to public comment, at which time Commissioner **BOLLUM** complimented Mr. Wassell for his efforts to fix the meeting room projector set up.

The Board next discussed matters relating to the upcoming tax rate election on November 7, 2023. Ms. Wiggins advised the Board that the remainder of the District's total invoice for election services with Harris County would be forthcoming shortly, and require payment within thirty (30) days of the election day. The District's total invoice would amount to \$112,737.90, with a current remaining balance of \$45,264.90. After review, Commissioner **RICE** made a Motion, seconded by Commissioner **BOLLUM** to pay the remaining balance for election services with Harris County upon receipt of the final invoice. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 4 to 0, as Commissioner **CLARKE** had not yet arrived.

Chief Mulligan then reminded the Board that the local union chapter was leading the District's educational campaign, and presented examples of materials and yard signs which had been made to support the District's tax rate election.

The Board next discussed matters related to the Station 29 construction project. Mr. Ricardo Martinez of Martinez Architects ("MA") informed the Board that inventories of materials had been taken at the Station 29 site after Christensen's departure, and that a solicitation package was being prepared to select a new contractor to complete the project. A solicitation was anticipated to be ready by October 24<sup>th</sup>, with bids being received by November 7<sup>th</sup>. Mr. Martinez then recommended holding a special meeting on November 13<sup>th</sup> to review the bids and potentially confirm a new project contractor.

Mr. Martinez advised that some work to secure the facility was needed which would be completed by a third party, the cost of which would be reimbursed to MA by the District. All building locks had been changed, but some areas were closed only with bungee cords and required more extensive attention to secure. Mr. Coveler then added that efforts to reassign subcontractors requested by the District from Christensen Building Group ("CBG") were ongoing, but that counsel for CBG was cooperating to complete the transition. President **TRUVER** questioned the financial impact of this process to the District and was told that documentation regarding subcontractor agreements would be provided by CBG, and negotiated with the new project contractor as necessary.

Mr. Martinez had also reached out to subcontractors to ensure appropriate payments had been made, and to identify outstanding items held in storage in order to avoid wait times for material procurement. Commissioner **BOLLOM** lastly inquired about a recent roof leak, and was told that repairs were currently being coordinated.

Regarding the fleet facility, Mr. Martinez informed the Board that contact had been made again with Humble ISD and the City of Humble regarding the facility's water supply. Weisser Engineering had also been engaged to complete easements for the facility's water supply, and onsite civil engineering for water connection taps and water meters. The final designs for those items would be submitted to the Construction Committee for approval before project solicitations were made by MA. When asked, Mr. Martinez clarified that a full tap system needed to be installed before a sprinkler system could be designed and properly installed. He then advised that permission to submit solicitations for the project would be requested at the next Board meeting in November. Mr. Coverler asked if the same subcontractor would handle the fleet facility that worked on Station 29, and was told that they were separate projects and different contractors would be used.

There being no further questions or comments, 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 5 to 0.

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

No pay applications related to construction projects were presented, and no action was taken by the Board at this time.

The Board then reviewed the District's sales tax report from ESD Tax Management Services, though President **TRUVER** announced that no report was available as allocations had not yet been posted by the Comptroller. No action was taken by the Board at this time.

The Board next received a financial report from Mary Anne Sokol, who stated that District bank balances stood at \$13,399,772.66. She also advised the Board that no further income was expected related to 2022 property tax revenues, but that new revenues for 2023 property taxes would soon be forthcoming. After review, Commissioner **RICE** 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 5 to 0.

The Board then reviewed District bills and Commissioner submittals. After review, Commissioner **RICE** made a Motion, seconded by Commissioner **BOLLOM**, to approve payment of the District's bills and Commissioner submittals. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 5 to 0.

The Board next discussed the Minutes of the September Board meeting. After review, Commissioner **CONE** made a Motion, seconded by Commissioner **BOLLOM**, to approve the minutes as submitted. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 5 to 0.

The Board then reviewed Department reports provided by Chief Mulligan prior to the meeting. There being no questions or comments, Commissioner **CONE** made a Motion, seconded by Commissioner **BOLLOM**, to accept the Department reports as provided. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 5 to 0.

The Board next reviewed thirty (30) day submittals by the Department, though none were forthcoming, and no action was taken by the Board.

The Board then reviewed any necessary sales or disposals of District property, though none was forthcoming, and no action was taken by the Board.

The Board next discussed necessary repairs of equipment, apparatus, and facilities in service to the District. Chief Mulligan advised the Board that Shop 466 was involved in an accident in which the apparatus was t-boned by a civilian vehicle. The ambulance was then taken out of service and replaced with a reserve unit until repairs could be completed. He then stated the District's remount unit would arrive in March 2024. When asked by Commissioner **RICE** about the cost of repairing Shop 466, Mr. Wassell advised that based on the damaged area, work on the box, suspension system, and axles would be needed, but it was unlikely that a new chassis would be required. Commissioner **CLARKE** questioned the possible benefit of purchasing a new unit rather than repairing the damaged unit, and was advised against the action by Chief Mulligan.

At this time, Commissioners **CLARKE** and **RICE** questioned the District's long-range vehicle replacement plans, and requested discussion of the same be brought forward in the near future to address aging and worn vehicles. Chief Mulligan advised that a discussion regarding vehicle replacement could be held any time after Halloween, as the current plan would begin analyzing data for 2025 and 2026 as of January 2024.

The Board did not exercise the right to meet in Closed Session to consult with legal counsel, discuss sales tax or personnel matters, or to deliberate real estate matters.

The Board took no action regarding real estate or personnel matters at this time.

The Board next discussed items to be included on the November meeting agenda. President **TRUVER** stated that the meeting, currently scheduled for November 20, 2023, would be rescheduled for Monday November 13<sup>th</sup>, and requested a special meeting to discuss construction matters also be called for November 13<sup>th</sup>. No further items were listed for inclusion.

At this time, Chief Wygal informed the Board that Chief Archibald had just finished year two (2) at the Texas Fire Chief's Academy, and was now a Certified Fire Executive. All three (3) District Battalion Chiefs were now equally certified.

There being no further business brought before the Board, Commissioner **BOLLOM** made a Motion, seconded by Commissioner **CONE** to adjourn the meeting. Thereafter, President **TRUVER** adjourned the meeting at 7:23 p.m.

The foregoing minutes were passed and approved by the Board of Commissioners on November 13, 2023.



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**RON CLARKE**  
District Secretary of the Board