

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 July 2, 2025.

1 and 2. Call meeting to order by Commissioner Creel, roll call taken, and a quorum established at 5:00 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
Ray Sidwell	Assistant Chief of Administration
Alyssa Saccomen	Financial Director
Robin Brian	Assistant Office Manager
Jill Henze	Breedlove, INC.
David Slattery	Slattery Tackett

General Public, see the attached sign-in sheet.

3. To receive public comment.

No public comment was made.

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

David Slattery gave an outline of the process for construction for the upstairs build out of the Administration building. The project timeline will begin with a notice published in the Houston Business Journal. This will be completed by the next meeting. A scope of work and set of qualifications will be established. Evaluation of proposals will be done by the designated building committee and recommendations will be made. Selection criteria will be experience, team member experience on projects, reference checks, technical capabilities, availability, and experience and time team has worked together. The point of contact for David Slattery will be Chairman Strait and Chief Moreno. No action was taken.

- 4. To receive the District's 2024 Audit Report and discuss and take action related to the same.**

Jill Henze presented the 2024 audit for the District, and reviewed some significant items. Commissioner Henderson made a motion to accept the 2024 audit. Commissioner Creel seconded the motion. The motion passed 5-0.

- 1. 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 \$577,524.93 for approval by the board. Commissioner Creel made a motion to approve the District's bills related to expenses as presented. Commissioner Fleming seconded the motion. The motion passed 5-0.

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

Alyssa Saccomen requested that we move \$500,000.00 from the District's Texas Class account to the District's Revenue account with Stellar Bank. This is to cover District expenses. Commissioner Creel made a motion to move \$500,000.00 from the District's Texas Class account to the District's Revenue account with Stellar Bank. Commissioner Pannell seconded the motion. The motion passed 5-0.

- 4. To review, discuss and act on matters regarding a proposal related to the District's Netsuite needs.**

Alyssa Saccomen presented an agreement with Netsuite to expand services. She explained this would help with education and utilizing Netsuite to it's full capacity for the District. Commissioner Henderson made a motion to accept the agreement in the amount of \$46,934.40. Commissioner Fleming seconded the motion. The motion passed 5-0.

- 5. To review, discuss personnel matters.**

No action was taken.

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

Chief Moreno presented the job description for Captain of CRR. Discussion followed. Commissioner Henderson made a motion to accept the new revised job posting for Captain of CRR. Commissioner Creel seconded the motion. The motion passed 5-0.

The Board went into executive session at 5:58 p.m.

7. 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.
8. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
9. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.

The Board came out of executive session at 6:12 p.m.

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


No action.

11. 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 6:13 p.m.

The foregoing minutes were passed and approved by the District Board of Commissioners on August 20, 2025.

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

By: 
Secretary of the Board