

MINUTES OF THE FEBRUARY 4, 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 February 4, 2025.

CALL MEETING TO ORDER AND ESTABLISH A QUORUM.

The meeting was called to order at 7:00 p.m., by **Paul Lessor**, President, who announced that a quorum was present. Those Commissioners present were:

Paul Lessor	Present
Mike Tucker	Present
Robyn Hoekstra	Present
Martha Serna	Present
Kito Bonner	Present

Also present at the meeting were Chief Bryan Harris, Facilities Coordinator Heather Schwalbach, Accounting Coordinator Katie Maciejewski, Deputy Chief Guillermo Flores, Fleet & Logistics Coordinator Richard Hancock, IT Technician Nick Soto, Scheduling/Receptionist Rosa Bisogno, IT Consultant Michael Pulk, and Melissa Wiggins and Ira Coveler (arrived at 7:31 p.m.) of 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 Closeout Financial Report as of the date of the meeting presented by Accounting Coordinator Katie Maciejewski. The cash balance at the end of 2024 was \$13,166,039.40. 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 \$84,954.48. The remaining amount of Sales Tax Collections not collected was \$279,980.49. The total cash reserve at the end of 2024 was \$13,166,039.40.

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to accept the 2024 Closeout Financial Report as presented. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 5 to 0.

Next, Ms. Maciejewski presented a Financial Report as of the date of the meeting to the Board. The current cash balance is \$17,051,125.79. Interest received so far in 2025 is \$44,494.74.. The estimated amount of remaining Donations/Other is \$45,000.00. The remaining amount of 2025 Budget Expenses are \$13,208,961.56. The projected cash reserve by December 31, 2025 is \$13,264,863.73. The total debt service outstanding is approximately \$9,467,600.00.

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 5 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 \$148,384.74. Major items of note included:

- Chase One Card: \$15,233.01 for the Credit Card Bill
- McNeil & Co.: \$68,385.75 for Insurance Renewal
- Robbins Chevrolet: \$12,016.24 for District 26 Repairs

Ms. Maciejewski next addressed the approval of additional District bills totaling \$81,160.17. Major items of note included:

- Insight Training: \$14,600 for 2-day Thermal Imaging Live Fire Search Training'
- Gamma Construction: \$8,000 for Logistics & Station 36 Expansion-Preconstruction

The total costs of prior invoices paid, and current bills being presented amounted to \$229,544.91. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, 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 \$229,544.91. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 5 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 January 2025 was \$645,032. 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 5 to 0.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board then reviewed the January 7, 2025 Meeting Minutes. After review, Mr. **TUCKER** made a Motion, seconded by Mr. **BONNER**, to approve the minutes presented. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 5 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 thirty-three (333) calls for January 2025. Two hundred eighty-two (282) calls were in District, thirty-six (36) calls were mutual aid, and fifteen (15) calls were made to District 19. The average response time during the period was six minutes and five seconds (6:05).

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 all being reviewed. There are no further deployments scheduled at this time. He also advised that a wildland committee has been selected.

Lastly, Deputy Chief Flores briefly informed the Board that Chief Flores, Chief Harris and Deputy Chief Brian Luscomb will be modifying operating policies.

Next, Chief Harris presented the Health & Safety Report to the Board. He advised the Safety Committee had its last meeting on Thursday January 30, 2025. Medical credentialing has been completed. On Duty Health physical exams will take place on July 7th through July 11th and also July 14th through July 18th of 2025.

Lastly, Chief Harris advised the Board the American Red Cross will have a “Sound The Alarm” event on Saturday April 12, 2025. The District will be partnering up with the American Red Cross to go to territory they selected to install smoke detectors.

Next, Fleet & Logistics Coordinator Richard Hancock provided the Board with an update on multiple apparatuses. Tower 16 is at the frame shop. Engine 46 was involved in a fleet accident. Brush 36 will be going to Siddons Martin Emergency Group for pump issues. He advised that he is working on locating a “loaner” ladder truck while Ladder 46 has preventative maintenance work done. Engine 16 and Engine 36’s batteries have been replaced. Engine 26 and District 26’s repairs 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. All systems are functioning. Fiber has been installed at Station 19 and Station 84 for the radio system infrastructure. They are working on fixing Station 16’s monument sign and the TV in the vestibule.

Next, Deputy Chief Flores advised the Board that the SAFE-D conference will be on February 6th through the 8th of 2025.

Next, Ms. Schwalbach advised the Board that City Glass has repaired the bay glass at Station 16. The subcontractor fixed the gap in the Nichiha panels at Station 16.

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 5 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 came out on February 1, 2024 to close the air valve and remove the pressure reducing valve. The water hammer issue appears to have been rectified, though it will be monitored to confirm the permanent solution. 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 any needed repairs, replacements and improvements related to the operation of the District's equipment, apparatus, or facilities. The primary valve that was ordered for Station 46 arrived damaged so, a new order was placed. The primary valve will be installed on Wednesday February 5, 2025. At Station 16, part of the floor is lifting in the conference room due to condensation. No action was taken by the Board.

Next, Ms. Schwalbach advised the Board that Station 26's water heater needs to be replaced. Ricky Plumbing will replace it on Thursday February 6, 2025. After review, Ms. **SERNA** made a Motion, seconded by Ms. **HOEKSTRA**, to approve the expenditure of up to \$23,000 for Ricky Plumbing to replace the water heater at Station 26. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING DISTRICT CONSTRUCTION PROJECTS INCLUDING THE REVIEW AND APPROVAL OF PAY APPLICATIONS, INCLUDING BUT NOT LIMITED TO THE DISTRICT'S LOGISTICS AND STATION 36 EXPANSION PROJECT.

Ms. Schwalbach gave an update to the Board on the District's Logistics and Station 36 Project. She informed the Board that they have been added to Share Point for the project, and that meeting dates for the project were being added on Share Point as well. Temporary fencing is up at Station 36, and construction should begin within a week. As of the date of the meeting, markers were being put down at the District's Logistics site. Ms. Schwalbach will meet with Arbor True on Wednesday February 5, 2025 to see what can be saved on the District's Logistics site before site clearing is begun. No action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A NEW CONSTRUCTION LOAN WITH TRUSTMARK BANK FOR THE DISTRICT'S LOGISTICS BUILDING PROJECT.

Mr. Coveler presented the specific requirements of the new loan with Trustmark Bank. Additionally, Mr. Coveler explained that this loan was a different loan document than the District had previously placed. This loan is not secured by sales tax or the land or improvements, but is instead secured by a pledge of property taxes. He explained that when the time for the District's tax rate setting occurred in the Summer of 2025, the Board would see the impact of this type of loan structure. The advantage of this type of loan structure is that the District would be able to set aside a portion of the District's tax rate to pay the loan payment separately and apart from the normal tax rate calculation for the voter approval rate. Finally, Mr. Coveler confirmed that this was a ten (10) year loan amortization schedule, with the first (1st) payment being due February 2, 2026 in the amount of \$1,385,386.52 and that the loan can be prepaid at any time.

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, for the District to enter into a debt obligation for \$11,000,000 with Trustmark Bank. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 5 to 0.

Next, Mr. Coveler advised the Board that they needed to authorize two (2) board members to execute all documents related to the Trustmark Loan for the District's Logistics Building Project. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **TUCKER**, to authorize President **LESSOR** and Secretary **SERNA** to execute all documents related to the Trustmark Loan for the District's Logistics Building Project. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 5 to 0.

Next, Chief Harris requested the Board approve transferring \$5,000,000 to the District's TexPool account and \$5,000,000 to the Texas Class Account, leaving \$1,000,000 in the Property Tax Account from the Trustmark Loan. After review, Mr. **BONNER** made a Motion, seconded by Ms. **HOEKSTRA**, to distribute funds from the Trustmark Loan across District accounts as requested. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 5 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.

Chief Harris presented three (3) quotes:

1. Quote from "NAFECO" totaling \$15,041.75 for a LIO Intelligent Training System Pro Package.
2. Quote from "Got You Covered Work Wear & Uniforms" totaling \$3,832.38 for short and long sleeve t-shirts with a gold ranking.
3. Quote from "Got You Covered Work Wear & Uniforms" totaling \$6,892.80 for short and long sleeve t-shirts with a silver ranking.

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to approve the quoted prices from NAFECO and Got You Covered Work Wear & Uniforms. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 5 to 0.

Next, Chief Harris presented two (2) quotes from “CDW-G”:

1. Quote totaling \$10,218.04 to replace all thirteen (13) computers at Station 26, 36, and 46.
2. Quote totaling \$19,837.58 to replace all twenty-four (24) cameras at Station 26, 36, and 46.

After review, Mr. **BONNER** made a Motion, seconded by Ms. **HOEKSTRA**, to approve the quoted prices from CDW-G. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 5 to 0.

Chief Harris presented a quote from “Northwest Communications” totaling \$493,481.93 for radio system infrastructure equipment. After review, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **SERNA**, to issue a purchase order to Northwest Communications for the radio system infrastructure equipment in the amount of \$493,481.93 to be billed in equal amounts to each of the four (4) ESDs participating in the radio system. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 5 to 0.

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’S SOCIAL MEDIA PLATFORMS.

The Board took no action on a proposal from Bella Media related to the District’s Social Media Platforms.

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, 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 \$1,547. Commissioner **TUCKER** and Commissioner **BONNER** each claimed \$1,105. Commissioner **HOEKSTRA** claimed \$1,146.98. Commissioner **SERNA** claimed \$221. After review, Ms. **HOEKSTRA** made a Motion, seconded by Ms.

SERNA, 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 5 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.

Chief Harris presented a plan to the Board to donate the 2013 Chevrolet Tahoe to Hull-Daisetta Volunteer Fire Department, and to auction the 2012 Chevrolet Tahoe and the 2011 Ram 2500. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to donate the 2013 Chevrolet Tahoe to Hull-Daisetta Volunteer Fire Department and to auction the 2012 Chevrolet Tahoe and the 2011 Ram 2500. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 5 to 0.

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

No specific items were requested for inclusion on the March 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 8:39 p.m.

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

By:

A handwritten signature in black ink, appearing to read 'Martha Serna', written over a horizontal line.

Martha Serna
District Secretary