

**MINUTES OF THE APRIL 1, 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 April 1, 2025.

CALL MEETING TO ORDER AND ESTABLISH A QUORUM.

The meeting was called to order at 7:00 p.m., by **Robyn Hoekstra**, Board Treasurer, who announced that a quorum was present. Those Commissioners present were:

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

Also present at the meeting were Chief Bryan Harris, Facilities Coordinator Heather Schwalbach, Human Resources Manager Megan Puri, 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, Robin Humphrey, Client Service Manager of HdL Companies (left at 7:26 p.m.), and Ira Coveler 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.

Accounting Coordinator Katie Maciejewski presented a Financial Report as of the date of the meeting to the Board. The current cash balance is \$28,729,617.14. The estimated amount of remaining Interest is \$354,031.04. The estimated amount of remaining Donations/Other is \$33,764.10. The estimated amount of remaining Sales Tax is \$6,749,802.32. The remaining amount of 2025 Budget Expenses are \$23,539,784.00. The projected cash reserve by December 31, 2025 is \$12,358,666.50. The total debt service outstanding is approximately \$23,681,925.00.

After review, Mr. **BONNER** made a Motion, seconded by Ms. **HOEKSTRA**, to accept the financial report 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 \$203,642.26. Major items of note included:

- Northwest Communications: \$148,044.58 for the first invoice for the Simulcast Radio System
- Chase One Card: \$17,594.00 for the Credit Card Bill

Ms. Maciejewski next addressed the approval of additional District bills totaling \$121,118.66. Major items of note included:

- Joiner Architects: \$20,692.55 for Invoice#: 25013
- CDW Government: \$10,216.96 for thirteen (13) computers for Station 26, 36, and 46
- CDW Government: \$19,837.90 for twenty-four (24) cameras for Station 26, 36, and 46
- DataVox: \$15,547.76 for a 40% deposit on the Training Room AV Refresh Project

The total costs of prior invoices paid, and current bills being presented amounted to \$324,760.92. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **TUCKER**, to approve bills paid prior to the meeting and to authorize the payment of the District's current submittals and bills in amount of \$324,760.92. 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 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 as well as reimbursement requests from the SAFE-D conference. Commissioner **LESSOR** claimed \$1,326 and requested \$239.40 for mileage at the SAFE-D conference. Commissioner **TUCKER** claimed \$1,547 and requested \$291.20 for mileage at the SAFE-D conference. Commissioner **HOEKSTRA** and Commissioner **BONNER** each claimed \$442. After review, Mr. **TUCKER** made a Motion, seconded by Ms. **HOEKSTRA**, 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 RECEIVE A REPORT FROM THE DISTRICT'S SALES TAX CONSULTANT.

The Board next received a report presented by the District's Sales Tax Consultant Robin Humphrey on matters related to the District's Sales Tax revenue. Ms. Humphrey reported that the overall allocation for March 2025 was \$738,664. 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 ANY MATTERS RELATED TO THE DISTRICT'S BUDGET.

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

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board then reviewed the March 4, 2025 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 fifty-three (353) calls for the month of March 2025. Two hundred ninety-five (295) calls were in District, forty-one (41) calls were mutual aid, and seventeen (17) calls were made to District 19. The average response time during the period was six minutes and twenty-six seconds (6:26).

Next, Deputy Chief Flores provided the Board with a TIFMAS update. The 2024 Winter Fire Weather deployment paperwork has been completed. The District received \$120,042.24. The April 8, 2024 deployment paperwork has been completed. The District received \$35,870.12. The Texas Task Force Hurricane Beryl deployment is being reviewed. There are no further deployments scheduled at this time. Lastly, Deputy Chief Flores briefly informed the Board of his current projects. He is writing a Winter Storm Policy, modifying the Tropical Storm Policy, reviewing training requirements for Tropical Storm Weather, and in the process of creating operation guidelines and training for the new mid-rises and parking garages under construction in the District.

Next, Deputy Chief Brian Luscomb presented the Health & Safety Report to the Board. He advised that the Health & Safety Committee had a meeting on Thursday March 13, 2025. He presented numerical data of training hours by rank. He also advised that he is working on a Community Residential Smoke Detector Program. Next, Deputy Chief Luscomb advised the Board that the District is now licensed by the State of Texas to teach Fire & Life Educator 1 & 2 courses. Lastly, Deputy Chief Luscomb provided the Board with the On Duty Health Tentative Schedule for the annual physicals. He advised that there will be physicals July 14th through July 18th and July 21st through July 25th of 2025.

Next, IT Technician Nick Soto and IT Consultant Michael Pulk provided the Board with an update on IT matters. All systems are functioning. The fourth server has been installed at Station 36. The new computers have been taken to Station 26, 36 and 46. Installation of camera replacements will begin next week at Station 26, 36, and 46. The base of the new website has been completed. Lastly, Mr. Soto requested approval for a 40% deposit payment of \$36,113.98 to "DataVox" for the Access Control Refresh Project. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **TUCKER**, to approve the expenditure of \$36,113.98 to DataVox for the 40% deposit on the Access Control Refresh Project. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 4 to 0.

Next, Fleet & Logistics Coordinator Richard Hancock provided the Board with an update on multiple apparatuses. Tower 16 received hail damage at Pierce. They are going to cover the repairs. Engine 46 parts have been shipped to the Siddons-Martin Emergency Group body shop.

Engine 26 had three (3) injectors and harness replaced. The reserve pumper has a leaking head gasket. The 2013 Tahoe has been donated. The 2011 Ram and 2012 will be auctioned at Lemons Auctioneers next month.

Next, Facilities Coordinator Heather Schwalbach presented the facilities report to the Board. She advised that documents were submitted for the detention pond permit renewal.

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **TUCKER**, 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 ON ANY NEEDED REPAIRS, REPLACEMENTS AND IMPROVEMENTS RELATED TO THE OPERATION OF THE DISTRICT'S EQUIPMENT, APPARATUS OR FACILITIES.

Ms. Schwalbach provided an update to the Board on repairs and replacements related to the operation of the District's facilities. Ms. Schwalbach presented two (2) quotes from "Waller County Mechanical" to replace the Station 26 air handler:

1. Daikin Air Handler totaling \$36,290.00.
2. Lennox Air Handler totaling \$29,960.00.

After review, Mr. **TUCKER** made a Motion, seconded by Ms. **HOEKSTRA**, to approve the expenditure of \$36,290.00 for the Daikin Air Handler from Waller County Mechanical. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 4 to 0.

Next, Ms. Schwalbach presented three (3) quotes for all generator maintenance:

1. Quote from "Worldwide Power Products" totaling \$10,002.32.
2. Quote from "Power Field Services" totaling \$10,413.90.
3. Quote from "Cummins" totaling \$8,089.17.

After review, Mr. **BONNER** made a Motion, seconded by Mr. **TUCKER**, to approve Worldwide Power Products to maintain the generators for the quoted price of \$10,002.32. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 4 to 0.

The Board requested that Ms. Schwalbach reach out to Gamma Construction for pricing to install manual transfer switches at each station. No further action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE PURCHASE OF A 2024 FORD EXPLORER FROM RANDALL REEDS PLANET FORD.

Chief Harris presented a quote from Randall Reeds Planet Ford totaling \$44,629.43 for a 2024 Ford Explorer. This vehicle will be used by administrative staff only. Lights and sirens will not be installed. Ghost lettering will be less than \$1,000. After review, Mr. **TUCKER** made a Motion, seconded by Ms. **HOEKSTRA** to approve the expenditure of up to \$46,000 for the 2024

Ford Explorer from Randall Reeds Planet Ford. 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 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 Gamma Construction will start demolishing the concrete at Station 36 on Wednesday April 2, 2025. They are hoping to have that completed by the end of the week. Engine 36 is backing in. At the new Logistics site, Gamma Construction is trying to clear the ground. The chipper broke down last week but has been repaired. Once the ground is cleared, they need two (2) weeks for paving preparation, after which they will start pouring within a month.

Next Ms. Schwalbach presented Pay App #2 from "Gamma Construction" totaling \$204,991.00. This includes fees for general conditions, clearing, earthwork, paving preparation material, and fuel tanks. After review, Mr. **TUCKER** made a Motion, seconded by Ms. **HOEKSTRA**, to approve Gamma Construction's Pay App #2 in the amount of \$204,991.00. 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'S SOCIAL MEDIA PLATFORMS.

Mr. Ira Coveler advised the Board that he had reviewed and approved the contract for Bella Media Firebreak Solutions Social Media Fundamentals Package for execution. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to approve Bella Media's Fundamentals quoted price of \$3,000 per month. 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 A LEASE AGREEMENT FOR ELECTION EQUIPMENT WITH MONTGOMERY COUNTY ESD No. 7 & FOR THE MAY 3, 2025 ELECTION.

Mr. Coveler then requested the Board approve a lease agreement regarding the use of election equipment to Montgomery County ESD No. 7 for their special sales tax election on May 3, 2025. ESD No. 7 will have full liability for the equipment. After review, Mr. **BONNER** made a Motion, seconded by Ms. **HOEKSTRA**, to approve the lease agreement with Montgomery County ESD No. 7 for election equipment for the May 3, 2025 election 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 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 FOR THE SALE OR DISPOSAL OF SURPLUS AND/OR SALVAGE PROPERTY PURSUANT TO TEXAS HEALTH AND SAFETY CODE §775.0735.

The Board took no action for the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.0735.

TO REVIEW, DISCUSS, AND TAKE ACTION ON ANY DISTRICT MATTERS WHICH NEED TO BE INCLUDED ON THE NEXT AGENDA FOR THE MAY 6, 2025 MEETING.

No specific items were requested for inclusion on the May 6, 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 real estate or 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 9:03 p.m.

The foregoing minutes were approved by the Board of Commissioners at the meeting properly noticed on May 6, 2025.

By:


Kito Bonner
District Assistant Secretary