

**MINUTES OF THE SEPTEMBER 27, 2022 MEETING OF  
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 10**

A meeting was duly called 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 September 27, 2022.

**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:

|                       |         |
|-----------------------|---------|
| <b>Paul Lessor</b>    | Present |
| <b>Robyn Hoekstra</b> | Present |
| <b>Martha Serna</b>   | Present |

**Mike Tucker** was absent from this meeting.

Also present at the meeting were Chief Bryan Harris, Human Resources Manager Megan Puri, Accounting Coordinator Katie Maciejewski, Fleet Manager Richard Hancock, IT Technician Nick Soto, IT Consultant Michael Pulk, Deputy Chief Flores, Deputy Chief Luscomb, District Chief Tharp, District Accountant, Rich Majeres, Melissa Wiggins, and District Counsel, Mr. Ira A. Coveler.

**TO RECEIVE PUBLIC COMMENT.**

The Board opened the floor to receive public comment though none was offered.

**TO REVIEW, DISCUSS, AND TAKE NECESSARY ACTION REGARDING THE APPOINTMENT OF A NEW DISTRICT COMMISSIONER TO FILL THE BOARD VACANCY AS PERMITTED BY TEXAS HEALTH AND SAFETY CODE §775.0045. THIS VACANCY IS THE RESULT OF REBECCA TODD MOVING OUT OF DISTRICT AND RESIGNING HER SEAT.**

Ms. **SERNA** made a Motion, seconded by Ms. **HOEKSTRA** to appoint Kito Bonner as the new District commissioner to fill the Board vacancy as permitted by Texas Health and Safety Code §775.0445. The Motion was approved by a vote of 3 to 0.

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

The Board next received the sales tax report presented by Chief Harris regarding matters related to the District's Sales Tax revenue. Ms. **HOEKSTRA** made a Motion, seconded by Ms. **SERNA** to accept the Sales Tax report as presented. The Motion was approved by a vote of 3 to 0.

**TO RECEIVE A REPORT FROM THE DISTRICT'S BOOKKEEPER AND TAKE ANY ACTION RELATED THERETO.**

The Board then received a Financial Report, presented by District Accountant Rich Majeres. The current cash balance is \$12,182,875. The estimated amount remaining 2021 Property Tax Collections is \$0. The estimated amount remaining 2021 Sales Tax Collections is \$1,700,001. The HCESD #19 agreement was \$60,000. The estimated amount remaining 2022 Donations/Other is \$107,507. The estimated remaining interest to be received is \$25,500. The Remaining 2022 Budget Expenses is \$3,251,637. The projected cash reserve 12/31/2022 is \$10,610,243. The cash reserve as of 12/31/2021 is \$9,092,494. The total debt service outstanding is \$12,532,985. The total amount of liabilities and equity is \$12,182,875.13. Mr. Majeres also reviewed with the Board line items currently over budget. Mr. Ira Coveler asked Chief Harris to lower the budgeted amount for the Donation line item for 2023. After discussion, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **SERNA** to accept the financial report as presented. After discussion, the Motion was approved by a vote of 3 to 0. Please see the attached financial report for additional information about the financial status of the District.

**TO REVIEW AND TAKE ACTION ON FINANCIAL MATTERS OF THE DISTRICT INCLUDING THE DISTRICT'S INVESTMENT AND PAYING DISTRICT BILLS.**

The Board next addressed District bills paid prior to the meeting totaling to \$98,108.57. Major items included:

- The Supply Cache: \$10,194.31 for brush shirts, coats, pants, and fire shelters
- Ricky Plumbing: \$10,566.64 for a shower leak repair at Station 36 as well as removing/installing utility sinks at Station 26 and Station 46
- GT Distributors: \$9,757.88 for emergency equipment needed for the 3 new Tahoes
- Chase Credit Card: \$28,093.50 for the Credit Card Bill

The Board also addressed District bills totaling to \$55,064.98 for them to approve. Major items included:

- Siddons Martin Emergency Group: \$9,812.85 for Engine 26 and Tower 26 Repairs as well as Hydraulic Tool Preventative Maintenance
- Coveler & Peeler: \$6,309.96 for Legal Fees
- Bella Media: \$5,560.00 for Training video shoots and editing
- Plastix Plus: \$10,701.60 for the Upfit for all 3 new Tahoes

After review, Ms. **SERNA** made a Motion, seconded by Ms. **HOEKSTRA** to approve bills paid prior to the meeting as well as the payment of the District's submittals and bills. The Motion was approved by a vote of 3 to 0. Please see the District's Treasurer's Report for a more detailed presentation of the bills and invoices submitted for payment.

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

The Board reviewed the August 30, 2022 meeting minutes. After review, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **SERNA** to approve the August 30, 2022 Meeting Minutes. The Motion was approved by a vote of 3 to 0.

**TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING ENTERING INTO AN AGREEMENT WITH COMCAST FOR FIBER NETWORK SERVICE.**

IT Consultant Michael Pulk presented fiber network quotes to the Board. Ms. **SERNA** made a Motion, seconded by Ms. **HOEKSTRA** to approve the Pulk & Co. (bundled solution with PSLightwave) quote of \$5,610.46 per month for fiber at all four stations pending legal review of the contract. The Motion was approved by a vote of 3 to 0.

**TO RECEIVE REPORTS FROM EASTEX FIRE DEPARTMENT AND DISTRICT STAFF.**

- a. Status of the department and Operations report.

Chief Harris reviewed his report with the Board. He reported 273 calls for the month of September as of the date of the meeting. 227 calls were in our territory, 25 calls were mutual aid, and 21 calls were in District 19. The average response time during the period was six (6) minutes and thirty-three (33) seconds.

Chief Harris next informed the Board that ESD 11 requested for us to house an ambulance at Station 46. After discussion, Mr. Ira Coveler decided to work on an MOU with ESD 11 for a peak truck only.

- b. Fleet, equipment and stations report.

Fleet Manager Richard Hancock provided the Board with an update on multiple apparatuses as well as his upcoming schedule. Engine 16 went to Stewart & Stevenson for fluid leaks and mechanical issues. Engine 26 will be going to Stewart & Stevenson as well for engine sensor issues. He and Chief Harris are traveling to Florida on October 12 to sign off on the new tanker.

- c. Administrative report.

The Board next received an update from Chief Harris regarding the status of the TIFMAS Deployment Reimbursements. \$347,782.97 is unpaid by TDEM. We should be receiving the remaining amount in the next 30 days. Once we have received everything, Albert Sterkx will have completed his obligations.

Human Resources Manager Mrs. Puri provided an Administrative report to the Board. She advised that we teamed up with HCEC on September 27 for a car seat inspection. 19 seats were inspected. 15 seats were given out. She also stated that the 2 employees out due to injury will be out until at least January. She and Accounting Coordinator Katie Maciejewski will have a Leadership Conference on September 29. She and Ms. Maciejewski will have an Internal Investigations Class October 17-19. Employee Appreciation night is December 9<sup>th</sup> at 7 pm.

Ms. **HOEKSTRA** made a Motion, seconded by Ms. **SERNA** to accept the report as presented. After discussion, the Motion was approved by a vote of 3 to 0.

**TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING ANY DISTRICT CONSTRUCTION MATTERS.**

Chief Harris advised the Board that canopy project at Station 16 is scheduled for completion by Mid-December. No action taken.

**TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING THE DEVELOPMENT OF A 5-YEAR STRATEGIC PLAN FOR THE DISTRICT.**

The Board took no action regarding the development of a 5-Year Strategic Plan for the District.

**TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING MATTERS PERTAINING TO FLEET TRACKING, ASSET MANAGEMENT, AND REPORTING RELATED TO THE SAME.**

The Board took no action regarding matters pertaining to fleet tracking, asset management, and reporting related to the same.

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

Chief Harris presented a 2023 Budget draft to the Board. They decided on the following changes and updates:

- 005 Donations: Change amount to \$75,000
- 0238: Rename Category as Legislative Matters
- 0281, 0300, 0320, & 0341 is where the Fiber approved will go
- 0664: Added code for Benevolence
- 0995: Added code for Reserve Contribution

Ms. **SERNA** made a Motion, seconded by Ms. **HOEKSTRA** to approve the final amended budget for 2023. The Motion was approved by a vote of 3 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.**

The Board took no action on repairs, replacements, or improvements related to the operation of the District's equipment, apparatus, or facilities.

**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.**

Chief Harris and Michael Pulk presented to the Board a quote to purchase 15 vehicle modems with accessories from Sierra Wireless for \$48,976.50. Ms. **HOEKSTRA** made a Motion,

seconded by Ms. SERNA to approve the expenditure of \$48,976.50 for 15 modems from Sierra Wireless. The Motion was approved by a vote of 3 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 they are still budget with the \$28,000 approved at the August 30, 2022 meeting for training classes. No action taken.

**TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING ADOPTION, AMENDMENT, AND EXPLANATION OF DISTRICT POLICIES, PROCEDURES, AND STANDARD OPERATING GUIDELINES.**

The Board took no action on the adoption, amendment or explanation of District Policies, procedures or standard operating guidelines.

**TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING A MEMORANDUM OF UNDERSTANDING AMONGST HARRIS COUNTY FIRST RESPONDERS REGARDING ACTIVE SHOOTER AND HOSTILE EVENT INCIDENTS.**

Mr. Ira Coveler presented a Memorandum of Understanding with Harris County and ESD 10 for the current County Acting Shooter Policy. A Motion was made by Ms. SERNA, seconded by Ms. HOEKSTRA to approve the MOU. The Motion was approved by a vote of 3 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 Lessor claimed \$750. Commissioner Hoekstra and Commissioner Serna each claimed \$300. After review, a Motion was made by Ms. HOEKSTRA, seconded by Ms. SERNA to approve payments for Commissioners LESSOR, HOEKSTRA, and SERNA. The Motion was approved by a vote of 3 to 0.

**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 items were presented for consideration.

**TO REVIEW, DISCUSS, AND TAKE ACTION ON ANY DISTRICT MATTERS WHICH NEED TO BE INCLUDED ON THE NEXT AGENDA FOR THE OCTOBER 2022 MEETING.**

No specific items were requested for inclusion on the October meeting agenda.

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

The Board did not exercise the option to enter 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 exercise the option to enter 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 exercise the option to enter Closed Session to discuss personnel matters.

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

The Board did not exercise the option to enter Closed Session therefore no action was taken in relation to employment related claims, real estate matters or personnel matters.

**ADJOURNMENT.**

There being no further business brought before the Board, Ms. **SERNA** made a Motion, seconded by Ms. **HOEKSTRA** to adjourn the meeting. The meeting adjourned at 8:16 P.M.



**Martha Serna**  
District Secretary