

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 May 7, 2025.

- 1. Call meeting to order by Commissioner Strait, roll call taken, and a quorum established at 5:06 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	Interim Fire Chief / 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

General Public, see sign-in sheet on file with District.

- 2. To receive public comment.**

No public comment was made.

- 3. To pay the District's invoices and expenses including the approval of any ACH payments.**

Robin Brian presented the District's invoices in the amount of \$640,901.98 for approval by the board. Commissioner Creel made a motion to approve the District's bills related to expenses incurred by the District as presented. Commissioner Pannell seconded the motion. The motion was passed 5-0.

- 4. To review, discuss, and act on the transfer of District funds from Texas Class and TexPool to Stellar Bank.**

Commissioner Creel made a motion to move \$500,000 from the District's Texas Class account in to the District's Revenue account with Stellar Bank. Commissioner Strait seconded the motion. The motion passed 5-0.

- 5. To review, discuss, and take action regarding the purchase of equipment or apparatus.**

No action.

- 6. To review, discuss, and take action for the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251.**

No action.

- 7. To review, discuss and act regarding the District's Strategic Plan.**

No action.

- 8. To review, discuss and act regarding matters related to construction (current or proposed).**

Chief Moreno reported that the site visits that were done with the Board last Friday went well. No action taken.

- 9. To review, discuss and act regarding the District's budget(s).**

No action.

- 10. To review, discuss and act upon financial matters related to the district's services with McClennan & Associates and ABiP Bookkeepers.**

Alyssa Saccomen has sent out her Financial report and asked the Board for their feedback. Discussion followed. The Board liked the report, and it was decided for Alyssa to leave in a balance sheet. Discussion followed on how much longer Alyssa would need ABiP Bookkeepers. Alyssa recommended keeping ABiP's services for the next three months and to keep McClennan & Associates on retainer for reference if needed. The Board agreed to Alyssa's proposed timeline. No action taken.

- 11. To review, discuss and act on personnel matters.**

Chief Moreno reported that four new Full-Time Firefighters are being onboarded this month. There are six Part-Time Firefighters who have been given offers. Chief Bank reported he has five to six openings and will start interviewing soon. Commissioner Henderson made a motion to move ahead with executing the agreement as presented with Chief McAteer and have Chief Vince Moreno act as Interim Chief. Commissioner Fleming seconded the motion. The motion passed 5-0. Chairman Strait reported that SGR has been retained and has conducted the preliminary interviews for the needs of the Department. He expects a brochure to be completed by the end of next week.

12. To review, discuss and act regarding adoption and amendment of District policies or job descriptions.

No action.

The Board went into executive session at 5:41 p.m.

13. To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or on matters which require confidentiality under the Texas Disciplinary Rules of Professional Conduct of the State Bar.
14. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
15. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.

The Board came out of executive session at 6:34 p.m.

16. To review, discuss and act regarding items discussed in closed session.

Commissioner Fleming made a motion, seconded by Commissioner Creel, to increase the Interim Chief's salary as discussed. Motion passed by a vote of 5 to 0.

17. Adjournment

There being no further business, a Motion was made by Commissioner Henderson, seconded by Commissioner Fleming to adjourn the meeting. The Motion passed by a vote of 5 to 0.

Meeting was adjourned at 6:35 p.m.

The foregoing minutes were passed and approved by the District Board of Commissioners on June 18, 2025.

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

By: 
Secretary of the Board