

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

A meeting was duly called of Harris County Emergency Services District No. 48, held at the District Administration Building located at 21201 Morton Road, Katy, Texas 77449, on April 16, 2025.

1. Call meeting to order by Chairman Strait, roll call taken, and a quorum established at 6:00 p.m.

Scott Strait	President	Present
Patti Creel	Vice President	Present
Don Pannell	Treasurer	Present
Sam Henderson	Secretary	Present
Mike Fleming	Assistant Secretary-Treasurer	Present

Also present:

Vince Moreno	Assistant Chief of Operations
Eric Bank	Assistant Chief of EMS
Alyssa Saccomen	Financial Director
Jackie Harvey	Office Manager
Robin Brian	Assistant Office Manager
David Manley	Coveler & Peeler
Jorge Diaz	ABIP Accountants

General Public, see the attached sign-in sheet.

2. To receive public comment.

Drew Shapiro reported to the Board there was a 1986 Cyclone that was affiliated with West I-10 that was for sale for \$1,500.00. He stated the Union was interested in purchasing the engine for historical and nostalgia purposes. He asked for the Board's help in purchasing and stated that some members had been gathering a collection to purchase the vehicle.

3. Employee Recognition

Chief Moreno recognized Kristen Perry for her above and beyond contributions to the District.

4. To receive a report from the Union.

Drew Shapiro reported the Union membership was at 57 members. No action was taken.

5. To review and act on minutes of prior meetings.

Commissioner Henderson made a motion to accept the minutes as presented. Commissioner Pannell seconded the motion. The motion was passed 5-0.

- 6. To receive the District Financial Report and take any necessary action on District investments and District financial reporting matters, including but not limited to authorizing access to the district's TexPool, Texas Class, and Stellar accounts to the Finance Director.**

Jorge Diaz presented the financial report. Discussion was had on the report. Discussion was had to move funds from the Revenue account to Texas Class for higher interest rates when needed. Commissioner Creel made a motion to accept the financial report. Commissioner Pannell seconded the motion. The motion passed 5-0.

- 7. To review, discuss, and take action on the transfer of District funds from (or to) Texas Class and TexPool to (or from) Stellar Bank.**

No action.

- 8. To review, discuss and act related to the monthly sales tax report.**

Discussion was had on report that was distributed prior to the meeting. Commissioner Henderson made a motion to accept the Sales Tax report. Commissioner Fleming seconded the motion. The motion passed 5-0.

- 9. To pay the District's invoices and expenses and approval of any wire transfers.**

Robin Brian presented the District's invoices in the amount of \$218,839.81 for approval by the board. Commissioner Creel made a motion to approve payment of the District's bills in the amount of \$218,839.81. Commissioner Pannell seconded the motion. The motion passed 5-0.

- 10. To review, discuss and act on funding the District's payroll obligations.**

Commissioner Creel made a motion to fund \$1,167,314.63 to meet the District's payroll obligations for March and April. Commissioner Henderson seconded the motion. The motion passed 5-0.

- 11. To review, discuss and take action regarding amendments to the District's 2025 budget.**

Alyssa Saccomen presented to proposed budget amendments to the Board. She discussed some recoding and simplifying of the budget. She reported that she was updating the accounting software line. Increasing the bank fees line due to positive pay increases to all the District's accounts. She has increased the TIFMAS meals line to \$15,000.00 and the TIFMAS lodging line to \$20,000.00 due to increase of deployments. The medical billing fee has been increased due to increase of call volume. Some recoding with Quartermaster is being done. The light duty line is being increased \$15,000.00 for a forklift for Fleet. Chief Moreno reported to the Board that compensation for an on call schedule for weekends for Fleet is being worked up for the Board's approval. Utilities are being

increased due to higher prices. Commissioner Creel made a motion to amend the 2025 Budget as discussed. Commissioner Pannell seconded the motion. The motion passed 5-0.

12. To review, discuss and take action regarding the "Williamsburg Connection" sidewalk construction project proposal with Harris County.

David Manley presented the letter of support to the Board. Commissioner Creel made a motion to authorize this letter of support for the "Williamsburg Connection" sidewalk project. Commissioner Fleming seconded the motion. The motion passed 5-0.

13. To receive any reports from Fire Chief George McAteer and take any necessary action related to his report.

Chief Moreno reported that the new full-time firefighters will start May 5th to align with the beginning of the pay cycle. They will finish up the remaining 2 part-time firefighter interviews April 17th. Booster 5 is out of service due to shock failure. The shocks have been sent out to Fab Tech and there is a 2-3-week lead time for shock repair and shipping. E-2 is back in service. Booster 1 is on deployment to Victoria, Texas. The TNT Rescue cutters and Spreaders have been ordered for Engine 1. No action was taken.

14. To receive an EMS division report from Assistant Chief Eric Bank and take any necessary action related to the report.

Chief Bank reported that there is a lower call volume than last year, but wait times at the hospital are still extended and taxing the system. Westlake has added a third truck which has resulted in fewer mutual aid being provided to their District. The three new trucks are expected to be here in July. There are twelve medications on backorder. No action was taken.

15. To receive a Fire division report from Assistant Chief Vince Moreno and take any necessary action related to the report.

No action.

16. To receive an administrative report from Assistant Chief Ray Sidwell and take any necessary action related to the report.

Jackie Harvey reported there was nothing at this time. No action was taken.

17. To receive an equipment, apparatus and facilities report and take any necessary action related to the report.

No action.

- 18. To review, discuss and take action on any needed maintenance, replacements and improvements related to the operation of the District's fire stations, apparatus or equipment.**

No action.

- 19. To discuss any new items which need to be on the agenda for the subsequent District meetings and approve the proposed meeting dates.**

Discussion was had on calling a special meeting for April 23, 2025 at 3:30 p.m. to meet with an Architectural firm to discuss future construction for the District. Chairman Strait requested all documents be uploaded prior to the meeting for review. Meetings for May will be on the 7th and 21st. No action was taken.

The Board went into executive session at 7:02 p.m.

- 20. To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel.**
- 21. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.**
- 22. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.**

The Board came out of executive session at 7:04

- 23. To review, discuss and take action regarding any District personnel matters.**

No action.

- 24. To review, discuss and take action regarding District real estate matters.**

No action.

- 25. Adjournment.**

There being no further business, a Motion was made by Commissioner Henderson, seconded by Commissioner Flemming to adjourn the meeting. The Motion passed by a vote of 5 to 0. Meeting was adjourned at 7:24 p.m.

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By: 
Secretary of the Board