

**MINUTES OF THE FEBRUARY 3, 2026 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**, which was held at the **District Administration Building** located at **14415 Old Humble Road, Humble, Texas 77396**, on Tuesday February 3, 2026.

**CALL MEETING TO ORDER AND ESTABLISH A QUORUM.**

The meeting was called to order at 7:00 p.m., by **Robyn Hoekstra**, Treasurer, who announced that a quorum was present. Those Commissioners present were:

<b>Paul Lessor</b>	Absent
<b>Mike Tucker</b>	Absent
<b>Robyn Hoekstra</b>	Present
<b>Kito Bonner</b>	Present
<b>Cynthia Putnam</b>	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 7:51 p.m.), Fleet & Logistics Coordinator Richard Hancock, Scheduling/Receptionist Rosa Bisogno, Quartermaster Griselda Martinez, 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 THE DISTRICT'S FINANCIAL REPORTS AND TAKE ANY ACTION RELATED THERETO.**

The Board first received a 2025 Closeout Financial Report presented by Accounting Coordinator Katie Maciejewski. The cash balance at the end of 2025 was \$16,354,121.93. Interest received in excess of the budgeted amount was \$342,159.78. Donations received in excess of the budgeted amount was \$1,288.93. The remaining amount of Sales Tax Collections not collected was \$173,652.66. The total cash reserve at the end of 2025 was \$16,354,121.93.

Next, Ms. Maciejewski presented a Financial Report as of the date of the meeting to the Board. The current cash balance as of February 3, 2026 is \$19,131,208.78. The estimated amount of remaining Property Tax is \$3,684,901.81. The estimated amount of remaining Interest is \$304,179.44. The estimated amount of remaining Donations/Other is \$40,000. The estimated amount of remaining Sales Tax is \$8,420,701.98. The projected cash reserve by December 31, 2026 is \$14,413,000.52. The total debt service outstanding is approximately \$34,374,103.11. After review, Mr. **BONNER** made a Motion, seconded by Ms. **PUTNAM**, to accept the financial reports as presented. After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion passed 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 \$167,639.30. Major items of note included:

- McNeil & Co.: \$92,707.25 for Insurance Renewal
- Credit Card Bill: \$25,274.81

Ms. Maciejewski next addressed the approval of additional District bills totaling \$116,962.87. A Major item of note included:

- Joiner Architects: \$25,965.87

The total costs of prior invoices paid and current bills being presented amounted to \$284,602.17. After review, Ms. **PUTNAM** 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 \$284,602.17. After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion passed 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 that the Board approve transferring \$3,000,000 from the Property Tax Account to the TexPool and Texas Class Accounts (\$1,500,000 each). After review, Mr. **BONNER** made a Motion, seconded by Ms. **PUTNAM**, to approve the transfer of \$3,000,000 from the Property Tax Account and transferring to the TexPool and Texas Class Accounts (\$1,500,000 each). After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion passed 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 **PUTNAM** claimed \$221 in compensation. Commissioner **BONNER** claimed \$442 in compensation. Commissioner **HOEKSTRA** claimed \$442 in compensation and requested \$373.13 for mileage and Uber fee reimbursements at the SAFE-D Conference. After review, Ms. **PUTNAM** made a Motion, seconded by Mr. **BONNER**, to approve compensation and reimbursement payments for the Commissioners as discussed. After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion passed 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 who reported that the overall allocation for January 2026 was \$579,298. After review, Mr.

**BONNER** made a Motion, seconded by Ms. **PUTNAM**, to approve the sales tax report. After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion passed by a vote of 3 to 0.

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

No action was taken by the Board.

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

The Board then reviewed the December 2, 2025 and January 6, 2026 Meeting Minutes. After review, Mr. **BONNER** made a Motion, seconded by Ms. **PUTNAM**, to approve the minutes as presented. After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion passed 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 four hundred eighteen (418) calls for the month of January 2026. Three hundred nineteen (319) calls were in District, including forty-four (44) mutual aid calls, and fifty-five (55) calls which were made to District 19. The average response time during the period was six minutes and fifty-one seconds (6:51).

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 TIFMAS 2025 Wildfire Season Deployment reimbursement process is also in progress.

Lastly, Deputy Chief Flores provided operational updates. The District passed the TCFP Compliance Inspection held on January 21<sup>st</sup> of 2026. We need to update PPE records to reflect advanced cleanings/inspections as well as make sure all tetrahedrons on helmets are yellow, orange, or red. The District now needs to prepare for the ISO Audit. The red card application process has been completed. The TCFP Regional Meeting was rescheduled to February 6, 2026 due to weather conditions.

Next, Fleet & Logistics Coordinator Richard Hancock provided the Board with an update on multiple apparatuses. The new Engine 16, 26, and 36 have been put in service. The new Engine 46 is at Siddons Martin Emergency Group for repairs. The new Tower 16 is at Siddons Martin Emergency Group Plastics Division. The old Tower 16 is still being refurbished at Siddons Martin Emergency Group.

Lastly, Mr. Hancock provided the Board with an update on the Logistics Building. The tower equipment has been installed. All lifts have been delivered.

Next, Deputy Chief Brian Luscomb presented the Training Report to the Board. He presented numerical data of training hours by rank. He then advised the Board of ongoing current

training classes, including Rope Rescue Technician, TEEX Leadership Symposium, and Confined Space. Upcoming classes include Nozzle Forward, Joey D Seminar, Company Officer Development. Upcoming in-house classes include TCFP Fire Officer 1 & 2, TCFP Instructor 1, 2, & 3, Driver Operator, Incident Safety Officer, and Tower Training. He also advised that the District is teaching CPR and Fire Extinguisher classes for the community.

Next, Deputy Chief Luscomb provided the Board with a social media update. Bella Media will be scheduled to film videos on Safety Messaging topics, Meet the Crew, and Friends of Eastex.

Lastly, Deputy Chief Luscomb presented the Health & Safety Report to the Board including updates on guidelines for the Training Facility at the Logistics Building. He is waiting on dates from On Duty Health for the District's annual physicals, and advised he had created a procedure with Human Resources Manager Megan Puri related to on-the-job injuries for personnel.

Next, IT Technician Nick Soto and IT Consultant Michael Pulk provided the Board with an update on IT matters. The Logistics network is almost fully functional. Mr. Soto is currently addressing organizing cable managing network racks. Hardware has been received for the Logistics Building.

Next, Mrs. Puri provided the Board with an update on human resource matters. Two (2) new personnel were hired in January to fill current gaps. The Texas Fire Chiefs Administrative Workshop was rescheduled to May 10<sup>th</sup> through May 13, 2026.

Next, Ms. Schwalbach provided the Board with a facilities update. The surge filters to protect the District servers were installed. Gas regulators have been installed at Stations 26 and 46.

After review, Ms. **PUTNAM** made a Motion, seconded by Mr. **BONNER**, to accept the reports as presented. After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion passed 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.**

Next, Ms. Schwalbach briefly noted to the Board that the heater in the riser room at Station 46 is not functional and needs to be replaced. Ms. Schwalbach then presented two (2) quotes from Genius Designs to retrofit or replace the dayroom door leading to the patio, and to repair the dorm door leading to the bay at Station 36:

- \$6,104.68 to retrofit the dayroom door leading to the patio and a crash bar replacement for the dorm door leading to the bay at Station 36
- \$9,010.50 to replace the dayroom door leading to the patio plus \$2,500 for a crash bar replacement for the dorm door leading to the bay at Station 36

After review, Ms. **PUTNAM** made a Motion, seconded by Mr. **BONNER**, to approve the quoted price of \$6,104.68 from Genius Designs to retrofit Station 36's dayroom door leading to the patio and to replace the crash bar for the dorm door leading to the bay. After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion passed 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 next presented Pay Application No. 12 from Gamma Construction totaling \$65,721.00 including fencing, site fire water, and roof hatch for the Station 36 project. After review, Ms. **PUTNAM** made a Motion, seconded by Mr. **BONNER**, to approve Gamma Construction's Pay Application No. 12 in the amount of \$65,721.00, and to approve the transfer of \$32,860.50 from both TexPool and Texas Class Accounts to the Property Tax Account to satisfy the payment of Pay Application No. 12. After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion passed by a vote of 3 to 0.

Next, Ms. Schwalbach presented to the Board a current construction cost breakdown for the Logistics Building. No action was taken by the Board.

**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 TriMark totaling \$4,484.33 for an ice machine at the Logistics Building. After review, Ms. **PUTNAM** made a Motion, seconded by Mr. **BONNER**, to approve the quoted price from TriMark. After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion passed by a vote of 3 to 0.

Ms. Schwalbach then presented quotes from Global Industrial, Lifetime, and Webstaurant Store for eighteen (18) benches at the Logistics Building:

- Global Industrial: \$5,715.09
- Lifetime: \$5,129.82
- Webstaurant Store: \$4,632.01

After review, Mr. **BONNER** made a Motion, seconded by Ms. **PUTNAM**, to approve the quoted price from Webstaurant Store for benches as presented. After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion passed by a vote of 3 to 0.

Next, Mr. Hancock presented two (2) quotes from Got You Covered Work Wear & Uniforms.

1. Quote totaling \$5,888.80 for t-shirts with a silver ranking
2. Quote totaling \$7,149.53 for t-shirts with a gold ranking

After review, Mr. **BONNER** made a Motion, seconded by Ms. **PUTNAM**, to approve the quoted prices from Got You Covered Work Wear & Uniforms. After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion passed 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.**

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 then requested approval to donate the old Station 46 mobile hose drying rack as salvage property to Liberty County ESD No. 7. After review, Ms. **PUTNAM** made a Motion, seconded by Mr. **BONNER**, approving the donation of the salvage mobile hose drying rack to Liberty County ESD No. 7. After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion passed by a vote of 3 to 0.

**TO REVIEW, AND TAKE ACTION ON THE DISTRICT'S RECORD DISPOSITION LOG PURSUANT TO THE DISTRICT'S RECORDS MANAGEMENT POLICY.**

The Board then reviewed documents listed for destruction according to the District's records management policy and practices. After review, Ms. **PUTNAM** made a Motion, seconded by Mr. **BONNER**, to authorize the destruction of documents on the records disposition log as presented to the Board. After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion passed by a vote of 3 to 0.

**TO REVIEW, DISCUSS, AND TAKE ACTION ON ANY DISTRICT MATTERS WHICH NEED TO BE INCLUDED ON THE NEXT AGENDA FOR THE MARCH 3, 2026 MEETING.**

No specific items were requested for inclusion on the March 3, 2026 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 MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.076 TO DISCUSS THE DEPLOYMENT OR IMPLEMENTATION OF SECURITY PERSONNEL OR DEVICES, OR RELATED SECURITY AUDITS.**

The Board did not meet in Closed Session to discuss the deployment or implementation of security personnel, or devices, or related security audits.

**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. **PUTNAM** made a Motion, seconded by Mr. **BONNER**, to adjourn the meeting at 8:34 p.m. Thereafter, the Motion passed by a vote of 3 to 0.

The foregoing minutes were reviewed and approved by the Board of Commissioners on March 3, 2026

By:



**Kito Bonner**  
District Secretary

*Cynthia Putnam*