

MINUTES OF DECEMBER 18, 2023 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 46

A meeting was duly called of **Harris County Emergency Services District No. 46**, which was held on **December 18, 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**. 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, EMS Director Sean Conley, Ira Coveler and Melissa Wiggins of Coveler & Peeler, P.C., District legal counsel, Ricardo Martinez of Martinez Architects and other members of the public and Department.

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

The Board next considered open matters related to the Station 29 construction project, which has been delayed because of the termination of Christensen Building Group from the project. Mr. Martinez reviewed with the Board that construction remained at a standstill until a Construction Manager at Risk ("CMAR") was placed under contract with the District. An RFQ related to those services had been published and solicited, with three (3) responses received by the November 28, 2023 deadline. Mr. Martinez recommended interviewing the respondents during a special meeting of the Board, to be held in early January 2024. Mr. Coveler stated a full meeting could be called, or a small committee could be created to review the Board's options related to the Station 29 project. When asked by Commissioner **CLARKE**, Mr. Martinez stated a scoring matrix for the three (3) candidates would be provided to the Board for review prior to the meeting, and recommended allowing approximately forty-five (45) minutes for each candidate to make their presentations, including question and answer periods. The Board would have the option to take action to hire a CMR at the end of that meeting.

After discussion, the Board agreed to hold a special meeting for interviews of potential CMAR candidates on January 11, 2024 at 1:00 p.m.

The Board took no further action at this meeting related to the selection of a Construction Manager at Risk to complete the Station 29 construction project.

The Board next discussed matters related to the District's maintenance facility. Mr. Wassell advised the Board that the facility generator's transfer switch was recently installed, making the generator fully operational. When asked about ongoing efforts with the school District related to water and sewer service, Mr. Martinez stated Weisser's work on the project was ongoing, but no update was available. No action was taken by the Board.

The Board then reviewed the sales tax report prepared by ESD Tax Management Services. November sales tax revenue allocations totaled \$455,027.85 and December sales tax revenue allocations totaled \$395,857.09. Allocations for 2023 totaled \$5,533,407.86, which is an increase of \$333,677.16 over 2022. After review, Commissioner **CONE** made a Motion, seconded by Commissioner **CLARKE**, 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 next received a financial report from Mary Anne Sokol who informed the Board that District account balances for the period ending November 30, 2023 totaled \$11,396,413.31. She then advised the Board of one (1) payment due for the pumper which would require approval for payment. After review, Commissioner **BOLLOM** made a Motion, seconded by Commissioner **CONE**, to approve the report as presented, and to approve payment on the pumper note. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 5 to 0.

The Board then addressed District bills and commissioner submittals. Submittals were received from President **TRUVER**, Commissioner **CLARKE**, and Commissioner **RICE**. After review, Commissioner **BOLLOM** made a Motion, seconded by Commissioner **CONE**, to approve payment of the District's bills, and Commissioner submittals as presented. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 5 to 0.

The Board next discussed the engagement with McCall Gibson Swedlund Barfoot PLLC ("McCall Gibson") to perform the 2023 Audit of the District's financial records. After review, Commissioner **CONE** made a Motion, seconded by Commissioner **BOLLOM** to approve the engagement of McCall Gibson as the District's auditor for the 2023 fiscal year. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 5 to 0.

The Board then discussed the 2024 District Budget, though no updates were forthcoming, and no action was taken.

The Board next reviewed the Minutes of the District's prior meetings. Mr. Coveler advised the Board that two (2) sets of minutes had been submitted for review, including those of the November 13th regular meeting, and the November 20th Canvass meeting. After review, Commissioner **BOLLOM** made a Motion, seconded by Commissioner **CONE**, to approve the minutes as presented. Thereafter, President **TRUVER** called for a vote and the Motion passed by a vote of 5 to 0.

The Board next received the Department's report. Chief Mulligan reported that patterns in service related to the automatic aid agreement with the City of Houston had remained steady. Chief Mulligan also shared that following some concerns about resource utilization and treatment of the Atascocita crews, he had reached out to the City of Houston Assistant Chief regarding his concerns. Following some conversations about these issue, a compromise had been negotiated between the District and the City of Houston. Going forward, District crews would no longer be dispatched to refusals when patients refused transport services, and would only be called when they were needed to provide intervention and actual transport. Chief

Mulligan also reported that in the future HFD transport would be dispatched for basic life support care.

Chief Mulligan next reported on concerns which had been raised related to personnel morale and workload. He shared that average runs, including City of Houston calls, totaled less than five (5) calls per truck per day. Chief Mulligan next state that "it's my opinion the agreement is working." Additionally, he noted that the agreement with the City of Houston had also proven beneficial based on calls for service and billing related to responses made within the City of Houston. Commissioner **RICE** maintained his frustration with the current arrangement but understood this was a difficult spot for the District. However, Commissioner **CONE** echoed Chief Mulligan's perspective that with the new arrangement, call numbers to the City of Houston would be lowered and potential wear on both District apparatus and personnel should be reduced. Chief Mulligan then stated if, despite the new understanding with the City of Houston, issues remained or worsened, the agreement would be addressed again in the future. No action was taken by the Board. President **TRUVER** thanked Chief Mulligan for his efforts to resolve this matter.

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

The Board then reviewed obsolete surplus and/or salvage property for disposal, though none was brought forth and no action was taken.

The Board next discussed necessary repairs of equipment, apparatus and facilities in service to the District, though Mr. Wassell stated none existed beyond those covered by the District's budget. No further action was taken by the Board.

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

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

The Board then confirmed the date of the January meeting as January 15, 2024.

There being no further business brought before the Board, Commissioner **CLARKE** made a Motion, seconded by Commissioner **BOLLOM** to adjourn the meeting. Thereafter, President **TRUVER** adjourned the meeting at 7:28 p.m.

The foregoing minutes were passed and approved by the Board of Commissioners on January 15, 2023.



RON CLARKE
District Secretary of the Board