

**MINUTES OF THE JANUARY 7, 2025 MEETING  
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 10**

A public meeting was duly called by the Board of Commissioners of Harris County Emergency Services District No. 10, held at the **District Administration Building** located at **14415 Old Humble Road, Humble, Texas 77396**, on Tuesday January 7, 2025.

**CALL MEETING TO ORDER AND ESTABLISH A QUORUM.**

The meeting was called to order at 7:03 p.m., by **Paul Lessor**, President, who announced that a quorum was present. Those Commissioners present were:

<b>Paul Lessor</b>	Present
<b>Mike Tucker</b>	Present
<b>Robyn Hoekstra</b>	Present
<b>Kito Bonner</b>	Present

**Martha Serna** was absent from this meeting.

Also present at the meeting were Chief Bryan Harris, Facilities Coordinator Heather Schwalbach, Accounting Coordinator Katie Maciejewski, Deputy Chief Guillermo Flores, Deputy Chief Brian Luscomb, Fleet & Logistics Coordinator Richard Hancock, IT Technician Nick Soto, Scheduling/Receptionist Rosa Bisogno, IT Consultant Michael Pulk, Josh Thornton and Robert Harrington with Bella Media (left at 7:35 p.m.) and Ira Coveler, Coveler & Peeler, P.C., District Counsel.

**TO RECEIVE PUBLIC COMMENT.**

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

**TO RECEIVE THE DISTRICT'S FINANCIAL REPORTS AND TAKE ANY ACTION RELATED THERETO.**

The Board then received a 2024 Preliminary Year-End Financial Report as of the date of the meeting presented by Accounting Coordinator Katie Maciejewski. The cash balance at the end of 2024 was \$13,165,865.06. Interest received in excess of the budgeted amount total was \$411,774.92. The remaining Donations/Other not collected was \$19,611.43. Property Tax Collections in excess of the budgeted amount total was \$585,661.69. The remaining amount of Sales Tax Collections not collected was \$279,980.49. The preliminary cash reserve total at the end of 2024 was \$12,866,273.14.

Next, Ms. Maciejewski advised the Board that \$250,000 was transferred from both the TexPool and Texas Class Accounts to the Property Tax Account (\$500,000 total) on December 12, 2024.

Ms. Maciejewski advised the Board that there will be two (2) financial reports presented next month: 2025 Financial Report and 2024 Year-End Financial Report.

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to accept the financial reports as presented. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 4 to 0.

**TO REVIEW AND TAKE ACTION ON FINANCIAL MATTERS OF THE DISTRICT INCLUDING THE DISTRICT'S INVESTMENT AND PAYING DISTRICT BILLS.**

Ms. Maciejewski next addressed District bills. She first addressed District bills paid prior to the meeting totaling \$169,538.12. Major items of note included:

- Chase One Card: \$23,373.01 for the Credit Card Bill
- Municipal Emergency Services: \$63,569.85 for Snap-Change Cylinders & RIT-PAK

Ms. Maciejewski next addressed the approval of additional District bills totaling \$289,219.35. One major item of note was a wire to Joiner Architects for \$236,285.86.

The total costs of prior invoices paid, and current bills being presented amounted to \$458,757.47. After review, Mr. **BONNER** made a Motion, seconded by Ms. **HOEKSTRA**, to approve bills paid prior to the meeting and to authorize the payment of the District's current submittals and bills in the total amount of \$458,757.47. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 4 to 0.

Please see the District's Treasurer's Report for a more detailed presentation of the bills and invoices submitted for payment.

**TO RECEIVE A REPORT FROM THE DISTRICT'S SALES TAX CONSULTANT.**

The Board next received a report presented by the Facilities Coordinator Heather Schwalbach on matters related to the District's Sales Tax revenue. Ms. Schwalbach reported that the overall allocation for December 2024 was \$650,509. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to approve the sales tax report. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 4 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE ENGAGEMENT OF DISTRICT AUDITOR FOR 2024 AUDIT.**

Mr. Coveler advised the Board that the engagement under review was an annual agreement whereupon McCall Gibson Swedlund Barfoot PLLC would perform the District's 2024 Financial Audit as required by law. The estimated fee for this service totaled between \$31,500 and \$35,000. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to approve the engagement of McCall Gibson Swedlund Barfoot PLLC to perform the District's 2024 Audit. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 4 to 0.

**TO APPROVE THE MINUTES OF PRIOR MEETING(S).**

The Board then reviewed the December 3, 2024 Meeting Minutes. After review, Mr. **BONNER** made a Motion, seconded by Ms. **HOEKSTRA**, to approve the minutes presented. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 4 to 0.

**TO RECEIVE ADMINISTRATIVE AND OPERATIONAL REPORTS FROM DISTRICT STAFF.**

Deputy Chief Guillermo Flores presented the Status of the Department and Operations report to the Board. He reported there were three hundred thirteen (313) calls for December 2024. Two hundred sixty (260) calls were in District, thirty-one (31) calls were mutual aid, and twenty-two (22) calls were made to District 19. The average response time during the period was six minutes and nineteen seconds (6:19).

Next, Deputy Chief Flores provided the Board with a TIFMAS update. The reimbursement processes for the 2024 Winter Fire Weather, April 8, 2024 Eclipse, and Texas Task Force Hurricane Beryl deployments are in progress. The Texas Task Force Hurricane deployment is on the final step. There are no further deployments scheduled at this time. He also advised that a wildland committee is being formed.

Lastly, Deputy Chief Flores briefly informed the Board that Annual PPE Cleaning and Yearly Evaluations have been completed.

Next, Fleet & Logistics Coordinator Richard Hancock provided the Board with an update on multiple apparatuses. Tower 16 is at the frame shop. Engine 26 is at Diesel Specialists for an oil pan replacement. Brush 36 will be going to Siddons Martin Emergency Group for pump issues. At the time of the meeting, Siddons Martin Emergency Group was at Station 16 repairing a hydraulic leak on Ladder 46. Mr. Hancock advised that he is working on finding a loaner ladder truck while Ladder 46 has preventative maintenance work done. The Reserve Engine and Engine 16's repairs and preventative maintenance have been completed.

Lastly, Mr. Hancock advised the Board that he is compiling a list of needed tools and equipment for future trucks and the new shop.

Next, IT Technician Nick Soto and IT Consultant Michael Pulk provided the Board with an update on IT matters. The backup server is being staged for development to Station 36. Parts have been ordered to fix the monument sign at Station 16.

Next, Deputy Chief Flores provided the Board with an update on events. The Employee Appreciation party held on December 6, 2024 was a success. Four (4) employees were awarded for their ten (10) years of service. This year, fifteen (15) people will be awarded for their ten (10) years of service. Ms. Schwalbach, Ms. Maciejewski, and Scheduling/Receptionist Rosa Bisogno will be attending the Fire Administrative Professionals Workshop on January 20<sup>th</sup> through the 22<sup>nd</sup> of 2025. The SAFE-D conference will be on February 6<sup>th</sup> through the 8<sup>th</sup> of 2025. Human Resources Manager Megan Puri will be back in the office in February 2025.

Next, Ms. Schwalbach showed pictures to the Board of all the gifts for the fifty (50) B.E.A.R. kids they approved of sponsoring.

After review, Mr. **TUCKER** made a Motion, seconded by Mr. **BONNER**, to accept the reports as presented. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 4 to 0.

**TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING THE STATUS OF REPAIRS RELATED TO THE DISTRICT'S WATER HAMMER ISSUE AT THE DISTRICT'S FIRE STATION FACILITIES.**

Ms. Schwalbach provided the Board with an update on the water hammer issue at Station 16. Jarrar Plumbing, Gamma Construction, Joiner Architects, DBR Engineering Consultants, and Cougar Sales will all meet at Station 16 on January 9, 2025 to discuss what the next step is. Mr. Lessor asked Ms. Schwalbach to start tracking how many hours we are working on trying to solve the water hammer issue. No action was taken by the Board.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S BUDGET.**

The Board took no action regarding any matters related to the District's Budget.

**TO REVIEW, DISCUSS AND TAKE ACTION ON ANY NEEDED REPAIRS, REPLACEMENTS AND IMPROVEMENTS RELATED TO THE OPERATION OF THE DISTRICT'S EQUIPMENT, APPARATUS OR FACILITIES.**

Ms. Schwalbach updated the Board on the water pressure issues at Station 46. It was determined by visualization of rusty water from a leak in one (1) of the primary valves, that its replacement was necessary. Upon internal inspection, it was discovered that the interior epoxy coating was flaking off. A system flush will be necessary to ensure no deposits make it to interior fixtures, and it may also be necessary to replace the second primary valve. The part has been ordered but will not be used if deemed unnecessary once the unit has been taken apart. In addition, check valves one and two have been replaced in the backflow preventer.

Next, Ms. Schwalbach updated the Board on the Station 16 bay glass repairs. City Glass will be at Station 16 on January 10, 2025 to replace the glass. Ms. Schwalbach advised that while inspecting the damage caused by the break-in attempt, she noticed a gap in the Nichiha panels where they adjoin the stonework near the bulletin board. The subcontractor will be out on January 20, 2025 to replace the panels. No action was taken by the Board.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING SELECTING A LENDER TO PROVIDE FINANCING FOR THE DISTRICT'S LOGISTICS AND STATION 36 EXPANSION PROJECT.**

Mr. Coveler informed the Board that solicitations were sent out to nine (9) potential lenders to provide financing for the Districts Logistics and Station 36 Expansion project. Three (3) returned proposals including Texas Regional Bank, Community Leasing Partners, and Trustmark Bank. Mr. Coveler presented ten (10), twelve (12), and fifteen (15) year loan options through Texas Regional Bank, Community Leasing Partners, and Trustmark Bank for an \$11,000,000 loan.

After review, Mr. **TUCKER** made a Motion, seconded by Ms. **HOEKSTRA**, to award the contract to Trustmark Bank for their ten (10) year loan option with annual payments of \$1,385,386.52. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 4 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION ON MATTERS RELATED TO THE DISTRICT'S LOGISTICS AND TRAINING FACILITY PROJECT.**

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to vote for Mr. Lessor to sign the Plat for the District's Logistics Building and Training Facility project. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 4 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS BY THE DEPARTMENT OF THIRTY (30) DAY ADVANCE REQUEST(S) FOR NECESSARY PURCHASES RELATED TO THE PROVISION OF EMERGENCY SERVICES.**

The Board took no action on submittals by the Department of thirty (30) day advance request(s) for necessary purchases related to the provision of emergency services.

**TO REVIEW, DISCUSS, AND TAKE ACTION ON APPROVAL OF EXPENSES RELATED TO UPCOMING TRAINING CLASSES FOR THE DISTRICT COMMISSIONERS, DEPARTMENT OFFICERS, ADMINISTRATIVE STAFF AND DEPARTMENT PERSONNEL.**

The Board took no action on approval of expenses related to upcoming training classes for the District Commissioners, Department Officers, Administrative staff, and Department personnel.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A PROPOSAL FROM BELLA MEDIA RELATED TO DISTRICT SOCIAL MEDIA PLATFORMS.**

Josh Thornton and Robert Harrington with Bella Media presented to the Board three (3) Firebreak Solutions social media package options specifically built for fire departments:

1. \$3,000 Fundamentals: Post on social media once a week
2. \$6,500 Growth Accelerator: Post on social media every other day
3. \$11,500 Market Leader: Post on social media every day

No action was taken by the Board.

**TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING ADOPTION, AMENDMENT, AND EXPLANATION OF DISTRICT POLICIES, PROCEDURES, AND STANDARD OPERATING GUIDELINES.**

The Board took no action regarding adoption, amendment, and explanation of District policies, procedures, and standard operating guidelines.

**TO REVIEW AND DISCUSS ANNUAL CONFLICTS OF INTEREST REQUIREMENTS UNDER LOCAL GOVERNMENT CODE §176.003 (CONFLICTS DISCLOSURE STATEMENT REQUIRED) AND §171.004 (AFFIDAVIT AND ABSTENTION FROM VOTING REQUIRED).**

Mr. Coveler then reviewed Conflict of Interest declarations and affidavits with the Board for the year 2025. No action was taken by the Board.

**TO REVIEW AND DISCUSS ACCESS TO PERSONAL INFORMATION UNDER THE PUBLIC INFORMATION ACT, INCLUDING REVIEW OF SECTIONS 552.024, 552.117 AND 552.1175.**

Mr. Coveler next reviewed matters related to withholding personal and confidential information under the Public Information Act. No action was taken by the Board.

**TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS RECEIVED FROM THE DISTRICT COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH & SAFETY CODE §775.038 (A-1).**

The Board then addressed the payment of Commissioner Fees in accordance with District policy. Commissioner LESSOR claimed \$221. Commissioner TUCKER claimed \$663. Commissioner HOEKSTRA and Commissioner BONNER each claimed \$442. After review, Ms. HOEKSTRA made a Motion, seconded by Mr. BONNER, to approve payments for the Commissioners as presented. After discussion, President LESSOR called for a vote and the Motion was approved by a vote of 4 to 0.

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

No items were presented for consideration, and no action was taken by the Board.

**TO REVIEW, DISCUSS, AND TAKE ACTION ON ANY DISTRICT MATTERS WHICH NEED TO BE INCLUDED ON THE NEXT AGENDA FOR THE FEBRUARY 4, 2025 MEETING.**

No specific items were requested for inclusion on the February 4, 2025 meeting agenda.

**TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL.**

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

**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.

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

The Board did not meet in Closed Session regarding personnel matters.

**TO REVIEW, DISCUSS AND TAKE ACTION ON ANY PERSONNEL OR REAL ESTATE MATTERS.**

The Board took no action regarding personnel matters.

**ANNOUNCEMENTS BY THE COMMISSIONERS OR CHIEF OF THE DEPARTMENT**


No announcements were forthcoming from the Commissioners or Chief of the Department.

**ADJOURNMENT.**

There being no further business brought before the Board, President LESSOR adjourned the meeting at 9:15 p.m.

The foregoing minutes were approved by the Board of Commissioners at the meeting properly noticed on February 4, 2025 meeting.

By:



**Martha Serna**  
District Secretary