

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 18, 2025.

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

Scott Strait	President	Absent	
Patti Creel	Vice President	Present	
Don Pannell	Treasurer	Present	
Sam Henderson	Secretary	Present	
Mike Fleming	Assistant Secretary-Treasurer	Present	Arrived at 6:27 p.m.

Also present:

Vince Moreno	Assistant Chief of Operations
Eric Bank	Assistant Chief of EMS
Ray Sidwell	Assistant Chief of Administration
Alyssa Saccomen	Financial Director
Machelle Richter	Battalion Chief of Logistics
Jackie Harvey	Office Manager
Robin Brian	Assistant Office Manager
David Manley	Coveler & Peeler

2. To receive public comment.

No public comment was made.

3. Employee recognition

Chief Moreno recognized Trisha Vasquez for her above and beyond contributions to the District.

4. To receive a report from the Union.

No report was given.

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

Commissioner Henderson made a motion to approve the minutes for meetings 3/25/25, 4/11/25, 5/07/25, 5/21/25, and 5/02/25. Commissioner Pannell seconded the motion. The motion was passed 3-0.

6. To receive the District Financial Report and take any necessary action on District investments and District financial reporting matters.

Alyssa Saccomen presented the financial report for the District. Discussion was had on the format of the report. The Commissioners would like the Balance Sheet to have a comparison from the prior year. Commissioner Pannell made a motion to accept the financial report. Commissioner Henderson seconded the motion. The motion was passed 3-0.

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 on this item.

8. To pay the District's invoices and expenses, including payroll, and approval of any wire transfers.

Robin Brian presented the District's invoices in the amount of \$146,559.32 for approval by the board. Commissioner Creel made a motion to approve the District's bills related to expenses incurred by the District for \$146,559.32. Commissioner Pannell seconded the motion. The motion was passed 3-0.

Alyssa Saccomen presented the amount of \$1,097,221.97 to fund the District's payroll obligation for May and June. Commissioner Creel made a motion to fund \$1,097,221.97 to meet the District's payroll obligations for May and June. Commissioner Henderson seconded the motion. The motion was passed 3-0.

9. 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 Pannell seconded the motion. The motion was passed 3-0.

10. To review, discuss and act regarding amendments to the District's 2025 budget.

Alyssa reported that the 2026 budget is being compiled. No action was taken.

11. To review, discuss and take action regarding District employee benefits.

No action was taken.

Commissioner Fleming arrived at 6:27 p.m.

12. To review, discuss and take action regarding agreements with District energy providers.

Mary DuBois talked with the Board about energy options. Discussion followed. Commissioner Pannell made a motion to accept the proposed contract for 72 months with a start date of May

26, 2026 with TXU for a rate of 0.07313, with a 5% variance approved. Commissioner Henderson seconded the motion. The motion was passed 4-0.

13. To review, discuss, and take action on a contract extension for High Information Technology Services with Prime ITS.

Chief Sidwell presented the renewal of our contract with Prime ITS. Discussion followed. Prime ITS agreed to absorb the 5% increase for Microsoft if the District would engage them at the current rate for an additional 24-months. Discussion followed. Commissioner Henderson made a motion to approve the contract extension of 24 months with Prime ITS for the District's High Information Technology services. Commissioner Fleming seconded the motion. The motion passed 4-0.

14. To review, discuss and take action regarding an estimate related to the acquisition of additional Netsuite user access features.

No action on this item.

15. To receive any reports from Interim Fire Chief Vince Moreno and take any necessary action related to his report.

Chief Moreno reported Rehab had made six responses. Suppression's call volume is down 15%. Westlake has inquired about commissioning our Maintenance department to do some repairs on their fleet. Discussion followed. It is still being discussed between Maintenance and Command Staff. No action was taken.

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

Chief Bank reported M4 ran the most calls of May. Katy Memorial ER wait times are still climbing. Methodist is planning an expansion. He is onboarding 4 new Paramedics and 2 EMTs. He will stagger the onboarding process to help FTO's get the new employees through the certification process more efficiently. No action was taken.

17. To receive an Administrative Report from Assistant Ray Sidwell and take any necessary action related to the report.

Chief Sidwell provided a summary of administrative matters. He reported the Camp Spark Program was June 9th – 12th and had twenty-two (22) young ladies enrolled. The weather was a challenge this year, but the instructors and volunteers assisting were able to make the program a success. Don McGill Toyota of Katy was the primary sponsor and donated \$3,500.00 towards the program. He also thanked Hunker Down for their support to cover several food items. He reported Front Line Mobile Health will be focusing on Cancer screenings this year. Online sign-up opens 06/16/2025 and closes 07/07/2025. Employee spouses or significant others will be allowed to sign up, however they will have to pay for the services. No action was taken.

18. To review, discuss and act on matters related to the District's equipment, apparatus and facilities, including acquisition, maintenance and repairs.

Chief Moreno reported that Chief Trahan has requested the Board to approve the building of a concrete slab at the Porter Road property. The bid was for 49,999.00. This does not include a soil sample. Discussion followed. The soil sample will be obtained independently.

Commissioner Creel made a motion to approve the installation of a concrete slab at the Porter Road property for \$49,999.00. Commissioner Fleming seconded the motion. The motion passed 4-0.

19. To review and discuss matters related to the District's 2025 tax setting process.

No action was taken.

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

Meetings for July will be on the 2nd and 16th.

21. To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel.

No action was taken.

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

No action was taken.

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

No action was taken.

24. To review, discuss and take action regarding any District personnel matters.

No action was taken.

25. To review, discuss and take action regarding District real estate matters.

No action was taken.

26. 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 4 to 0. Meeting was adjourned at 6:49 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