

MINUTES OF THE JUNE 3, 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 June 3, 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
Robyn Hoekstra	Present
Martha Serna	Present
Kito Bonner	Present
Mike Tucker	Absent

Also present at the meeting were Chief Bryan Harris, Facilities Coordinator Heather Schwalbach (left at 8:45 p.m.), 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, Jennifer Steinberg, Better Bookkeepers (left at 8:41 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 2024 AUDIT REPORT FROM MCCALL GIBSON, AND TO DISCUSS AND TAKE ACTION RELATED TO THE SAME.

Mr. Ira Coveler presented the drafted District 2024 Audit to the Board. The auditor had previously attended a meeting to review the Audit with the Board. Mr. Coveler reviewed the audit again with the Board and review the notes and comments prepared by McCall Gibson. Mr. Coveler stated that the Board had received an unmodified opinion which is the highest rating the auditor can provide. After review, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **SERNA**, to approve the District's 2024 audit as presented. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 4 to 0.

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 \$27,311,266.85. The estimated amount of remaining Interest is \$166,645.03. The estimated amount of remaining Donations/Other is \$29,868.02. The estimated amount of remaining Sales Tax is \$5,292,660.03. The remaining

amount of 2025 Budget Expenses are \$17,075,379.86. The projected cash reserve by December 31, 2025 is \$14,093,666.07. The total debt service outstanding is approximately \$23,681,925.00.

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, 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 \$82,164.52. A major item of note was the Chase One Credit Card bill for \$29,255.00.

Ms. Maciejewski next addressed the approval of additional District bills totaling \$193,534.04. Major items of note included:

- DataVox: \$21,841.04 for the Training Room AV Refresh project
- Genius Designs: \$10,617.16 WIRE for Station 26's replacement of gate operators and mag-lock
- DataVox: \$54,170.97 for the Verkada Access Control Takeover Project
- Pulk & Co.: \$19,768.85 for July Fiber, June Retainer, Radio System Fiber & Fiber Network Gear

The total costs of prior invoices paid, and current bills being presented amounted to \$275,698.56. After review, Ms. **SERNA** 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 amount of \$275,698.56. 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. Commissioner **LESSOR** claimed \$663. Commissioner **HOEKSTRA** and Commissioner **BONNER** each claimed \$442. 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 4 to 0.

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

The Board next received a report presented by Facilities Coordinator Heather Schwalbach on matters related to the District's Sales Tax revenue. Ms. Schwalbach reported that the overall allocation for May 2025 was \$756,887. 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.

Next, Ms. Schwalbach presented a Proposal for Comprehensive Community Insight Reports from "HdL Companies." The CCI Reports Package will provide the District with key trends, data, and statistics of their territory. Ms. Schwalbach also advised that HdL Companies are researching flood risk areas to see if that information can be added to the report. The fee annually will be \$2,700 if approved. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to approve the expenditure of \$2,700 annually for the Comprehensive Community Insight Reports from HdL Companies. 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 REVIEW, DISCUSS AND TAKE ACTION REGARDING A GRANT FROM TIFMAS.

Chief Harris advised that the District has been granted a Type 6 Apparatus under the TIFMAS Grant Assistance Program if the Board chooses to accept it. Chief Harris recommended that the Board accept the grant. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to approve the Type 6 Apparatus under the TIFMAS Grant Assistance Program. 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 May 15, 2025 Meeting Minutes. After review, Ms. **SERNA** 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 sixty-six (366) calls for the month of May 2025. Three hundred five (305) calls were in District, thirty-four (34) calls were mutual aid, and twenty-seven (27) calls were made to District 19. The average response time during the period was six minutes and thirty-seven seconds (6:37).

Next, Deputy Chief Flores provided the Board with operational updates. First, he provided the Board with a TIFMAS update. The Texas Task Force Hurricane Beryl and April Severe Weather deployments are being reviewed. There are no further deployments scheduled at this time. Brush 36 is being inspected by the Wildland Division. The Wildland Committee will set a date in June 2025 for the Red Card Pak tests. Next, he advised that on April 25th of 2025, the High/Mid Rise Ad-Hoc Committee had a meeting. They reviewed Department guidelines, policies, and expectations. They also defined and identified target hazards. Next, he advised that he is preparing for the tropical season. The new 2602 vehicle is in service. The old 2602 vehicle will now be the reserve for District 26. Lastly, he advised that the District has two (2) full-time firefighter positions available.

Next, Fleet & Logistics Coordinator Richard Hancock provided the Board with an update on multiple apparatuses. Tower 16's suspension parts had to be redesigned. New parts for Tower 16 are arriving. Engine 46's parts have arrived. Engine 46 should be back in service the week following the meeting. Highwater 16 and Highwater 46 are at Siddons-Martin Emergency Group for preventative maintenance and repairs. For Ladder 46, he is waiting on parts in order for it to have preventive maintenance and repairs done. Siddons-Martin Emergency Group will need to loan a truck to the District while Ladder 46 is being repaired. All five (5) trucks that were ordered are currently on the assembly line at Pierce. The 2024 2602 Tahoe has been outfitted. Brush 36 repairs have been completed. Engine 16's tailboard has been replaced. Engine 26's axle seals and brakes have been repaired.

Lastly, Mr. Hancock advised the Board of current projects on which he is working. He will be working on boat preparation for the tropical season. He is working on a Logistics Building Equipment spreadsheet and the new radio programming layout. He is receiving quotes for wildland tools and equipment.

Next, Deputy Chief Brian Luscomb presented the Health & Safety Report to the Board. He presented numerical data of training hours by rank. He provided the Board with a list of training classes going on in and out of house currently: Company Standard Drills, TIFMAS region 4 Field Day, NIMS ICS 300, TCFP Driver Operation, Rescue Certifications, TFCA Chief Officers, and Mutual Aid-Structural Collapse refresher. 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. He hopes that with the results of the physicals this year, he will have enough data to see trends for the employees' present and future health.

Next, IT Technician Nick Soto provided the Board with an update on IT matters. The Verkada Access Control Takeover and Training Room AV Refresh Projects have been completed. DataVox will provide a small team training class for the Training Room. Chief Luscomb and himself will reproduce the training for all of the training officers. The Training Room is on its own network. There will be Wi-Fi for the training room. The camera refresh project is still in progress.

Next, IT Consultant Michael Pulk gave an update on the radio system infrastructure.

Human Resources Manager Megan Puri provided the Board with an update on human resource matters. Two (2) employees are out on worker's compensation. New employee files have been completed. The Special Events Committee held a ceremony on May 17th of 2025 for the eight (8) employees who have completed their first year of service and four (4) employees who had received a promotion.

Next, Ms. Schwalbach presented the facilities report to the Board. She advised that Station 36 had a main water leak that required an emergency repair.

After review, Mr. **BONNER** made a Motion, seconded by Ms. **HOEKSTRA**, 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 INSTALLING A BOOSTER PUMP AND WATER FILTRATION SYSTEM AT STATION 46.

Ms. Schwalbach presented "DBR's" Proposal to the Board totaling \$12,000 to design and spec a booster pump and water filtration system at Station 46. After review, Ms. **SERNA** made a Motion, seconded by Ms. **HOEKSTRA**, to approve the expenditure of \$12,000 for DBR to design and spec a booster pump and water filtration system at Station 46. 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.

Next, Mr. Hancock presented a Bid for Refurbishment for Tower 16 from Siddons-Martin Emergency Group totaling \$647,452.00. Chief Harris recommended that this cost be included in the loan solicitation for the five (5) new trucks currently being prepared by Coveler & Peeler, P.C. After review, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **SERNA**, to approve the Bid for Refurbishment for Tower 16 at Siddons-Martin Emergency Group and including the cost of the refurbishment into the loan for the five (5) new trucks. 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 presented Pay Application #4 from "Gamma Construction" totaling \$875,197.00. This includes fees for general conditions, concrete material, HVAC, electrical, and mobilization for the Logistics Building. This includes demolition, structural steel, building, and site utilities for Station 36. After review, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **SERNA**, to approve Gamma Construction's Pay Application #4 in the amount of \$875,197.00. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 4 to 0.

Next, Chief Harris requested the Board approve transferring \$437,598.50 (each) from the TexPool and Texas Class accounts to the District's Property Tax Account in order to wire funds for Pay Application #4. After review, Mr. **BONNER** made a Motion, seconded by Ms. **SERNA**, to approve the transfer of \$437,598.50 from both the TexPool and Texas Class Accounts to the District's Property Tax Account (\$875,197.00 total). 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.

Ms. Schwalbach presented a rental agreement from "FloWater." The rental agreement is \$135 a month per station for the water machines. The FloWater system provides clean drinking water without needing to store water bottles at each station. Ms. Schwalbach shared her analysis that the FloWater system would actually save the District money as FloWater purifies the District's incoming water supply system to provide drinking water. Annual maintenance is \$300 per station. After review, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **SERNA**, to approve the expenditure of \$675 a month plus annual maintenance to rent the water machines from FloWater. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 4 to 0.

Next, Chief Harris presented a quote from "Casco Industries" totaling \$9,772.50 for wildland hose and appliances to have the wildland trucks outfitted to meet the new Texas standards. After review, Ms. **SERNA** made a Motion, seconded by Ms. **HOEKSTRA**, to approve the expenditure of up to \$10,000 for wildland hose and appliances from Casco Industries. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 4 to 0.

Lastly, Chief Harris presented a quote from "MES Service Company" totaling \$85,698.30 for ten (10) air-paks and ten (10) facepieces to comply with the new NFPA standards. More air paks and facepieces will need to be purchased next year. After review, Mr. **BONNER** made a Motion, seconded by Ms. **SERNA**, to approve the expenditure of up to \$86,000 for ten (10) air-paks and ten (10) facepieces from MES Service Company. 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 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 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 RECEIVE A LEGISLATIVE UPDATE FROM DISTRICT COUNSEL.

Mr. Coveler next made a presentation to the Board regarding the 2025 legislative session, including a review of bills which had passed, and those which had not passed this session. He stated that the District's legislative education campaign had been very successful. Mr. Coveler also advised that there were several bills that did not pass which he expected would resurface in the next session. No action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S 2025 TAX RATE SETTING PROCESS.

Mr. Coveler then recommended that the Board propose its 2026 budget and 2025 tax rate at the upcoming July meeting. He advised that proposing the highest rate, and calling for an election in July would give the Board time to consider rates and complete its required publication notices without the need to call multiple special meetings in August to adopt the budget and tax rate. The election could be cancelled at any time if it were unnecessary. The Board agreed to place budget and tax setting on the July agenda for action.

TO REVIEW, DISCUSS, AND TAKE ACTION ON ANY DISTRICT MATTERS WHICH NEED TO BE INCLUDED ON THE NEXT AGENDA FOR THE JULY 1, 2025 MEETING.

No specific items were requested for inclusion on the July 1, 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 9:10 p.m.

The foregoing minutes were approved by the Board of Commissioners at the meeting properly noticed on July 1, 2025.

By:

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

Martha Serna
District Secretary