

**MINUTES OF DECEMBER 16, 2024 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 46**

A public meeting was duly called by the Board of Commissioners of **Harris County Emergency Services District No. 46** on **December 16, 2024**, which was held at the **Atascocita Fire Department Headquarters Building** located at **18425 Timber Forest Drive, Humble, Texas 77346**.

CALL MEETING TO ORDER, ROLL CALL AND ESTABLISH A QUORUM.

The meeting was called to order at 7:00 p.m. by **Tom Truver**, President of the Board and Chairman of the meeting.

President **Truver** announced that a quorum was present. Those Commissioners present for the meeting were:

Tom Truver	President	Present
Buddy Rice	Vice President	Absent
John Bollom	Treasurer	Present
Ron Clarke	Secretary	Present
James Cone	Asst. Sec/Treas.	Present

Also present at the meeting were Chief of the Department, Mike Mulligan, Director of ITC & Operations Support Mike Wassell, 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 members of the Fire Department and public.

JOIN TOGETHER IN THE PLEDGE OF ALLEGIANCE.

The District Commissioners and other persons present at the meeting joined together to recite the Pledge of Allegiance to the United States and Texas.

TO RECEIVE PUBLIC COMMENT.

The Board next opened the floor to public comment, though none were forthcoming.

TO REVIEW, DISCUSS AND TAKE ACTION ON ANY MATTERS RELATED TO THE STATION 29 CONSTRUCTION PROJECT.

Mr. Ricardo Martinez of Martinez Architects next advised the Board regarding the Station 29 project. He clarified to the Board that two (2) pay applications were approved in November, and presented Pay Application No. 5 in the amount of \$300,902.95. He informed the Board that \$687,287.37 remained in the project, and that two (2) more pay applications were anticipated before the project was completed, including completion and retainage close-out. Inspection of the Station by the Fire Marshal would take place on Thursday January 19th, with the expectation that the District would take possession of the building on Friday January 20th. Mr. Martinez stated that, pending the result of that inspection, substantial completion could be achieved, though it would be delayed based on outstanding items to be completed. The only missing major component related to the Station's bay flooring which was delayed due to shipping and availability. Mr.

Bollom advised that the flooring would be shipped on December 16th, but would now be red instead of the original yellow.

Mr. Martinez lastly commended MACO for their work on the project, stating “they’ve made all the difference, above and beyond.” After review, Mr. **Bollom** made a Motion, seconded by Mr. **Cone**, to approve the payment of Pay Application No. 5 as presented. Thereafter, President **Truver** called for a vote and the Motion passed by a vote of 4 to 0.

When asked, Mr. Martinez noted that warranties on the current work were tied to the subcontractors working on the project, and would apply for one (1) year as of the date of substantial completion. After review, Mr. **Cone** made a Motion, seconded by Mr. **Bollom**, to authorize Commissioners **Bollom** and **Truver** to sign the Certification of Substantial Completion related to Station 29. Thereafter, President **Truver** called for a vote and the Motion passed by a vote of 4 to 0.

TO REVIEW, DISCUSS AND TAKE ANY NECESSARY ACTION RELATED TO THE CONSTRUCTION OF THE DISTRICT’S MAINTENANCE FACILITY.

The Board then discussed construction at the District’s maintenance facility. Mr. Wassell advised that no updates were available, but requested Board approval for the installation of a concrete pad on site to hold training props, due to delays in construction at the training facility during the month of November. After review, Mr. **Cone** made a Motion, seconded by Mr. **Bollom**, to approve the installation of a pad to hold training props at the facility as presented. Thereafter, President **Truver** called for a vote and the Motion passed by a vote of 4 to 0.

TO RECEIVE A SALES TAX REPORT FROM ESD TAX MANAGEMENT SERVICES.

The Board next received the District’s sales tax report for December. President **Truver** stated the allocation from December totaled \$491,111.24, with a year-to-date revenue of \$5,563,488.73. Total November allocations from the top one hundred twenty-six (126) taxpayers totaled \$360,013.93, with a year-to-date increase over the same eleven (11) month period in 2023 of \$117,779.20. After review, Mr. **Cone** made a Motion, seconded by Mr. **Bollom**, to approve the sales tax report as presented. Thereafter, President **Truver** called for a vote and the Motion passed by a vote of 4 to 0.

TO RECEIVE A FINANCIAL REPORT AND TAKE ANY NECESSARY ACTION REGARDING THE REPORT.

The Board next received the financial report presented by Chief Mulligan who stated a current cash balance of \$11,024,913.42. He further provided the Board with an amended budget, showing actual budgeted amounts for capital items as previously discussed. After review, Mr. **Clarke** made a Motion, seconded by Mr. **Cone**, to approve the financial report as presented. Thereafter, President **Truver** called for a vote and the Motion passed by a vote of 4 to 0.

TO PAY DISTRICT BILLS AND APPROVE COMMISSIONER SUBMITTALS PURSUANT TO TEXAS HEALTH AND SAFETY CODE §775.038(A-1).

The Board next reviewed District bills and Commissioner submittals. After review, Mr. **Bollom** made a Motion, seconded by Mr. **Cone**, to approve payment of the bills and submittals as

received. Thereafter, President **Truver** called for a vote and the Motion passed by a vote of 4 to 0.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board next reviewed the minutes of the November 18, 2024 meeting. After review, Mr. **Bollom** made a Motion, seconded by Mr. **Clarke**, to approve the minutes as presented. Thereafter, President **Truver** called for a vote, and the Motion passed by a vote of 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A REQUEST FOR PROPOSALS FOR ADDITIONAL OUTSIDE BOOKKEEPING SERVICES FOR THE DISTRICT.

Mr. Coveler next advised the Board regarding a Request for Proposals (“RFP”) related to the District’s search for bookkeeping services. A drafted RFP had been submitted for Board approval, including a closing date for proposals of January 10th. Final proposals would be received and reviewed prior to the award of a contract by the Board on January 20, 2025. Mr. Coveler advised that the Board could offer interviews to prospective service providers, but were not legally required to do so. The RFP would be submitted to seven (7) potential providers, including suggestions from the Board and District staff.

When asked, Mr. Coveler informed the Board that past services had functioned as minimal oversight of in-house bookkeeping services, though this RFP requested information for full bookkeeping services, assuming control of all tasks as necessary. Ideally, the chosen provider would work with current District staff to observe District needs, and take command of the service in March. After review, Mr. **Clarke** made a Motion, seconded by Mr. **Cone**, to approve the RFP as presented, pending modification by legal counsel. Thereafter, President **Truver** called for a vote and the Motion passed by a vote of 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON THE DEPARTMENT REPORTS.

Next, the Board reviewed the Department reports as provided before the meeting. Chief Mulligan advised that mutual aid numbers continued to decline, and overall usage hours for medical units were declining as well. After review, Mr. **Cone** made a Motion, seconded by Mr. **Clarke**, to approve the Department report as presented. Thereafter, President **Truver** called for a vote and the Motion passed by a vote of 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS OF THIRTY (30) DAY ADVANCE REQUEST(S) FOR NECESSARY PURCHASES RELATED TO THE PROVISION OF EMERGENCY SERVICES IN ACCORDANCE WITH THE CURRENT DISTRICT BUDGET.

The Board took no action regarding thirty (30) day requests.

TO REVIEW, DISCUSS AND TAKE ACTION FOR THE SALE OR DISPOSAL OF OBSOLETE SURPLUS AND/OR SALVAGE PROPERTY PURSUANT TO TEXAS HEALTH AND SAFETY CODE §775.0735.

The Board took no action regarding the sale or disposal of District property.

TO REVIEW, DISCUSS AND TAKE ACTION ON ANY NECESSARY REPAIRS OF EQUIPMENT, APPARATUS AND FACILITIES IN SERVICE TO THE DISTRICT.

The Board took no action regarding repairs to District property.

TO RECEIVE A REPORT FROM THE GOVERNMENTAL RELATIONS COMMITTEE REGARDING THE 2025 LEGISLATIVE SESSION.

Next, the Board received an update regarding the 2025 legislative session from Chief Mulligan who stated that efforts were already underway to address matters related to the Houston Housing Authority and tax exemptions for “affordable housing” around the Houston area which would impact District revenues. Other bills of note addressed matters including property tax reform, and Commissioner elections. Mr. Coveler informed the Board that around one hundred seventy (170) bills had been pre-filed, though several thousand would be filed by the end of the session.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL OR TO DISCUSS SALES TAX MATTERS AS PERMITTED BY TAX CODE §323.3022.

The Board did not meet in Closed Session to consult with legal counsel.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.074 TO DISCUSS PERSONNEL MATTERS.

The Board did not meet in Closed Session to discuss personnel matters.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.072 TO DELIBERATE REGARDING REAL ESTATE MATTERS.

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

REVIEW AND TAKE ACTION ON DISTRICT REAL ESTATE MATTERS AND PERSONNEL MATTERS.

The Board took no action regarding personnel matters.

DISCUSS ANY NEW ITEMS WHICH NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS, INCLUDING THE REGULAR DISTRICT MEETING SET FOR JANUARY 20, 2025.

The Board next confirmed the upcoming meeting date set for Monday, January 20, 2025.

RECEIVE ANY ANNOUNCEMENTS FROM THE BOARD OF COMMISSIONERS OR THE DEPARTMENT STAFF.

No announcements were received from the Board of Commissioners or Department staff.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Clarke** made a Motion, seconded by Mr. **Cone**, to adjourn the meeting at 7:30 p.m. Thereafter, President **Truver** called for a vote and the Motion passed by a vote of 4 to 0.

The foregoing minutes were approved by the Board of Commissioners on January 20, 2025.

By:



RON CLARKE
Board Secretary