

**MINUTES OF THE JANUARY 6, 2026 MEETING OF
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, which was held at the **District Administration Building** located at **14415 Old Humble Road, Humble, Texas 77396**, on Tuesday January 6, 2026.

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
Kito Bonner	Present
Cynthia Putnam	Present

Also present at the meeting were Fire Chief Bryan Harris, Facilities Coordinator Heather Schwalbach, Human Resources Manager Megan Puri, Accounting Coordinator Katie Maciejewski, Deputy Chief Guillermo Flores, Deputy Chief Luscomb, IT Technician Nick Soto (left at 8:17 p.m.), Fleet & Logistics Coordinator Richard Hancock, Scheduling/Receptionist Rosa Bisogno, Quartermaster Griselda Martinez, IT Consultant Michael Pulk; Thomas Velez 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.

The Board then received a 2025 Preliminary Year-End Financial Report presented by Accounting Coordinator Katie Maciejewski. The cash balance at the end of 2025 was \$16,354,121.93. Interest received in excess of the budgeted amount was \$342,159.78. Donations received in excess of the budgeted amount was \$1,288.93. The remaining amount of Sales Tax Collections not collected was \$173,652.66. The Construction Pay App's remaining balance as of December 31, 2025 is \$796,195.59. After review, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **PUTNAM**, to accept the financial report as presented. After discussion, President **LESSOR** called for a vote and the Motion passed by a vote of 5 to 0.

Next, Mr. Coveler requested the Board to approve a bank resolution replacing Martha Serna with **CYNTHIA PUTNAM**. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to approve a bank resolution replacing Martha Serna with **CYNTHIA PUTNAM**. After discussion, President **LESSOR** called for a vote and the Motion passed 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 \$525,113.99. Major items of note included:

- ULINE: \$31,123.10 for New Logistics Building Storage Materials
- Credit Card Bill: \$20,490.35
- Rapid Response Decon: \$24,174.00 for 2025 PPE Cleaning & Inspection
- Metro Fire: \$41,912.00 for New Tower Equipment
- Metro Fire: \$65,854.00 for New Engine Equipment
- TEEX: \$58,591.00 for Ropes, Confined Space, and Trench Rescue Tuition
- Metro Fire: \$69,060.00 for Rapid Extrication Kits
- Metro Fire: \$47,348.00 for Appliances

Ms. Maciejewski next addressed the approval of additional District bills totaling \$100,552.81. Major items of note included:

- Siddons-Martin Emergency Group: \$27,247.11 for NEW Engine 16 Parts, Engine 16, Engine 36, Engine 46, and Ladder 46 Repairs
- Siddons-Martin Emergency Group: \$35,272.64 for Reserve Repairs

The total costs of prior invoices paid and current bills being presented amounted to \$625,666.80. After review, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **PUTNAM**, to approve bills paid prior to the meeting and to authorize the payment of the District's current submittals and bills in amount of \$625,666.80. After discussion, President **LESSOR** called for a vote and the Motion passed 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.

Next, Ms. Maciejewski requested the Board to approve transferring \$500,000 from both TexPool and Texas Class Accounts to the Property Tax Account (\$1,000,000 total). After review, Mr. **BONNER** made a Motion, seconded by Ms. **HOEKSTRA**, to approve the transfer of \$500,000 from both TexPool and Texas Class Accounts to the Property Tax Account (\$1,000,000 total). After discussion, President **LESSOR** called for a vote and the Motion passed by a vote of 5 to 0.

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. Commissioners **HOEKSTRA**, **PUTNAM**, and **BONNER** each claimed \$1,105 of Commissioner Fees. Commissioner **TUCKER** claimed \$663 of Commissioner Fees. Commissioner **LESSOR** claimed \$442 of Commissioner Fees. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to approve payments for the Commissioners as discussed. After discussion, President **LESSOR** called for a vote and the Motion passed by a vote of 5 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. Ms. Schwalbach reported that the overall allocation for December 2025 was \$861,677. 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 passed by a vote of 5 to 0.

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

No action was taken by the Board.

TO REVIEW AND TAKE ACTION ON ENGAGEMENT OF AUDITOR TO PERFORM THE DISTRICT'S 2025 AUDIT.

Mr. Coveler advised the Board that the engagement under review was an annual agreement whereupon McCall Gibson Swedlund Barfoot Ellis PLLC would perform the District's 2025 Financial Audit as required by law. The estimated fee for this service totaled between \$36,000 and \$40,000. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to approve the engagement of McCall Gibson Swedlund Barfoot Ellis PLLC to perform the District's 2025 Audit. After discussion, President **LESSOR** called for a vote and the Motion passed by a vote of 5 to 0.

TO CONDUCT AN ANNUAL REVIEW OF THE DISTRICT'S INVESTMENT POLICY AND TAKE ANY RELATED ACTION.

Mr. Coveler reminded the Board that they are required to adopt an Investment Policy annually. He advised that no changes or updates were necessary, and recommended readopting the current policy. After review, Mr. **BONNER** made a Motion, seconded by Ms. **HOEKSTRA**, to reaffirm and adopt the District's Investment Policy. After discussion, President **LESSOR** called for a vote and the Motion passed by a vote of 5 to 0.

TO REVIEW AND TAKE ACTION ON MATTERS RELATING TO CALLING AN ELECTION TO BE HELD IN MAY 2026.

Mr. Coveler advised the Board that an election would be held regarding three (3) Commissioner positions on the Board in May 2026. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to call for an election to be held in May 2026. After discussion, President **LESSOR** called for a vote and the Motion passed by a vote of 5 to 0. The Board adopted the election resolution presented and discussed at the meeting.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

No action was taken by the Board.

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 (350) calls for the month of December 2025. Two hundred ninety-three (293) calls were in District, including thirty (30) mutual aid calls, and twenty-seven (27) calls which were made to District 19. The average response time during the period was six minutes and forty seconds (6:40).

Next, Deputy Chief Flores provided the Board with a TIFMAS and Texas Task Force update. There are no further deployments scheduled at this time. The reimbursement processes for TIFMAS and Texas Task Force July 2025 Severe Weather Deployments are in progress. The TIFMAS 2025 Wildfire Season Deployment reimbursement process is in progress.

Lastly, Deputy Chief Flores provided a list of events that are coming up:

- Two (2) new hires start on the week of January 12, 2026
- January 21, 2026: TCFP Compliance Inspection
- January 27, 2026: TCFP Regional Meeting

Next, Fleet & Logistics Coordinator Richard Hancock provided the Board with an update on multiple apparatuses. The Reserve had maintenance and repairs done at Siddons-Martin Emergency Group. Brush 36 is at International being repaired. The NEW Engine 16 is in service. The NEW Engine 26 will be in service to the District on January 7, 2026. The NEW Engine 36 is expected to be in service to the District the week of January 12, 2026. EVMS Upfitters was hired to help him install electronics and radios in the new vehicles.

Lastly, Mr. Hancock advised the Board that Rapid Response Decon came by Station 16 to conduct the 2025 PPE Cleaning & Inspection.

Next, Deputy Chief Brian Luscomb presented his 2026 Plan to the Board regarding rank development, Specialized Rescue, Prevention, as well as Health and Safety.

Next, IT Technician Nick Soto and IT Consultant Michael Pulk provided the Board with an update on IT matters. The Logistics Network is up and running. Most of the internal network is finished. They are waiting on power from the electricians. An election notice page has been added to the District's website. The statistics on the homepage of the website have also been updated.

Chief Harris provided the Board with an update on human resource matters. One employee is out due to an off-duty injury.

Next, Ms. Schwalbach advised the Board that all donated gifts were delivered to the BEAR...BE A Resource children sponsored by the District.

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to accept the reports as presented. After discussion, President **LESSOR** called for a vote and the Motion passed by a vote of 5 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.

No action was taken by the Board.

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 No. 11 from Gamma Construction totaling \$254,847.00 including polished concrete, acoustic ceilings, HVAC start up, fencing, and bollard covers.

Next, Ms. Schwalbach advised the Board that a quote was requested from Gamma Construction to repaint the front bay doors at Station 36. However, they proceeded with the work without approval. She asked the Board if they still wanted to pay for it out of owner's contingency. After review, Ms. HOEKSTRA made a Motion, seconded by Mr. TUCKER, to approve Gamma Construction's Pay Application No. 11 in the amount of \$254,847.00, to approve the transfer of \$127,423.50 from both TexPool and Texas Class Accounts to the Property Tax Account to satisfy the payment of Pay Application No. 11, and to approve the expenditure of \$7,500 out of owner's contingency to repaint the front bay doors at Station 36. After discussion, President LESSOR called for a vote and the Motion passed 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.

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.

No action was taken by the Board.

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 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 3, 2026 MEETING.

No specific items were requested for inclusion on the February 3, 2026 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 to discuss 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 to discuss personnel matters.

**TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.076 TO DISCUSS THE
DEPLOYMENT OR IMPLEMENTATION OF SECURITY PERSONNEL OR DEVICES, OR RELATED
SECURITY AUDITS.**

The Board did not meet in Closed Session to discuss security matters.

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

No action was taken by the Board.

ANNOUNCEMENTS BY THE COMMISSIONERS OR CHIEF OF THE DEPARTMENT

No announcements were made by the Commissioners or Department Chief.

ADJOURNMENT.

There being no further business brought before the Board, President **LESSOR** adjourned the meeting at 8:21 p.m.

The foregoing minutes were reviewed and approved by the Board of Commissioners on February 3, 2026.

By:



Kito Bonner
District Secretary