

MINUTES OF THE AUGUST 5, 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 August 5, 2025.

CALL MEETING TO ORDER AND ESTABLISH A QUORUM.

The meeting was called to order at 7:02 p.m., by **Mike Tucker**, Vice-President who announced that a quorum was present. Those Commissioners present were:

Mike Tucker	Present
Robyn Hoekstra	Present
Kito Bonner	Present
Paul Lessor	Absent
Martha Serna	Absent

Also present at the meeting were Chief Bryan Harris, Facilities Coordinator Heather Schwalbach (left at 8:34 p.m.), Accounting Coordinator Katie Maciejewski, Deputy Chief Guillermo Flores, IT Technician Nick Soto (left at 8:02 p.m.), Scheduling/Receptionist Rosa Bisogno, 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 RECEIVE, DISCUSS AND EXECUTE LOAN DOCUMENTS WITH TRUSTMARK BANK RELATED TO FINANCING FOR THE DISTRICT'S NEW APPARATUS ACQUISITION.

Mr. Coveler presented the specific requirements of the new loan with Trustmark Bank. He advised that this is a ten (10) year loan amortization schedule, with the first (1st) payment due on August 5, 2026 in the amount of \$906,910.97. The loan can be prepaid at any time. After review, Mr. **BONNER** made a Motion, seconded by Ms. **HOEKSTRA** to enter into a debt obligation for \$7,400,000 with Trustmark Bank. Thereafter, the Motion was approved by a vote of 3 to 0.

Next, Mr. Coveler asked the Board to authorize Vice-President Tucker to execute all documents related to the Trustmark Loan for the District's four (4) pumpers and one (1) ladder truck. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER** to authorize Vice-President **TUCKER** to execute all documents related to the Trustmark Loan for the District's four (4) pumpers and one (1) ladder truck. Thereafter, the Motion was approved by a vote of 3 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 \$23,836,333.65. Interest in excess of the budgeted amount is \$6,832.82. The estimated amount of remaining Donations/Other is \$22,019.51. The estimated amount of remaining Sales Tax is \$3,725,486.12. The remaining amount of 2025 Budget Expenses are \$12,697,035.49. The projected cash reserve by December 31, 2025 is \$14,951,803.79. 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. Thereafter, the Motion was approved by a vote of 3 to 0.

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, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER** to approve the transfer of \$500,000 from both TexPool and Texas Class Accounts to the Property Tax Account (\$1,000,000 total). Thereafter, the Motion was approved by a vote of 3 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 \$195,653.67. Major items of note included:

- CenterPoint Energy: \$47,311.00 for 3 Phase Extension and Defined Easement for the new Logistics Building
- McNeil & Co.: \$68,385.75 for Insurance Renewal
- Chase One Card: \$14,850.06

Ms. Maciejewski next addressed the approval of additional District bills totaling \$241,786.40. Major items of note included:

- Joiner Architects: \$28,978.25 for Invoice # 25408
- Siddons Martin Emergency Group: **WIRE** \$57,656.70 for Ladder 46 Preventative Maintenance and Repairs
- On Duty Health: **WIRE** \$86,548.00 for Annual Physicals

The total costs of prior invoices paid, and current bills being presented amounted to \$437,440.07. After review, Ms. **HOEKSTRA** 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 \$437,440.07. Thereafter, 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.

Next, Ms. Maciejewski requested the Board's approval to pay the Texas Mutual Workers' Compensation Final Audit Bill totaling \$26,387.00. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to approve the payment of \$26,387.00 for the Texas Mutual

Worker's Compensation Final Audit Bill. Thereafter, 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 **BONNER** claimed \$442. Commissioners **TUCKER** and **HOEKSTRA** each claimed \$663. After review, Mr. **BONNER** made a Motion, seconded by Ms. **HOEKSTRA**, to approve payments for the Commissioners as presented. Thereafter, 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 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 July 2025 was \$722,149. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to approve the sales tax report. Thereafter, the Motion was approved by a vote of 3 to 0.

Next, Ms. Schwalbach presented the Annual Comprehensive Community Insight Report from "HdL Companies". No action was taken by the Board.

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 MATTERS RELATED TO THE DISTRICT'S TAX SETTING PROCESS.

Next, Mr. Coveler advised the Board regarding upcoming tax matters. He first informed the Board that the special meeting related to the 2026 budget and 2025 tax rate adoption can be held at the next regular Board meeting on September 2, 2025, and that the August 25, 2025 special meeting was not needed.

Mr. Coveler next advised the Board regarding publications for the Notice of Public Hearing related to that adoption meeting. Due to changes in publication coverage with the Houston Chronicle, Mr. Coveler provided information related to publishing the Notice in the full Chronicle, or in Neighborhood Chronicle publications at a lower cost. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to hold the Special Meeting on September 2, 2025 at 7:00 p.m., and to publish the required Notice in Neighborhood Chronicle publications rather than the full Chronicle. Thereafter, the Motion was approved by a vote of 3 to 0.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board then reviewed the July 1, 2025 Meeting Minutes. After review, Mr. **BONNER** made a Motion, seconded by Ms. **HOEKSTRA**, to approve the minutes presented. Thereafter, the Motion was approved by a vote of 3 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 three (303) calls for the month of July 2025. Two hundred fifty-five (255) calls were in District, twenty-four (24) calls were mutual aid, and twenty-four (24) calls were made to District 19. The average response time during the period was six minutes and thirty-six seconds (6:36).

Next, Deputy Chief Flores provided the Board with operational updates. First, he provided the Board with a TIFMAS and Texas Task Force update. There are no further deployments scheduled at this time. A crew was deployed to Kerrville, Texas on July 9th through the 16th of 2025 with TIFMAS. One (1) employee was deployed to Kerrville, Texas on July 7th through the 19th of 2025 with Texas Task Force. The Red card work capacity tests were held on July 5th, 12th, 19th, and 26th. Twenty-four (24) employees are on the wildland team.

Lastly, Deputy Chief Flores updated the Board about promotions and new hires. One (1) employee has been promoted to Engine Operator. Their first day will be August 12, 2025. N.E.O.P. for the new employees will be held on August 11th through August 15th of 2025.

Next, Chief Harris provided the Board with a fleet update. All vehicles are in service. July 28th through August 1st of 2025, himself and five (5) employees went to Appleton, Wisconsin for the final inspection on the four (4) new pumpers. They are expected to deliver in the next three (3) weeks.

Next, IT Technician Nick Soto provided the Board with an update on IT matters. The camera server at Station 36 has been migrated to the new server. A new wireless network has been installed in Station 16's training room. The District's website is undergoing finishing touches. Lastly, he is preparing the onboarding of the new employees.

Next, Ms. Schwalbach presented the facilities report to the Board. She advised that "FloWater" water machines have been installed at all stations.

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

Ms. Schwalbach presented two (2) quotes to the Board from "Big Daddy Electric" for manual transfer switches at all four (4) stations as well as automatic transfer switch replacements at Station 26 and 46:

1. Option A: \$332,000
2. Option B: \$388,00

After review, Mr. **BONNER** made a Motion, seconded by Ms. **HOEKSTRA**, to approve the expenditure of \$360,000 using Option A from Big Daddy Electric. Thereafter, the Motion was approved by a vote of 3 to 0.

Next, Ms. Schwalbach presented three (3) quotes to the Board:

1. Quote from "Big Daddy Electric" totaling \$6,710.25 for shoreline relocation at Station 16
2. Quote from "Big Daddy Electric" totaling \$6,710.25 for shoreline relocation at Station 36
3. Quote from "Ricky Plumbing" totaling \$16,321.79 for a sediment filtration system at Station 46

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to approve the quoted prices from Big Daddy Electric and Ricky Plumbing. Thereafter, the Motion was approved by a vote of 3 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 #6 from "Gamma Construction" totaling \$996,664.00. This includes metal building erection, paving stabilization, and rebar material for the Logistics Building. This includes roofing, wall panels, and paving concrete for Station 36. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to approve Gamma Construction's Pay Application #6 in the amount of \$996,664.00. Thereafter, the Motion was approved by a vote of 3 to 0.

Next, Ms. Schwalbach advised the Board that Station 36 is estimated to be completed in October 2025, and the Logistics Building is estimated to be completed in December of 2025.

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, Chief Harris presented five (5) quotes for new truck equipment to the Board:

1. Quote from "Metro Fire" totaling \$9,996.00 for nozzles.
2. Quote from "Metro Fire" totaling \$23,612.00 for four (4) electric fans.
3. Quote from "Metro Fire" totaling \$30,236.00 for four (4) deck guns.
4. Quote from "Metro Fire" totaling \$70,010.00 for four (4) rapid extrication kits.
5. Quote from "Siddons Martin Emergency Group" totaling \$96,144.30 for two (2) complete sets of hydraulic tools.

If approved, these five (5) quotes will come out of the truck loan proceeds.

Next, Chief Harris presented a quote from "FIRST" totaling \$10,747.73 for twenty-two (22) helmets and twenty-two (22) personal flotation devices.

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to approve quotes from Metro Fire, Siddons Martin Emergency Group, and FIRST with the expenditure of up to \$248,000. Thereafter, 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.

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.

- a. **SB 2778-To approve an increase in expenditures by authorized employees up to \$50,000.**

Mr. Coveler had a discussion with the Board regarding setting a limit on expenditures by authorized employees up to \$50,000. Mr. Coveler informed the Board that he will bring a spending limits policy to the next Board meeting. The Board took no action regarding approval of an increase in expenditures by authorized employees up to \$50,000.

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 briefly informed the Board that legal counsel now has to file meeting notices three (3) business days prior to meetings, rather than the previously required 72-hours. The next meeting's notice will need to be filed on August 27, 2025 due to Labor Day on September 1, 2025. 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 SEPTEMBER 2, 2025 MEETING.

Mr. Coveler advised that the tax adoption and spending limits policy will need to be included on the agenda for the September 2, 2025 meeting.

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; Vice-President **TUCKER** adjourned the meeting at 9:00 p.m.

The foregoing minutes were approved by the Board of Commissioners at the meeting properly noticed on September 2, 2025.

By:


Kito Bonner
District Assistant Secretary