

**MINUTES OF THE NOVEMBER 4, 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 November 4, 2025.

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:

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, 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 8:45 p.m.), Fleet & Logistics Coordinator Richard Hancock, Scheduling/Receptionist Rosa Bisogno, Quartermaster Griselda Martinez, IT Consultant Michael Pulk, Robin Humphrey, Client Service Manager of HdL Companies (left at 7:12 p.m.), 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 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 \$19,433,787.04. Interest in excess of the budgeted amount is \$242,015.45. The estimated amount of remaining Donations/Other is \$6,444.73. The estimated amount of remaining Sales Tax is \$1,717,491.41. The remaining amount of 2025 Budget Expenses are \$2,825,028.43. The projected cash reserve by December 31, 2025 is \$18,397,694.75. The total debt service outstanding is approximately \$23,681,925.00. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **TUCKER**, to accept the financial report as presented. After discussion, President **LESSOR** called for a vote and the Motion passed by a vote of 5 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 \$87,129.24. No major items were noted.

Ms. Maciejewski next addressed the approval of additional District bills totaling \$457,782.18. Major items of note included:

- Joiner Architects: \$20,757.94 for an invoice as presented
- Capital One: **WIRE** \$270,465.29 for the annual payment of Station 26 and Station 46's Remodel Loan
- NAFECO: **WIRE** \$43,122.23 for PPE and Boots for new employees
- Metro Fire: **WIRE** \$69,376.00 for assorted nozzles and related equipment

The total costs of prior invoices paid, and current bills being presented amounted to \$544,911.42. 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 \$544,911.42. After discussion, President **LESSOR** called for a vote and the Motion passed by a vote of 5 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, Mr. **BONNER** made a Motion, seconded by Ms. **HOEKSTRA**, to approve the transfer of \$500,000 from both TexPool and Texas Class Accounts to the Property Tax Account (\$1,000,000 total). After discussion, President **LESSOR** called for a vote and the Motion passed by a vote of 5 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 **HOEKSTRA** and **PUTNAM** each claimed \$442 Commissioner **BONNER** claimed \$442 but was only able to be reimbursed \$128 due to reaching the maximum annual compensation limit. Commissioner **LESSOR** claimed \$663 but was advised he had already received the maximum compensation for 2025. Commissioner **TUCKER** claimed \$1,326 but, was advised he had already received the maximum compensation for 2025. After review, Mr. **BONNER** made a Motion, seconded by Mr. **TUCKER**, to approve payments for the Commissioners as discussed. After discussion, President **LESSOR** called for a vote and the Motion passed by a vote of 5 to 0.

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

The Board next received a report presented by the District's Sales Tax Consultant Robin Humphrey. Ms. Humphrey reported that the overall allocation for October 2025 was \$660,814. She also presented a five-year forecast for Board review. After review, Mr. **BONNER** made a Motion, seconded by Mr. **TUCKER**, to approve the sales tax report. After discussion, President **LESSOR** called for a vote and the Motion passed by a vote of 5 to 0.

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

Chief Harris presented the revised 2026 Budget to the Board for consideration. After review, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **PUTNAM**, to approve the District's revised 2026 Budget as presented. After discussion, President **LESSOR** called for a vote and the Motion passed by a vote of 5 to 0.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board then reviewed the October 7, 2025 meeting minutes. After review, Mr. **BONNER** made a Motion, seconded by Ms. **PUTNAM**, to approve the minutes presented. After discussion, President **LESSOR** called for a vote and the Motion passed by a vote of 5 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 eighty-one (381) calls for the month of October 2025. Three hundred twenty-five (325) calls were in District, including thirty-seven (37) mutual aid calls, and nineteen (19) calls which were made to District 19. The average response time during the period was six minutes and forty-three seconds (6:43).

Next, 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 has been completed. We have been reimbursed \$6,103.52. Three (3) employees were deployed October 28th through November 1st of 2025 for the TIFMAS 2025 Wildfire Season Deployment. The TIFMAS 2025 Wildfire Season Deployment reimbursement process is in progress.

Lastly, Deputy Chief Flores informed the Board that he, along with Ms. Maciejewski, attended a TDEM Disaster Accounting Class on October 28th through October 30, 2025. He also informed the Board that employee evaluations began on November 1, 2025.

Next, Fleet & Logistics Coordinator Richard Hancock provided the Board with an update on multiple apparatuses. Utility 46 has power steering and electrical issues. Parts for the repairs to Engine 26 have been ordered. Engine 16's replacement tailboard cover has arrived. Repairs for Tower 16 are estimated to be completed mid-December of 2025. The new Engines 16 and 26 are being worked on at Siddons-Martin Emergency Group Plastics Division. He is aiming for all new engines to be completed by December of 2025.

Lastly, Mr. Hancock provided the Board with a logistics update. The buildout of Operative IQ is in progress.

Next, Deputy Chief Brian Luscomb presented the Health & Safety Report to the Board. He presented numerical data of training hours by rank. He advised that the Training Field at the New Logistics Building has been completed. Safety guidelines for the training field are in progress. He also informed the Board that the American Red Cross is holding a Blood Drive at Station 16 on November 20, 2025.

Next, IT Technician Nick Soto and IT Consultant Michael Pulk provided the Board with an update on IT matters. They advised that they are working with ESO to migrate all old Firehouse reports to a SQL server. Mr. Soto is collaborating closely with Deputy Chief Luscomb on social media matters. Mr. Soto would like to add Community Service and Smoke Detector Program pages to the District's website. Mr. Coveler asked Mr. Soto to post commissioner legal requirements on the District's website.

Human Resources Manager Megan Puri provided the Board with an update on human resource matters. Two (2) employees are out due to off-duty injuries. She also advised that Texas Mutual came for the annual audit on October 27, 2025.

Next, Facilities Coordinator Heather Schwalbach asked the Board to approve the expenditure of \$10,000 to sponsor B.E.A.R. kids for Christmas. After review, Mr. **BONNER** made a Motion, seconded by Ms. **HOEKSTRA**, to approve the expenditure of \$10,000 from the District's Donation account to sponsor B.E.A.R. kids. After discussion, President **LESSOR** called for a vote and the Motion passed by a vote of 5 to 0.

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to accept the reports as presented. After discussion, President **LESSOR** called for a vote and the Motion passed by a vote of 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE INTERLOCAL AGREEMENT FOR FIRE PROTECTION, FIRE SUPPRESSION, AND EMERGENCY RESCUE SERVICES WITH HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 19.

Mr. Coveler advised this item would be discussed in Closed Session.

After Closed Session, the Board discussed the Interlocal Agreement with Harris County ESD No. 19 for the provision of fire protection, fire suppression, and emergency rescue services within ESD 19's territory. Following the discussion, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **PUTNAM**, to approve the Interlocal Agreement to provide services to Harris County ESD No. 19 for an annual contract price of \$70,000. After discussion, President **LESSOR** called for a vote and the Motion passed by a vote of 5 to 0.

TO REVIEW AND TAKE ACTION ON THE RATIFICATION OF A CONTINUING CONTRACT WITH LINEBARGER GOGGAN BLAIR & SAMPSON, LLP PURSUANT TO §6.30 OF THE TAX CODE FOR THE COLLECTION OF DELINQUENT DISTRICT AD VALOREM PROPERTY TAXES AND PROVIDING FOR THE PAYMENT OF UP TO 20% OF THE DELINQUENT TAXES, PENALTIES, AND INTEREST WHICH ARE COLLECTED BY THE ATTORNEY UNDER SAID CONTRACT.

The Board next discussed issues pertaining to the collection of delinquent taxes, and penalties relating to the same under agenda items 11-14. Mr. Coveler stated that this was an annual requirement wherein the District contracted with Linebarger Goggan Blair & Sampson, LLP ("Linebarger"), who also works with Harris County, to collect delinquent taxes and impose penalties on those delinquent taxes as well.

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **TUCKER**, to ratify a continuing contract with the law firm of Linebarger Goggan Blair & Sampson, LLP for the

collection of delinquent taxes, penalties, and interest as allowed by law. After discussion, President **LESSOR** called for a vote and the Motion passed by a vote of 5 to 0.

TO DISCUSS AND TAKE ACTION ON THE IMPOSITION OF ADDITIONAL PENALTY ON DELINQUENT TAXES PURSUANT TO §33.07 OF THE TAX CODE AND ADOPTION OF A RESOLUTION REGARDING SAME FOR TAXES.

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **TUCKER**, to approve the imposition of additional penalties on delinquent taxes accrued prior to July 1, 2025. After discussion, President **LESSOR** called for a vote and the Motion passed by a vote of 5 to 0.

TO DISCUSS AND TAKE ACTION ON THE IMPOSITION OF ADDITIONAL PENALTY ON DELINQUENT TAXES TO DEFRAY COSTS OF COLLECTION BY THE DISTRICT'S DELINQUENT TAX ATTORNEY, PURSUANT TO §33.08 OF THE TAX CODE AND ADOPTION OF A RESOLUTION REGARDING SAME.

After review, a Motion was made by Ms. **HOEKSTRA**, seconded by Mr. **TUCKER**, to approve the imposition of additional penalties on delinquent taxes to defray costs of their collection. After discussion, President **LESSOR** called for a vote and the Motion passed by a vote of 5 to 0.

TO DISCUSS AND TAKE ACTION ON THE IMPOSITION OF EARLY ADDITIONAL PENALTY FOR COLLECTION COSTS FOR TAXES IMPOSED ON PERSONAL PROPERTY ON DELINQUENT TAXES PURSUANT TO §33.11 OF THE TAX CODE AND ADOPTION OF A RESOLUTION REGARDING SAME.

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **TUCKER**, to approve the imposition of additional penalties for collection costs as presented. After discussion, President **LESSOR** called for a vote and the Motion passed by a vote of 5 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 informed the Board that she is working on obtaining quotes to have the gas regulators replaced at Station 26 and 46. She is also trying to finalize quotes for light pole repairs at Station 16 and Station 36. No action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE SELECTION OF A NEW UTILITY PROVIDER FOR THE DISTRICT.

No action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING DISTRICT'S INSURANCE POLICIES AND PROVIDERS, INCLUDING AUTOMOBILE LIABILITY, PROFESSIONAL LIABILITY.

Chief Harris presented two (2) quotes from insurance providers which include automobile liability and professional liability:

1. McNeil & Co. totaling \$386,472 (current insurance provider)
2. VFIS totaling \$358,997

After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **TUCKER**, to approve remaining with the District's current insurance provider, McNeil & Co. After discussion, President **LESSOR** called for a vote and the Motion passed by a vote of 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE REPLACEMENT AND PURCHASE OF NEW POLL PADS AND RELATED WARRANTIES FOR DISTRICT ELECTIONS.

Mr. Coveler requested the Board approve the expenditure of up to \$3,900 for two (2) new poll pads and warranties for election equipment. After review, Ms. **PUTNAM** made a Motion, seconded by Ms. **HOEKSTRA**, to approve the expenditure of up to \$3,900 for two (2) new poll pads and related warranties for the District's election equipment. After discussion, President **LESSOR** called for a vote and the Motion passed by a vote of 5 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. 9 from Gamma Construction totaling \$1,040,041.00 including general conditions, masonry, overhead doors, electrical, canopies labor, and controls material for the Logistics Building. This also includes masonry for Station 36. After review, Ms. **PUTNAM** made a Motion, seconded by Mr. **BONNER**, to approve Gamma Construction's Pay Application No. 9 in the amount of \$1,040,041.00, 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. 9. After discussion, President **LESSOR** called for a vote and the Motion passed by a vote of 5 to 0.

Ms. Schwalbach also advised the Board that the substantial completion is estimated to be on December 18, 2025. Mr. **LESSOR** requested that we look into available options for security equipment related to the project.

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.

Quartermaster Griselda Martinez presented a quote from Global Industrial totaling \$17,409.57 for various racks for the new Logistics Building. After review, Ms. **HOEKSTRA** made a Motion, seconded by Ms. **PUTNAM**, to approve the expenditure of up to \$16,100. After discussion President **LESSOR** called for a vote and the Motion passed by a vote of 3 to 2 with Commissioners **BONNER** and **TUCKER** opposed.

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.

No action was taken by the Board.

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 REGARDING THE PURCHASE OF HOLOMATRO POWER CORDS FROM HARRIS COUNTY ESD NO. 9 AND APPROVAL OF AN INTERLOCAL AGREEMENT WITH RELATED TO SAME.

Chief Harris advised the Board that Harris County ESD No. 9 offered to sell twelve (12) Holomatro power cords at a cost of \$1,280.64 to the District. After review, Mr. **BONNER** made a Motion, seconded by Mr. **TUCKER**, to approve buying twelve (12) Holomatro power cords from Harris County ESD No. 9 at cost for \$1,280.64. After discussion, President **LESSOR** called for a vote and the Motion passed by a vote of 5 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 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 NOVEMBER 4, 2025 MEETING.

Mr. Coveler advised the Board that he will add an agenda item to discuss security for the new Logistics Building. The Board confirmed the next meeting date of December 2, 2025.

At this time, the Board called a short recess at 9:44 p.m. prior to entering Closed Session.

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

The Board met in Closed Session at 9:44 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 met in Closed Session at 10:05 p.m. to discuss real estate matters.

The Board reconvened in Open Session at 10:12 p.m.

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 next discussed the easement requested by Harris County for the installation of a traffic signal on Woodland Hills. The Board instructed Chief Harris to negotiate the terms as

discussed in closed session related to the easement requested by Harris County. Following the discussion, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **TUCKER**, to grant the easement to Harris County upon the terms discussed in closed session. Thereafter, the Motion passed by a vote of 5 to 0.

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, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to adjourn the meeting at 10:13 p.m. After discussion, President **LESSOR** called for a vote and the Motion passed by a vote of 5 to 0.

The foregoing minutes were reviewed and approved by the Board of Commissioners on December 1, 2025.

By:


Kito Bonner
District Secretary