

**MINUTES OF THE OCTOBER 7, 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 October 7, 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	Absent
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 8:19 p.m.), Fleet & Logistics Coordinator Richard Hancock, Scheduling/Receptionist Rosa Bisogno, and Quartermaster Griselda Martinez.

TO RECEIVE PUBLIC COMMENT.

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

TO ELECT BOARD OFFICERS.

Next the Board addressed Board officer positions. After discussion, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **PUTNAM**, to elect Board officers as follows:

President:	Paul Lessor
Vice-President:	Mike Tucker
Treasurer:	Robyn Hoekstra
Secretary:	Kito Bonner
Assistant Secretary:	Cynthia Putnam
Assistant Treasurer:	Cynthia Putnam

Thereafter, the Motion passed by a vote of 4 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 \$23,750,175.59. Interest in excess of the

budgeted amount is \$176,318.89. The estimated amount of remaining Donations/Other is \$14,268.42. The estimated amount of remaining Sales Tax is \$2,378,305.03. The remaining amount of 2025 Budget Expenses are \$7,576,989.47. The projected cash reserve by December 31, 2025 is \$18,630,759.57. The total debt service outstanding is approximately \$23,681,925.00. After review, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **PUTNAM**, to accept the financial report as presented. Thereafter, 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.

Ms. Maciejewski next addressed District bills. She first addressed District bills paid prior to the meeting totaling \$87,635.83. Major items of note included:

- Chase One Card: \$16,327.99
- CenterPoint Energy: \$18,267.00 for the Gas Connection at the New Logistics Building

Ms. Maciejewski next addressed the approval of additional District bills totaling \$2,794,456.55. Major items of note included:

- EMS Technology Solutions: \$27,510.00 for the Fleet & Facility Management Software Package
- DataVox: \$36,891.74 for New Logistics Building cameras & access control materials
- Joiner Architects: **WIRE** \$48,785.63 for an Invoice as presented
- Siddons Martin Emergency Group: **WIRE** \$74,664.75 for Engine 46 Repairs
- Siddons Martin Emergency Group: **WIRE** \$82,447.51 for Tower 16 Repairs
- Northwest Communications: **WIRE** \$148,044.58 for the second invoice for Simulcast Radio System
- Siddons Martin Emergency Group: **WIRE** \$2,260,539.94 for the New Aerial Truck (Transferring \$1,130,269.97 from both TexPool and Texas Class Accounts to the Property Tax Account)

The total costs of prior invoices paid, and current bills being presented amounted to \$2,882,092.38. 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 \$2,882,092.38. Thereafter, 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.

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 Ms. **PUTNAM**, 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.

Lastly, Ms. Maciejewski presented a list of vendors that have an ACH payment option for the Board to approve:

Payroll Account:

- Aflac
- Blue Cross Blue Shield
- Dearborn
- Provident
- Texas Mutual

Admin Operating Account:

- AT&T Mobility
- Bella Media
- Better Bookkeepers
- DEX Imaging
- Got You Covered
- Grace & Guidance
- Harris County Radio Services
- HCEC
- Jaguar Fueling Services
- KRESS
- O'Reilly
- Prime ITS
- WEX Bank
- Verizon Wireless

Admin Operating Account that would require approval first:

- HdL Companies
- TRIAD Rescue International

After review, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **PUTNAM**, to approve the list of vendors presented to utilize their ACH payment option. Thereafter, 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. Commissioners **LESSOR** claimed \$1,547. Commissioner **BONNER** claimed \$221. Commissioner **HOEKSTRA** claimed \$1,326. Commissioners **PUTNAM** claimed \$442. 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 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 September 2025 was \$605,404. After review, Mr. **BONNER** 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.

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

Chief Harris presented the 2026 Budget to the Board. No action was taken by the Board.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board then reviewed the September 2, 2025 Special and General 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.

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 twenty-eight (328) calls for the month of September 2025. Two hundred seventy-nine (279) calls were in District, twenty (20) 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-five seconds (6:35).

Lastly, 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 Texas Task Force April 2025 Severe Weather Deployment reimbursement is almost completed. We are waiting on the Texas Task Force to send a check. He also advised the Red Card application process will resume next week.

Next, Fleet & Logistics Coordinator Richard Hancock provided the Board with an update on multiple apparatuses. Utility 46 is out of service at Dode for repairs. Utility 36 is out of service at Robbins Chevrolet for repairs. Tower 16's repairs are estimated to be finished by mid-December of 2025. A replacement tailboard cover has been ordered for Engine 16. The insurance adjuster inspected Engine 26 for repairs. Siddons Martin Emergency Group Collision Center is working on a cost estimate for Engine 26's repairs. Siddons Martin Emergency Group has possession of one of the new engines for measurement and mock-up for mounting the new equipment.

Lastly, Mr. Hancock provided the Board with a logistics update. The buildout of Operative IQ is in progress. Asset inventory is in progress. The schedule for annual PPE advanced inspection and cleaning will be published soon.

Next, Deputy Chief Brian Luscomb presented the Health & Safety Report to the Board. He presented numerical data of training hours by rank.

Next, IT Technician Nick Soto provided the Board with an update on IT matters. The District's website will have a fleet page, station page, and Public Service Announcements added. He is working on an internal newsletter to be displayed at all stations. The camera refresh project at Station 36 will be resuming once weather permits.

Human Resources Manager Megan Puri provided the Board with an update on human resource matters. One employee is out on short term disability. Two (2) employees are out due to off-duty injuries. The location for Family Day has not been determined yet.

Ms. Schwalbach presented the facilities report to the Board. She advised that Chief Harris approved a repair for Station 16's Old Humble Road gate. The access gate required the replacement of its exit and safety loops as well as the lower control board. Next, she advised that IT has reported multiple fried UPS devices as well as the hard drive in a server, indicating a power quality issue. CenterPoint Energy confirmed the problem does not originate from utility power and an inquiry has been made to an electrician in regard to installing a phase monitor at Station 16's main power feed. The monitor will allow us to get readings from each leg when transferred to generator power. Worldwide Power Products has also been contacted for a quote for their generator monitoring system, as the Acumen product from Cummins is inconsistent in its communication. Lastly, she advised the Board that Station 46's water pressure readings are still low. We most likely will need to install a booster pump. If we install a booster pump, Hunter's Glen MUD requires a break tank, which acts as a physical barrier between systems.

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

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

Chief Harris briefly informed the Board that he had a preliminary meeting with the ISO representative. The District's ISO audit will be held in April of 2026. 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.

Ms. Schwalbach briefly informed the Board that she will have quotes at the next meeting to repair light poles at Station 16 and Station 36. 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 THE SELECTION OF A NEW UTILITY PROVIDER FOR THE DISTRICT.

Ms. Schwalbach informed the Board that though the District had a contract with Summer Energy for Electricity provision through April 2026, they are no longer doing business in the state of Texas. The District is therefore being served by an interim provider until a replacement provider is approved. Ms. Schwalbach presented an Energy Proposal from Rhino Energy Brokers, and also presented an "NRG" Electricity Sales Agreement for Board consideration. Having reviewed both proposals, Ms. Schwalbach recommended approving the NRG agreement as provided. She noted that the new Logistics Building could be added to the agreement for the same rate and a later time. After review, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **PUTNAM**, to approve NRG as the District's new electricity provider. Thereafter, the Motion was approved by a vote of 4 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 No. 8 from Gamma Construction totaling \$1,579,014.00, including general conditions, waterproofing, overhead doors, drywall layout, canopies material, ductwork labor, and paving concrete for the Logistics Building. After review, Mr. **BONNER** made a Motion, seconded by Ms. **PUTNAM**, to approve Gamma Construction's Pay Application No. 8 in the amount of \$1,579,014.00, and to approve the transfer of \$789,507.00 from both TexPool and Texas Class Accounts to the Property Tax Account to cover the payment of Pay Application No. 8. Thereafter, 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, Ms. Schwalbach presented a quote from GearGrid Corporation totaling \$3,545.00 for a mobile hose drying rack replacement at Station 16. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to approve the quoted price from GearGrid Corporation. Thereafter, the Motion was approved by a vote of 4 to 0.

Next, Chief Harris presented a quote from Casco Industries totaling \$3,650.00 for one multi-gas detector. After review, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **PUTNAM**, to approve the quoted price from Casco Industries. Thereafter, the Motion was approved by a vote of 4 to 0.

Next, Mr. Hancock presented a quote from Toyota Life of Houst totaling \$35,441.00 for one forklift. If approved, this quote will come out of the truck loan proceeds. After review, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **PUTNAM**, to approve the quoted price from Casco Industries. Thereafter, the Motion was approved by a vote of 4 to 0.

Next, Mr. Hancock presented two (2) quotes from Reeder Distributors.

1. Quote totaling \$169,738.83 for Lift Equipment.
2. Quote totaling \$82,638.92 for Tire Equipment.

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

After review, Ms. **PUTNAM** made a Motion, seconded by Mr. **BONNER**, to approve the quoted prices from Reeder Distributors. Thereafter, the Motion was approved by a vote of 4 to 0.

Next, Mr. Hancock presented a quote from Metro Fire totaling \$51,478.00 for Tower Equipment. If approved, this quote will come out of the truck loan proceeds. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to approve the quoted price from Metro Fire. Thereafter, the Motion was approved by a vote of 4 to 0.

Lastly, Mr. Hancock presented a quote from Metro Fire totaling \$138,208.00 for Engine Equipment. If approved, this quote will come out of the truck loan proceeds. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to approve the quoted price from Metro Fire. Thereafter, 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.

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.

Ms. Schwalbach asked the Board for approval to donate a Jacob's ladder to Village Fire Department that is no longer in use. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to approve the donation of a Jacob's ladder to Village Fire Department pending all paperwork being in order. Thereafter, the Motion was approved by a vote of 4 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION ON ANY DISTRICT MATTERS WHICH NEED TO BE INCLUDED ON THE NEXT AGENDA FOR THE NOVEMBER 4, 2025 MEETING.

No specific items were requested for inclusion on the November 4, 2025 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 convened 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 to discuss 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

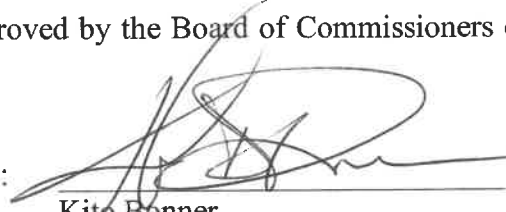
No announcements were made by the Board or Department Chief.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **BONNER** made a Motion, seconded by Ms. **HOEKSTRA**, to adjourn the meeting at 9:40 p.m. Thereafter, the Motion passed by a vote of 4 to 0.

The foregoing minutes were reviewed and approved by the Board of Commissioners on November 4, 2025.

By:


Kito Bonner
District Secretary