

## 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 16, 2025.

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

Vince Moreno	Interim Fire Chief / Assistant Chief of Operations
Eric Bank	Assistant Chief of EMS
Ray Sidwell	Assistant Chief of Administration
Alyssa Saccomen	Financial Director
Jackie Harvey	Office Manager
Robin Brian	Assistant Office Manager
David Manley	Coveler & Peeler
David Slattery	Slattery & Tackett
Bianca Espinoza	RIT

**General Public, see the attached sign-in sheet.**

**2. To receive public comment.**

No public comment was made.

**3. Employee Recognition**

Chief Moreno recognized Mark Granillo for his above and beyond contributions to the District.

**4. To receive a report from the Union.**

No report was made.

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

Commissioner Henderson made a motion to accept the 6/4/25, 6/17/25, and the 6/18/25, minutes. Commissioner Creel seconded the motion. The motion passed 5-0.

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

Alyssa Saccomen presented the District's financial report for June. Commissioner Creel made a motion to accept the District's Financial report for June. 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.**

Commissioner Henderson made a motion to move \$1,106,000.00 from the District's Texas Class account to the District's Revenue account with Stellar Bank. Commissioner Creel seconded the motion. The motion passed 5-0.

**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 \$1,289,625.01 for approval by the board. Commissioner Creel made a motion to approve the District's bills related to expenses incurred by the District for \$1,289,625.01. Commissioner Pannell seconded the motion. The motion passed 5-0.

Commissioner Creel made a motion to fund \$1,074,947.25 to meet the District's payroll obligations for June and July. Commissioner Henderson seconded the motion. The motion passed 5-0.

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

The sales report was presented by Alyssa Saccomen. Collection was up 26.3% from last year. Commissioner Henderson made a motion to accept the sales tax report as presented. Commissioner Fleming seconded the motion. The motion passed 5-0.

**10. To propose the District 2026 Budget.**

Alyssa Saccomen presented the proposed 2026 budget. Chief Trahan and Chief Richter explained several items for next year's budget. Commissioner Creel made a motion to accept the 2026 budget as proposed. Commissioner Henderson seconded the motion. The motion passed 5-0.

**11. To propose the District 2025 Tax Rate.**

David Manley presented various tax rate scenarios for consideration. Discussion followed. Commissioner Fleming made a motion to propose a 2025 tax rate of .10/\$100. Commissioner Henderson seconded the motion. The motion passed 5-0.

**12. To schedule a public hearing regarding the District's 2025 tax rate and the date of the meeting to adopt.**

Commissioner Henderson made a motion to schedule a public meeting for the District's tax rate on August 25, 2025 at 7:00 p.m. Commissioner Fleming seconded the motion. The motion passed 5-0.

**13. To authorize District counsel to publish the necessary 2025 Tax Rate setting notices.**

Commissioner Henderson made a motion to authorize Coveler & Peeler to publish the necessary 2025 Tax Rate Notices. Commissioner Creel seconded the motion. The motion passed 5-0.

**14. To review and take action on matters relating to an election to be held on November 4, 2025:**

- a. Approve an Order of Election under Texas Tax Code Section 26.07**
- b. To review and take action to hold an election jointly with other jurisdictions.**
- c. To review and take action to contract with Harris County Elections Office for election services.**
- d. To consider and take action on such other Orders, Resolutions and related matters as required or appropriate to call for the District election.**

Commissioner Creel made a motion to Approve an Order of Election under Texas Tax Code Section 26.07 to call for an election on November 4, 2025. Commissioner Henderson seconded the motion. The motion passed 5-0.

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

No action was taken.

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

Discussion was had about the process for health benefits determination. Commissioner Pannell expressed he wanted the options when delivered in October to be uploaded into TEAMS the day of their arrival. No action was taken.

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

Alyssa Saccomen reported to the Board the contract with Netsuite is being modified and will be presented to the Board at a later date. No action was taken.

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

Chief Moreno provided a summary of Department activities. He informed the Board that the core samples have come back from Porter Rd. Discussion followed. Concrete installation will move forward. No action was taken.

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

Chief Bank reported that calls are down slightly from last year. The two ambulances from Brookshire have been delivered and the third is thirty days behind. There are three new Paramedics and two new EMT's training with FTO's right now. No action was taken.

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

Chief Sidwell reported that TIFMAS has an outstanding reimbursement balance of \$408,692.52. We have to wait for the Florida reimbursement until all Texas cases have been processed. The funding will be released at one time. The employee handbook has been reviewed by HR, Command Staff, and legal. A second meeting is scheduled for 7/15/25. The Captain CRR/PIO job posting is live and will close 7/22/2025 with 14 applicants so far. Frontline Mobile Health Cancer Screenings has closed. There has been 83 employees and 4 spouses sign-up. No action was taken.

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

David Slattery presented the request for qualification document for the upstairs build out that will be printed in the Houston Business Journal. He explained the processes and timeline for the postings and reception of sealed bids. The deadline for bids will be August 14, 2025 at 2p.m., and a public opening will be conducted here at Administration at 2:05 p.m. Interviews will be tentatively conducted on August 20, 2025. Chairman Strait asked Chief Sidwell to make a folder in TEAMS for all the documents of this project to be placed.

Commissioner Henderson made a motion to authorize the publication of the Declaration of Qualifications for the upstairs build out of the District's Administration building. Commissioner Fleming seconded the motion. The motion passed 5-0.

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

Meetings are on 8/06/25, 8/20/25, and 8/25/25.

*The Board went into executive session at 7:55 p.m.*

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

*The Board came out of executive session at 8:41 p.m.*

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

No action taken.

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


Commissioner Henderson made a motion, seconded by Commissioner Creel to define the budgetary scope of the build out of the administration building as discussed in closed session. The motion passed 5-0.

- 28. 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 8:42 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