

**MINUTES OF THE MARCH 16, 2020 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 March 16, 2020, 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 **JOHN COYLE, Vice-President**. Those Commissioners present were **JOHN COYLE, RON CLARKE, BUDDY RICE** and **JOHN BOLLLOM**. Commissioner **TOM TRUVER** was not in attendance. Chief of Department Mike Mulligan, Assistant Chief of EMS Sean Conley, Assistant Chief of Fire Sean Richardson, District Administrator Mary Anne Sokol, Director of ITC & Operations Support Mike Wassell and District Counsel Mr. Ira Coveler of Coveler & Peeler, P.C., were also in attendance at this meeting.

The Board opened the floor for public comment though none was offered.

The Board next received a report prepared by Alberta Balderas of ESD Tax Management Services regarding matters related to the District's Sales Tax revenue. A discussion was held regarding the collections noting the sales tax collections are high at this time. After review, Mr. **RICE** made a Motion, seconded by Mr. **CLARKE** to approve the sales tax report as presented. After discussion, the Motion was approved by a vote of 4 to 0.

The Board tabled item 5, review of the Meeting Minutes of prior meeting(s).

The District next reviewed a financial report prepared by Ms. Sokol District Administrator. Thereupon after review, Mr. **RICE** made a Motion, seconded by Mr. **BOLLLOM**, to accept the financial report as presented. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed District bills and commissioner submittals. Mr. **RICE** stated that the Board did not appear to have good visibility into the credit card transactions being processed. Chief Mulligan explained how the charges are aggregated and that the particular items being inquired about were for photo equipment, travel expenses and IT purchases. Chief Mulligan explained that the District always strives to make payment via checks, but that some purchases, in particular those that are online, require a credit card. Mr. **RICE** then inquired about insurance expenses as it appeared that two (2) line items in the identical amount of \$54,000 each had been paid. He then asked if the total billing was \$108,000. Ms. Sokol confirmed that insurance was paid once, in the amount of \$54,000. After review, Mr. **RICE** made a Motion, seconded by Mr. **BOLLLOM** to ratify the payment of prior bills and approve payment of submittals as presented. The Motion was approved by a vote of 4 to 0.

The Board next discussed their attendance at the SAFE-D Conference held in Galveston, Texas the previous month. Mr. **RICE** noted that there was a very large turnout of both commissioners and vendors at the conference. Mr. Coveler reviewed his presentation of Senate Bill 2 with the Board. There was additional discussion about the role of the Public Information Officer ("PIO"). Mr. **RICE** inquired if the District needed to employ a full-time PIO. Chief Mulligan and Ms. Sokol relayed that there were not enough work to perform to justify a full-time PIO currently. No action taken.

The Board next addressed the renovation of the District's maintenance facility. Chief Wassell provided an update stating the Civil engineer is working with the architect on the detention pond issues. The basketball floor has not yet been removed. No action taken.

The Board then reviewed the Station 29 renovation/reconstruction. No action taken.

The Board next received reports from the Department. The Board reviewed and discussed the report as presented in its new format. Chief Mulligan shared information on the usage of fire and medical units. Mike Wassell also discussed the data presented in the new report and explained the term "Incident" gives an identification of the location of the call and the term "Response" as identification of the Unit responding to the Incident. Chief Mulligan stated that the Department is currently using a forty-eight (48) hours shift model for staffing. He continued the review of reports and shared that First Watch is pulling all of the data included in these reports. The Board congratulated the Department on the new format of the reports. After review, a Motion was made by Mr. **BOLLOM** seconded by Mr. **CLARKE**, to receive and accept the Department reports as presented. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then discussed matters related to COVID 19 preparations. Legal counsel discussed the teleconference option and the capability of the District to hold its Board meetings during the pandemic via teleconference. Chief Mulligan reinforced that the Department would continue the response of calls as in the usual manner. Chief Mulligan stated that supplies were available and the Department was well stocked at this time though he could not predict if re-supply will present any issues. Mr. **CLARKE** inquired how the ESD would keep the public informed and was there any way possible to get ahead of this and reach out to the community now. No action taken.

The Board next addressed the upcoming ISO evaluation of the Department's Public Protection Classification (PPC). Chief Mulligan informed the Board that Emily Janz with ISO would be arriving in May to evaluate the Department. Chief Mulligan shared his belief that the Department is prepared for the evaluation and that he will be contacting the MUD and other water utility district Presidents for water source information in preparation of the ISO visit.

The Board then discussed the District's records retention committee. After review, a Motion was made by Mr. **COYLE**, seconded by Mr. **CLARKE** to appoint Ms. Sokol, Mr. **RICE** and Mr. Coveler to the records retention committee. The Motion was approved by a vote of 4 to 0.

The Board took no action on (30) day advance requests as none were submitted by the Department.

The Board next addressed the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251. Chief Mulligan reported that no bids, with reserve, had been received on the sale of Ladder 19 and Mike Wassell stated that the reserve on Ladder 19 should be reduced to \$5,000. Additionally, it was requested that the following items be considered for surplus sale: (1) Stryker stretcher, (2) gym floor at Rustic Timbers, (3) pro-stair chairs and

Ladder 19 with the reduced reserved amount of \$5,000. A Motion was made by Mr. **CLARKE**, seconded by Mr. **BOLLOM** to approve the sale of surplus as reported. The Motion was approved by a vote of 4 to 0.

The Board then addressed repairs for equipment, apparatus and facilities in service to the District. None presented for consideration.

The Board then confirmed the date for the next regular meeting will be April 20, 2020, either in-person or via teleconference.

The Board then reviewed items to be placed on the January meeting agenda. No specific items were requested.

The Board entered Closed Session at 8:17 P.M., to review legal issues and returned to Open Session at 8:25 P.M.

The Board took no further action following closed session.

There being no further business brought before the Board, Mr. **CLARKE** made a Motion, seconded by Mr. **BOLLOM** to adjourn the meeting. The meeting adjourned at 8:28 P.M.

Buddy Rice
Secretary of the Board