

**MINUTES OF THE DECEMBER 11, 2019 MEETING OF THE
FORT BEND COUNTY EMERGENCY SERVICES DISTRICT NO. 1**

A Meeting was duly called of the **FORT BEND COUNTY EMERGENCY SERVICES DISTRICT NO. 1**, which was held on December 11, 2019, at the Willow Fork Country Club, 21055 Westheimer Parkway, Katy, Texas 77450.

The Meeting was called to order at 7:00 P.M. by **HANK WENZLER**, President. Those Commissioners present were **HANK WENZLER, PAT HAWKINS, GREGG NADY DEAN MCBRIDE** and **SKIP HUTNEK**. Also, present was **NICOLE PIERCE**, of Coverel & Peeler, P.C., the District's Counsel; **TONYA FUSCO**, of GJF Interests LLC dba TMV Tax & Bookkeeping Services, the District's Bookkeeper; **DAVE RAUPP**, Battalion Chief of HCESD 48; **MARSHALL KRAMER**, Board President of HCESD 48; and **ALLEN DEJONGE** with 1190 Designs.

There was no public comment received by the Board.

The Board then addressed agenda item 3, to receive a report from the District Emergency Service Provider. Both Chief Ellis and Chief Bank sent their monthly reports to the Board prior to the meeting as they both were unable to attend. Battalion Chief Dave Raupp presented the fire report on behalf of the Department. He reported that the Department ran a total of 273 calls for the month of November with 4 calls in FBESD 1. He gave the breakdown of calls by stations and by incidents. He reported on Rehab's activities and the training activities for the month of November. He stated that Engine 1 was delivered, and training has started on the engine. He stated that Rescue 5 will be put into reserve and will be used a manpower truck and will be staffed with only volunteers. He reported that the Department hired two new full-time firefighters to fill two shifts. He reported that the new suppression staffing model will start January 2020. He reported that the Cadet Class has 7 cadets in training. Mr. **NADY** asked about an update on the pre-emption system. Mr. Kramer stated the installation has stopped for some reason but that he does not know why at this time and he did not have any additional update on the pre-emption system. Mr. Kramer then discussed the EMS report sent by Chief Bank. For the month of November, the Department ran a total of 658 calls for the month with 6 calls in FBESD 1. The average EMS response time was 6.36 minutes and the average response time for the District was 8.07 minutes. Mr. Kramer also reported on the two life-flight incidents for the month of November. Mr. **HAWKINS** asked what the term "field termination" meant on the EMS report. Chief Raupp stated that is when the

paramedic determines that life-saving treatment on scene should be terminated and he stated that is a universal term in the EMS industry. Mr. Kramer gave an update on the new Station 1 and stated that the concrete has been poured and that the steel should be delivered next week. He stated that the steel vertical should be up mid-to late January. He discussed that at the land on Porter Road, for future Station 6, that an antenna will be installed soon. He reported that Ladder 3 is out of service and Tower 4 is out of service for major work and should be back in 2 weeks. He reported that the Department has 8 ambulances in service and 2 in reserve. He said currently the ambulances are hard to staff with a shortage in the industry of paramedics and EMTs. He said the Department has 6 spots to fill on the EMS side. Mr. WENZLER asked about the next smoke alarm blitz and Mr. Kramer said that he would check into that and get back to Mr. Wenzler with the information. The Board thanked Chief Raupp and Mr. Kramer for their reports.

The Board next addressed item 4, to approve the Minutes of the November 13, 2019 regular meeting. The minutes were approved as presented.

The Board then moved to agenda item 8, to discuss the District's new website. Allen DeJonge with 1190 Designs addressed the Board and showed them the final website and said that it was ready to go live to the public. After review, Motion was made by Mr. **NADY**, seconded by Mr. **MCBRIDE**, to authorize and allow for the website to go live for viewing to the public. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed item 5, to review and approve the financial report of the District and to pay the District bills. Tonya Fusco, of TMV Tax & Bookkeeping Services LLC, the District's bookkeeper, presented the financial report for the period ending November 30, 2019. She reported that the cash balance for all the District's accounts was \$561,386.08. During the previous month, the District received tax receipts of \$12,680.27, and interest income for the month was \$810.25. The Comerica Operating Account balance was \$52,282.96 and the Texas Class account was \$509,103.12. The balance sheet and profit and loss statement, all as of the prior month-end, were also included in the financial report. She also presented the Board with the following District bills for approval and payment:

1. FBCAD – 2 nd quarter billing	\$	639.25
2. Coveler & Peeler, P.C. (legal)	\$	1,268.15
3. TMV Tax & Bookkeeping Services LLC (bookkeeping)	\$	425.00

After review, Motion was made by Mr. **NADY**, seconded by Mr. **HAWKINS**, to approve the financial report and approve the payment of District bills. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed item 6, to review, discuss and take action on District compensation under Section 775.038 of the Texas Health & Safety Code. Ms. Pierce discussed that as an ESD, the ESD could elect to take compensation under Section 775.038. She stated that each ESD commissioner is entitled to receive fees of office of not more than \$150 a day for each day actually spent performing the duties of an ESD commissioner. She advised that this includes attending monthly ESD meetings and other activities involving substantive performance in the management or business of the District. The annual limit on the fees of office that each commissioner may receive in a year cannot exceed \$7,200. She explained that in addition to compensation, the commissioners are still entitled to receive reimbursement of their actual expenses incurred while engaging in activities on behalf of the District. After review, Motion was made by Mr. **MCBRIDE**, seconded by Mr. **WENZLER**, to approve and adopt a policy for commissioner compensation in an amount of \$75 a day for each day actually spent performing the duties of an ESD commissioner, not to exceed \$7,200 a year. After discussion, the Motion was approved by a vote of 4 to 1.

The Board then addressed item 7, to amend the 2020 budget. District Counsel advised that the 2020 budget needed to be amended to account for the District's new website and the recently approved compensation policy. The Board discussed to increase the budget by \$1,500 for the website and \$5,700 for District compensation. After review, Motion was made by Mr. **NADY**, seconded by Mr. **HUTNEK**, to approve the discussed amendments to the 2020 budget in the amounts of \$1,500 for the website and \$5,700 for District compensation. After discussion, the Motion was approved by a vote of 5 to 0.

There was no Closed Session under Government Code, Section 551.071.

There being no further business brought before the Board, upon Motion made the meeting was adjourned at 8:22 P.M.



Secretary of the Board