

**MINUTES OF THE SEPTEMBER 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 September 2, 2025.

CALL MEETING TO ORDER AND ESTABLISH A QUORUM.

The meeting was called to order at 7:14 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, Human Resources Manager Megan Puri, Accounting Coordinator Katie Maciejewski, Deputy Chief Guillermo Flores, Deputy Chief Luscomb, IT Technician Nick Soto (left at 8:19 p.m.), Fleet & Logistics Coordinator Richard Hancock, Scheduling/Receptionist Rosa Bisogno, District Chief David Slay, 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 REVIEW, DISCUSS, AND TAKE ACTION REGARDING THE APPOINTMENT OF A NEW DISTRICT COMMISSIONER TO FILL A VACANCY FOLLOWING THE RESIGNATION OF MARTHA SERNA AS PERMITTED BY TEXAS HEALTH SAFETY CODE 775.0445.

Mr. Ira Coveler advised the Board that they have the opportunity to appoint a new Commissioner for the District. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER** to appoint Cynthia **PUTNAM** as the new District Commissioner to fill the Board vacancy as permitted by Texas Health Safety Code 775.0445. Thereafter, the Motion was approved by a vote of 4 to 0.

Mr. Coveler administered the Oath of Office to the new District Commissioner **Cynthia Putnam**.

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 \$25,844,889.81. Interest in excess of the budgeted amount is \$97,812.94. The estimated amount of remaining Donations/Other is \$18,007.44. The estimated amount of remaining Sales Tax is \$2,983,709.14. The remaining

amount of 2025 Budget Expenses are \$13,867,435.05. The projected cash reserve by December 31, 2025 is \$15,044,170.34. The total debt service outstanding is approximately \$23,681,925.00. After review, Mr. **TUCKER** made a Motion, seconded by Ms. **HOEKSTRA** to accept the financial report as presented. Thereafter, the Motion was approved by a vote of 4 to 0, with Commissioner **PUTNAM** abstaining.

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. **TUCKER** 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 4 to 0, with Commissioner **PUTNAM** abstaining.

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 \$74,036.31. Major items of note included:

- Mid Coast Engine & Transmission, Inc.: \$12,143.24 for Engine 46's Transmission diagnostic and replacement
- Chase One Card: \$22,656.11

Ms. Maciejewski next addressed the approval of additional District bills totaling \$392,033.86. Major items of note included:

- MES Service Company: **WIRE** \$85,698.30 ten (10) air-paks and ten (10) facepieces
- Northwest Communications: **WIRE** \$209,656.00 for new radios

The total costs of prior invoices paid, and current bills being presented amounted to \$466,070.17. 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 \$466,070.17. Thereafter, the Motion was approved by a vote of 4 to 0, with Commissioner **PUTNAM** abstaining.

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 **HOEKSTRA** claimed \$442. Commissioners **LESSOR** and **TUCKER** each claimed \$663. Commissioner **BONNER** claimed \$1,326. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **TUCKER**, to approve payments for the Commissioners as

presented. Thereafter, the Motion was approved by a vote of 4 to 0, with Commissioner **PUTNAM** abstaining.

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

The Board next received a report presented by Chief Harris on matters related to the District's Sales Tax revenue. Chief Harris reported that the overall allocation for August 2025 was \$741,777. After review, Mr. **TUCKER** made a Motion, seconded by Ms. **HOEKSTRA**, to approve the sales tax report. Thereafter, the Motion was approved by a vote of 4 to 0, with Commissioner **PUTNAM** abstaining.

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

Chief Harris requested the Board approve the following line item for District revenues:

- **010** Trustmark Truck Loan for \$7,400,000.00

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **TUCKER**, to approve the revenue line item for the Trustmark Truck Loan. Thereafter, the Motion was approved by a vote of 4 to 0, with Commissioner **PUTNAM** abstaining.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board then reviewed the August 5, 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 4 to 0, with Commissioner **PUTNAM** abstaining.

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 two hundred eighty-seven (287) calls for the month of August 2025. Two hundred forty-four (244) calls were in District, twenty-three (23) calls were mutual aid, and twenty (20) calls were made to District 19. The average response time during the period was six minutes and forty-two seconds (6:42).

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. The reimbursement processes for TIFMAS and Texas Task Force July 2025 Severe Weather Deployments are in progress. The Texas Task Force April 2025 Severe Weather Deployment reimbursement is almost completed. We are waiting on the Texas Task Force to send a check.

Lastly Deputy Chief Flores advised the Board that the new Quartermaster's first day will be on September 15, 2025.

Next, Fleet & Logistics Coordinator Richard Hancock provided the Board with an update on multiple apparatuses. Engine 46 is out of service at Mid Coast Engine & Transmission, Inc. for transmission work. The four (4) new pumpers are in town being prepared for delivery. New equipment for the new pumpers has started to arrive. The final inspection for the new aerial apparatus will be in Appleton, Wisconsin on September 9th through September 12th of 2025.

Lastly Mr. Hancock informed the Board that the new radios have arrived. He is waiting on programming cable in order for the radios to be in service.

Next, Deputy Chief Brian Luscomb presented the Health & Safety Report to the Board. He presented numerical data of training hours by rank. He then advised the Board of ongoing current training classes, including TCFP Instructor 1 & 2, TCFP Fire Officer 1 & 2, TCFP Fire Investigator, Fire Rescue International, Firemanship Midrise Training, TEEX Confined Space Rescue, Technical Rescue, and Mutual Aid Water Rescue. He also advised that the District is teaching CPR, Stop the Bleed, Fire Extinguisher, First Aid, and Stair Chair training in the community.

Next, Deputy Chief Luscomb provided the Board with a social media update. Bella Media has scheduled updates regarding smoke detectors, “Close Before You Doze”, meet the crew, new trucks, Logistics Building updates, Training Facility updates, and generator safety.

Lastly, Deputy Chief Luscomb advised the Board that three (3) employees need to complete their annual physical.

Next, IT Technician Nick Soto and IT Consultant Michael Pulk provided the Board with an update on IT matters. The District’s new website has been launched. Mr. Pulk is working on an interactive map showing the District’s territory. Mr. Soto is working on an internal newsletter to be displayed at all stations. Mr. Soto is designing the network for the new Logistics Building.

Human Resources Manager Megan Puri provided the Board with an update on human resource matters. One (1) employee is out on short term disability. One (1) employee is out due to an off-duty injury. She advised the Board that family day will potentially be held at Main Event. The Annual Employee Appreciation Party will be held on December 5, 2025. Lastly, she advised the Board that she met with a representative of Colonial Life Insurance for a potential added employee benefit which will come at no cost to the District.

Chief Harris presented pictures of the construction progress on the Logistics building.

At this time, the Board called a brief recess at 8:24 p.m., to look at one of the new District apparatus parked at the adjacent station.

The Board reconvened at 8:38 p.m.

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **TUCKER**, to accept the reports as presented. Thereafter, the Motion was approved by a vote of 4 to 0, with Commissioner **PUTNAM** abstaining.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING PREPARATION FOR THE DISTRICT'S ISO AUDIT.

Chief Harris briefly informed the Board that the District is due for an ISO Audit. He will schedule that audit with the ISO representative. No action was taken by the Board.

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 any needed repairs, replacements and improvements related to the operation of the District's equipment, apparatus, or facilities.

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.

Chief Harris presented Pay Application No. 7 from Gamma Construction totaling \$1,375,790, including CM Fees, rebar, concrete, metal building detail, RTU and ductwork material, lightning protection, and fuel tanks for the Logistics Building, the fire training structure and foundation for the Training Portion of the Logistics Building, and bi-fold doors, canopies, drywall, painting, and electrical fixtures for Station 36. Chief Harris requested the Board to approve transferring \$687,895.00 from both TexPool and Texas Class Accounts to the Property Tax Account for payment of Pay Application No. 7.

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to approve Gamma Construction's Pay Application No. 7 in the amount of \$1,375,790.00, and to approve the transfer of \$687,895.00 from both TexPool and Texas Class Accounts to the Property Tax Account to cover the payment of Pay Application No. 7. Thereafter, the Motion was approved by a vote of 4 to 0, with Commissioner **PUTNAM** abstaining.

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 two (2) quotes for new truck equipment to the Board:

1. Quote from GT Distributors totaling \$5,783.25 for five (5) Havis computer screens and five (5) mounts.
2. Quote from Metro Fire totaling \$15,104.00 for eight (8) ball intake valves.

If approved, these two (2) quotes will come out of the truck loan proceeds.

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **TUCKER**, to approve the quoted prices from GT Distributors and Metro Fire. Thereafter, the Motion was approved by a vote of 4 to 0, with Commissioner **PUTNAM** abstaining.

Next, Chief Harris presented a quote from EMS Technology Solutions (Operative IQ) totaling \$27,510.00 for a Fleet and Facilities Management Software Package.

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **TUCKER**, to approve quoted price from EMS Technology Solutions. Thereafter, the Motion was approved by a vote of 4 to 0, with Commissioner **PUTNAM** abstaining.

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 brief legislative update to the Board related to the most recent special session. 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 OCTOBER 7, 2025 MEETING.

Mr. Coveler advised that the Board would need to add officer elections to the next agenda. He will also provide a list of which Board member terms will be up for election in May. No action was taken by the Board.

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

The Board convened in Closed Session at 9:01 p.m. 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 convened in Closed Session at 9:08 p.m. to discuss personnel matters.

The Board reconvened in Open Session at 9:26 p.m.

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 made by the Board or Department Chief.

ADJOURNMENT.

There being no further business brought before the Board, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **TUCKER** to adjourn the meeting at 9:27 p.m. Thereafter, the Motion passed by a vote of 5 to 0.

The foregoing minutes were reviewed and approved by the Board of Commissioners on October 7, 2025.

By:



~~Assistant~~ District Secretary