

MINUTES OF THE JULY 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 July 1, 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
Martha Serna	Present
Kito Bonner	Present
Robyn Hoekstra	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 Consultant Michael Pulk, 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 PROPOSE THE DISTRICT 2026 BUDGET.

Chief Harris presented the proposed budget for 2026 to the Board. He added the following budget items:

- **0643** Logistics Building Loan
- **0644** New Truck Loan

Chief Harris deleted the following Revenue:

- **010** Construction Loan

Mr. Ira Coveler requested Chief Harris change the date on the Budget to 2026 as well as showing variance at the next Board meeting. After review, Mr. **TUCKER** made a Motion, seconded by Mr. **BONNER**, to accept the proposed budget as presented, to be amended at a later date. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 4 to 0.

TO PROPOSE THE DISTRICT 2025 TAX RATE.

Mr. Coveler suggested the Board propose a tax rate of \$0.10 per \$100 valuation for the 2025 fiscal year, pending final calculations from Harris County. After review, Mr. **TUCKER** made a Motion, seconded by Ms. **SERNA**, to propose a 2025 tax rate of \$0.10 per \$100 valuation for the District. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 4 to 0.

TO SCHEDULE A PUBLIC HEARING REGARDING THE DISTRICT'S 2025 TAX RATE AND THE DATE OF THE MEETING TO ADOPT.

The Board discussed scheduling related to the Special Meeting for the 2025 Tax Rate Public Hearing and Adoption. After review, Mr. **TUCKER** made a Motion, seconded by Mr. **BONNER**, to hold the Special Meeting on August 25, 2025 at 6:00 p.m. 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 MATTERS RELATING TO AN ELECTION TO BE HELD ON NOVEMBER 4, 2025

After review, Mr. **BONNER** made a Motion, seconded by Mr. **TUCKER**, to call for an election to be held on November 4, 2025 pending confirmation on August 25, 2025. 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 \$26,375,970.52. The estimated amount of remaining Interest is \$78,299.32. The estimated amount of remaining Donations/Other is \$26,114.28. The estimated amount of remaining Sales Tax is \$4,447,635.35. The remaining amount of 2025 Budget Expenses are \$16,061,202.50. The projected cash reserve by December 31, 2025 is \$14,931,816.97. The total debt service outstanding is approximately \$23,681,925.00.

After review, Mr. **BONNER** made a Motion, seconded by Mr. **TUCKER** 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 \$42,106.30. A major item of note was the Chase One Credit Card bill for \$14,179.81.

Ms. Maciejewski next addressed the approval of additional District bills totaling \$135,491.29. Major items of note included:

- Siddons Martin Emergency Group: \$18,851.06 for Engine 16, Engine 46, High-Water 16, and High-Water 46 Repairs
- Joiner Architects: \$24,876.53 for Invoice # 25303
- Miovision Technologies: \$32,883.00 for the Annual Traffic Management Contract
- McCall Gibson Swedlund Barfoot Ellis: \$18,000.00 for the 2024 Audit Bill

The total costs of prior invoices paid, and current bills being presented amounted to \$177,597.59. After review, Ms. **SERNA** 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 amount of \$177,597.59. 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 **TUCKER** claimed \$1,326. Commissioner **SERNA** claimed \$221. Commissioner **BONNER** claimed \$442. After review, Mr. **TUCKER** 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 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 June 2025 was \$845,025. After review, Mr. **TUCKER** 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 June 3, 2025 Meeting Minutes. After review, Ms. **SERNA** 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 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 ten (310) calls for the month of June 2025. Two hundred fifty-six (356) calls were in District, twenty-three (23) calls were mutual aid, and thirty-one (31) calls were made to District 19. The average response time during the period was six minutes and seventeen seconds (6:17). Mr. Lessor requested that Deputy Chief Flores provide a general breakdown of all the calls.

Next, Deputy Chief Flores provided the Board with operational updates. First, he provided the Board with a TIFMAS update. There are no further deployments scheduled at this time. Red card applications are in progress. The Red card work capacity test will be held on July 5, 12, 19, and 26, 2025. Wildland hose and appliances are being inventoried. There is an Engine Operator promotion available to one firefighter employee. Three (3) employees have applied. Testing for the Engine Operator Promotion will be on July 28th through July 30th of 2025.

Lastly, Deputy Chief Flores gave an update regarding hurricane season. High-Water Vehicles and boats are in service. Ms. Schwalbach stocked up on hurricane supplies. All generators were inspected in May 2025.

Next, Fleet & Logistics Coordinator Richard Hancock provided the Board with an update on multiple apparatuses. Tower 16 is still being repaired at Siddons Martin Collision Repair Center. Insurance has approved the removal of the ladder, engine, and transmission so that they have full access to the frame to try and align it. If they still cannot align the frame, the frame rail will need to be replaced. Engine 46 had to go back to Siddons Martin Emergency Group due to issues that were missed during the collision repair. Ladder 46 is also at Siddons Martin Emergency Group for preventative maintenance. Once that is completed, the loaned truck will be returned. High-Water 16, High-Water 46, and all boats have had preventative maintenance work done.

Lastly, Mr. Hancock advised the Board of current projects. He is working on a Logistics Building Equipment spreadsheet and the new radio programming layout. On July 9, 2025, he has a meeting with "Operative IQ Software" that manages maintenance and inventory tracking to demo their product. All four (4) engines on order are still progressing on schedule.

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 currently: TCFP Instructor 1, Documentation and Reporting, Hazardous materials, TCFP Fire Officer 2, Fire and Life Safety Educator, Highrise and Midrise on shift training, and off-site training. He also advised that the District is teaching CPR, Stop the Bleed, and Fire Extinguisher training in the community.

Next, Deputy Chief Luscomb provided the Board with a social media update. Bella Media has scheduled updates regarding truck build state updates, Logistics Building updates, Training Facility updates, FEMA/USFA messaging, and pool safety/drowning prevention.

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.

Chief Harris presented the IT report to the Board. Chief Harris approached the City of Humble for possible use of their water tower located at 831 Wilson Road for the radio infrastructure project. Tentatively they have agreed it but, since this is not budgeted, it will be included in the 2026 budget. Northwest Communications will begin the infrastructure installation in July 2025.

Human Resources Manager Megan Puri provided the Board with an update on human resource matters. One employee is out on worker's compensation. She is currently accepting firefighter applications due on July 10, 2025. The next Special Events Committee meeting will be held on August 8, 2025. The Annual Employee Appreciation Party will be held on December 5, 2025.

Next, Ms. Schwalbach presented the facilities report to the Board. She advised that they are still in the planning stage for Station 46's water filtration system. The roof leak drain at Station 16 has been fixed. All four (4) station's murals have been installed in their bays.

After review, Ms. **SERNA** 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.

- **RADIO PURCHASES THROUGH NORTHWEST COMMUNICATIONS.**

Chief Harris presented a quote from "Northwest Communications" totaling \$210,000 to upgrade forty (40) handheld unit radios to the VP8000 multi-band handheld radios. They will do a buyback of \$550 per radio totaling \$22,880.00. This purchase is under the HCEC Contract RA05-21. After review, Ms. **SERNA** made a Motion, seconded by Mr. **BONNER** to approve the expenditure of \$210,000 for the upgrade of forty (40) VP8000 multi-band handheld radios under the HCEC Contract. 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 #5 from "Gamma Construction" totaling \$1,929,241.00. This includes general conditions, concrete, and steel for the Logistics Building. This includes concrete, steel, and roofing for Station 36. After review, Mr. **TUCKER** made a Motion, seconded by Ms. **SERNA**, to approve Gamma Construction's Pay Application #5 in the

amount of \$1,929,241.00. 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 Service Outlet Location and Data Statement for Electric Service from “CenterPoint Energy” totaling \$47,311.00. This is to extend power to the Logistics Building. After review, Ms. **SERNA** made a Motion, seconded by Mr. **TUCKER**, to approve CenterPoint Energy’s \$47,311.00 fee to extend power to the Logistics Building. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 4 to 0.

Lastly, Ms. Schwalbach presented an Interlocal Agreement Between Region 8 Education Service Center and a Texas Public Entity or Local Government. DataVox requires the District to become a TIPS member in order to receive pre-bid contract pricing. There is no cost to join. After review, Mr. **BONNER** made a motion, seconded by Ms. **SERNA**, to approve the Interlocal Agreement Between Region 8 Education Service Center and a Texas Public Entity or Local Government. 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 TO SELECT A LENDER TO PROVIDE FINANCING FOR THE DISTRICT’S ACQUISITION OF THE FOLLOWING:

- a. **ONE (1) NEW VELOCITY AERIAL APPARATUS;**
- b. **FOUR (4) NEW VELOCITY PUMPER APPARATUS;**
- c. **EQUIPMENT FOR THOSE APPARATUS; AND**
- d. **THE REFURBISHMENT OF A 2010 VELOCITY REAR MOUNT PLATFORM**

Mr. Ira Coveler informed the Board that solicitations were sent out to six (6) potential lenders to provide financing for one (1) new Velocity Aerial Apparatus, four (4) new Velocity Pumper Apparatuses, equipment for those apparatuses, and the refurbishment of the 2010 Velocity Rear Mount Platform. Three (3) returned proposals including Leasing 2, Community Leasing Partners, and Trustmark Bank. Mr. Coveler presented seven (7) and ten (10) year loan options through Leasing 2, Community Leasing Partners, and Trustmark Bank for a \$7,400,000.00 loan. Due to possible changes to the refurbishment project, the loan amount is subject to change. After review, Mr. **TUCKER** made a Motion, seconded by Ms. **SERNA**, to award the contract to Trustmark Bank for their ten (10) year loan option with annual payments of \$906,910.97 pending the final refurbishment quote. After discussion, President **LESSOR** called for a vote and the Motion was approved by a vote of 4 to 0.

TO AUTHORIZE DISTRICT BOARD OFFICERS TO EXECUTE ANY AND ALL NECESSARY DOCUMENTATION RELATED TO LENDER FINANCING AWARDED FOR THE DISTRICT’S APPARATUS ACQUISITION.

Mr. Ira Coveler requested the Board to authorize three (3) District Board Officers to execute any and all necessary documentation related to lender financing awarded for the District’s apparatus acquisition. After review, Mr. **TUCKER** made a Motion, seconded by Ms. **SERNA**, to approve Commissioners **LESSOR**, **TUCKER**, and **SERNA** to approve all loan documentation once it is available. 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 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 presented a legislative update to the Board. 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 AUGUST 5, 2025 MEETING.

No specific items were requested for inclusion on the August 5, 2025 meeting agenda. Commissioners LESSOR and SERNA advised that they will not be in attendance.

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 8:31 p.m.

The foregoing minutes were approved by the Board of Commissioners at the meeting properly noticed on August 5, 2025.

By:


Kito Bonner
District Assistant Secretary