

## 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 June 4, 2025.

**1. Call meeting to order by Chairman Strait, roll call taken, and a quorum established at 5:00 p.m.**

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

**Also present:**

Eric Bank	Assistant Chief of EMS
Ray Sidwell	Assistant Chief of Administration
Jackie Harvey	Office Manager
Robin Brian	Assistant Office Manager
David Manley	Coveler & Peeler
Bianca Espinoza	RIT

**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 \$443,994.71 for approval by the board. Commissioner Creel made a motion to approve the District's bills related to expenses incurred by the District in the amount of \$443,994.71. Commissioner Pannell seconded the motion. The motion passed 5-0.

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

Nothing on this item.

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

Slattery Tackett Architecture was discussed as being the District's representative for the build out of the Administration. Commissioner Henderson made a motion to retain Slattery Tackett Architecture as the owner representative for the District. Commissioner Creel seconded the motion. The motion passed 5-0.

**6. To review, discuss and act on personnel matters.**

A special meeting was called to discuss the Employee Handbook for June 17, 2025, at 5:00 p.m. at Administration. David Manley will get an agenda filed. No action was taken.

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

Nothing on this item.

*The Board went into closed session at 5:17 p.m. to address items 8 through 10.*

**8. 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.**

**9. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.**

**10. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.**

*The Board came out of closed session at 5:30 p.m.*

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

No action taken.

**12. Adjournment**

There being no further business, a Motion was made by Commissioner Fleming, seconded by Commissioner Henderson 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 July 16, 2025.

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

By:   
Secretary of the Board