

**MINUTES OF THE DECEMBER 2, 2025 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 December 2, 2025.

**CALL MEETING TO ORDER AND ESTABLISH A QUORUM.**

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

|                       |         |
|-----------------------|---------|
| <b>Paul Lessor</b>    | Present |
| <b>Mike Tucker</b>    | Absent  |
| <b>Robyn Hoekstra</b> | Present |
| <b>Kito Bonner</b>    | Present |
| <b>Cynthia Putnam</b> | Present |

Also present at the meeting were Fire Chief Bryan Harris, Facilities Coordinator Heather Schwalbach, Human Resources Manager Megan Puri (left the meeting at 7:15 p.m.), Deputy Chief Guillermo Flores, Deputy Chief Brian Luscomb, IT Technician Nick Soto (left the meeting at 8:22 p.m.), IT Consultant Michael Pulk, Fleet & Logistics Coordinator Richard Hancock, Scheduling/Receptionist Rosa Bisogno, Quartermaster Griselda Martinez, and Ira Coveler, 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.**

Chief Harris presented a Financial Report as of the date of the meeting to the Board. The current cash balance is \$17,566,005.57. Interest collected in excess of the budgeted amount is \$293,919.68. The estimated amount of remaining Donations/Other Income is \$6,444.73. The estimated amount of remaining Sales Tax is \$1,035,329.33. The remaining amount of 2025 Budget Expenses are \$2,361,735.14. The projected cash reserve by December 31, 2025 is \$16,316,094.49. The total debt service outstanding is approximately \$34,374,103.11. After review, Ms. **PUTNAM** made a Motion, seconded by Ms. **HOEKSTRA**, to accept the financial report as presented. Thereafter, 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.**

Chief Harris next addressed District bills. He first addressed District bills paid prior to the meeting totaling \$186,437.85.

Chief Harris next addressed the request for payment of the bills being presented which totaled \$175,675.61.

The total costs of prior invoices paid, and current bills being presented amounted to \$362,113.46. After review, Ms. **PUTNAM** 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 \$362,113.46. Thereafter, 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.

After review, Ms. **PUTNAM** made a Motion, seconded by Ms. **HOEKSTRA**, to accept the financial report as presented. Thereafter, 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 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 **HOEKSTRA** claimed \$528 which consists of Commissioner Fees and expense reimbursements. Commissioner **PUTNAM** claimed \$221. After review, Mr. **BONNER** made a Motion, seconded by Ms. **HOEKSTRA**, to approve payments for the Commissioners as presented. Thereafter, 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 November 2025 was \$682,162. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to approve the sales tax report. Thereafter, 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.**

No action was taken by the Board.

**TO APPROVE THE MINUTES OF PRIOR MEETING(S).**

The Board then reviewed the minutes of the November 4, 2025 regular meeting. After review, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **PUTNAM**, to approve the minutes as presented. Thereafter, 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 forty-six (346) calls for the month of November. Two hundred eighty-six (286) calls were in District, thirty-one (31) calls were mutual

aid, and twenty-nine (29) calls were made to District 19. The average response time during the period was six minutes and thirty-three seconds (6:33). He also reported that of the three thousand and seventy-eight (3,078) calls for the year, fifty-four percent (54%) were fire-related, and forty-six percent (46%) were EMS-related.

Chief Flores next provided the Board with a TIFMAS update. There are no further deployments scheduled at this time, but they are expected to pick up in January.

Chief Flores next provided the Board with a weather update. Chief Flores reported that hurricane season officially ended with the first time in ten (10) years that the United States had no landfall. The new focus will be on freezing weather, none of which is expected at this time.

Chief Flores next updated the Board on performance evaluations. Two (2) more shifts need to be completed.

Chief Flores next updated the Board on the Department's Red Card certifications status. He reported that the deadline for certification submittals had been moved up to December 29, 2025, but all certifications have been submitted to Ms. Rosa Bisogno, who then uploaded them to TIFMAS. The Department must now wait for the State of Texas to review and approve the certifications. Any submittals which are not approved will be removed from the list.

Next, Fleet & Logistics Coordinator Richard Hancock provided the Board with an update on multiple apparatuses. Engine 16 was out of service for a few hours for a pump shift issue. The Reserve Engine is also still out of service, but he should receive an update within a few days. Brush Truck 36 is out of service due to wiring problems, including a speed sensor issue. International should provide an update on Wednesday or Thursday. Equipment Truck 16 is out of service for a transmission issue. New Engine 16 should be in-service by the end of this week. New Engine 26 is finished being outfitted at Siddons-Martin. The District now has full possession of new Tower 16.

Lastly, Mr. Hancock provided the Board with a logistics update. The buildout of Operative IQ is in progress. He and Griselda Martinez plan to move truck checks to Operative IQ and discontinue use of PSTrax.

Next, Deputy Chief Brian Luscomb presented the Training and Health & Safety Report to the Board. The City of Humble allowed the Department to use the Humble Civic Center parking lot for EVOC training with the new Tower 16. Chief Luscomb then reported that even though training usually slows at this time of year, there is a department average of twenty (20) training hours since the reset occurred on November 1, 2025. He then reported that there are four (4) rescue courses booked for the months of March, April, May, and June of next year.

Next, IT Technician Nick Soto and IT Consultant Michael Pulk provided the Board with an update on IT matters. Mr. Soto will be presenting quotes for a burglar alarm system for the logistics building under the next agenda item. The network design and cost breakdown for the logistics building are complete. Mr. Soto and Mr. Pulk then reported that they have been working on the new radio network implementation, and that Northwest Radio should have communications between Little York and the District functioning by next week. Mr. Soto then updated the Board regarding the website and will update the calls for service statistical information monthly. Mr. Soto and Mr. Pulk have also completed the 2026 hardware replacements cost breakdown. Lastly, the

Board was advised that the data closet at Station 46 will be reworked after the radio installation.

Fire Chief Bryan Harris provided the Board with an update on human resource matters.

Ms. Schwalbach presented the facilities report to the Board. She also reported that the holiday gifts for the "BEAR...BE A Resource" charity program for children in Harris County have nearly all been collected.

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to accept the reports as presented. Thereafter, 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.**

Facilities Coordinator Ms. Schwalbach presented the Board with a quote from Ricky Plumbing for the replacement of five (5) natural gas regulators for Stations 26 and 46. She informed the Board that there are two (2) at Station 46, and three (3) at Station 26. The estimated total for the five (5) replacements was \$12,055.74.

After review, Mr. **BONNER** made a Motion, seconded by Ms. **HOEKSTRA**, to approve the estimated price from Ricky Plumbing. Thereafter, President **LESSOR** called for a vote, and the Motion was approved by a vote of 4 to 0.

Next, IT Technician Nick Soto presented the Board with two (2) quotes for a burglar alarm system at the new logistics building. One quote came from Johnson Controls, and the other from ESI Fire & Security, though he advised the Board that both quotes included comparable equipment and installation. Each company would notify both the District's employees and the authorities of the alarm being triggered. Mr. Soto then recommended engaging Johnson Controls due to their reputation and direct monitoring service. President **LESSOR** requested that Mr. Soto verify the alarm's integration capabilities in regard to the building's camera system. No action related to the alarm system was taken at this time.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING DISTRICT'S INSURANCE POLICIES AND PROVIDERS, INCLUDING AUTOMOBILE LIABILITY, PROFESSIONAL LIABILITY, WORKERS COMPENSATION, HEALTH BENEFITS AND OTHER COVERAGES AS NEEDED.**

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. 10 from Gamma Construction totaling \$884,012.00, including general conditions, sheetrock labor, plumbing labor, electrical fixtures, and the generator for the Logistics Building. After review, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **PUTNAM**, to approve Gamma Construction's Pay Application No. 10 in the

amount of \$884,012.00. Thereafter, 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.**

Next, Mr. Soto presented a network hardware cost breakdown, along with an explanation of the network design for the Logistics building totaling \$14,221.37. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to approve the quoted price Pulk & CO. Thereafter, President **LESSOR** called for a vote, and the Motion was approved by a vote of 4 to 0.

Next, Ms. Martinez presented a quote from Velocity Business Products totaling \$20,070.25 for office furniture at the Logistics building. A second quote from Ashley furniture in the amount of \$499.99 for the breakroom. After review, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **PUTNAM**, to approve the quoted prices from Velocity Business Products and Ashley Furniture. Thereafter, President **LESSOR** called for a vote, and the Motion was approved by a vote of 4 to 0.

Next, Ms. Martinez presented a quote from Global Industrial for bunker gear storage racks for the Logistics building totaling \$10,400. Ms. Martinez also presented a quote from Uline for all other storage necessities for the Logistics building for \$28,100. After review, Ms. **PUTNAM** made a Motion, seconded by Ms. **HOEKSTRA**, to approve up to \$39,000 for the purchase of storage racks for the Logistics building. Thereafter, President **LESSOR** called for a vote, and the Motion was approved by a vote of 4 to 0.

Next, Mr. Hancock presented a quote from Reeder Distributors totaling \$61,662.17 on an oil delivery system for the Logistics building. The quote includes four (4) tanks, six (6) reels, and all hardware and necessary items. Mr. Hancock also advised that this system will only be able to be used on diesel vehicles. After review, Mr. **BONNER** made a Motion, seconded by Ms. **HOEKSTRA**, to approve the quoted price from Reeder Distributors. Thereafter, President **LESSOR** called for a vote, and the Motion was approved by a vote of 4 to 0.

**TO REVIEW, DISCUSS AND ACT REGARDING AN INTERLOCAL AGREEMENT WITH HARRIS COUNTY TOLL ROAD AUTHORITY.**

Mr. Coveler advised the Board that a change has been made to Texas law, allowing Emergency Service Districts to bill the Harris County Toll Road Authority for providing emergency services on the toll road. He then advised that per this agreement, an invoice would be generated by the District and submitted to the Harris County Toll Road Authority for payment. Chief Harris then advised that there are two (2) options for payment: a flat rate for the first hour and then every quarter hour thereafter, or, to apply FEMA rates to every vehicle that responds for service. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to enter into the agreement as presented, with Chief Harris using his discretion to decide which option would be most profitable. Thereafter, 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.**

Chief Harris advised the Board that no administrative employees would be attending the 2026 SAFE-D conference, but that a company credit card would be used to cover the expenses of any Commissioners who did attend. No further action was taken.

**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 THE DISTRICT'S RECORDS DISPOSITION LOG(S) PURSUANT TO THE DISTRICT'S RECORDS MANAGEMENT POLICY.**

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 JANUARY 6, 2026 MEETING.**

The Board then confirmed the next meeting date of Tuesday, January 6, 2026.

**TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL.**

The Board met in Closed Session at 8:56 p.m. to consult with legal counsel.

The Board reconvened in Open Session at 9:07 p.m.

**TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.072 TO DELIBERATE REGARDING REAL ESTATE MATTERS.**

The Board did not convene 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 convene in Closed Session to discuss personnel matters.

**TO REVIEW, DISCUSS AND TAKE ACTION ON AN ENGAGEMENT TO RECEIVE GOVERNMENTAL AFFAIRS SERVICES FROM COVELER & PEELER, P.C. AND THEIR RELATED CONTRACTORS.**

Mr. Coveler next addressed the Board regarding the engagement of his firm to provide governmental affairs services to the District. The engagement would entail a two (2) year contract, at a cost of \$55,000 each year, during which time government affairs representatives would work with the Boards and Chiefs of a selected group of Districts to address legislative and other appropriate District issues as needed throughout the year. After discussion, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **PUTNAM**, to approve the engagement of Coveler & Peeler, P.C., to provide governmental affairs services as discussed. Thereafter, 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 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, Mr. **BONNER** made a Motion, seconded by Ms. **HOEKSTRA**, to adjourn the meeting at 9:08 p.m. Thereafter, President **LESSOR** called for a vote, and the Motion was approved by a vote of 4 to 0.

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

By:

  
**Kito Bohner**  
District Secretary