

**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 August 6, 2025.

**1 & 2. 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:**

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

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

**3. To receive public comment.**

Commissioner Strait reported that the Fire Chief search is continuing, and they had narrowed down the applicants from 47 to 11.

**4. To review, discuss and take action regarding the District's 2025 tax setting process.**

No action taken

**5. To pay the District's invoices and expenses including the approval of any ACH payments, and/or the transfer of District funds from Texas Class and TexPool to Stellar Bank.**

Robin Brian presented the District's invoices in the amount of \$862,415.52 for approval by the board. Commissioner Creel made a motion to approve the District's bills related to expenses incurred by the District for \$862,415.52. Commissioner Pannell seconded the motion. The motion passed 5-0.

Commissioner Creel made a motion to move \$1,000,000.00 from the District's Texas Class account to the District's Revenue account with Stellar Bank. Commissioner Fleming seconded the motion. The motion passed 5-0.

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

No action was taken.

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

Alyssa Saccomen presented the agreement with Netsuite for ACS hours and a sandbox in the amount of \$30,387.20. A motion was made by Commissioner Creel to accept the agreement with Netsuite for ACS hours and a sandbox in the amount of \$30,387.20. Commissioner Fleming seconded the motion. The motion passed 5-0.

8. **To review, discuss and act regarding HVAC system matters for Station No.5.**

Chief Sidwell informed the Board that the air conditioning unit at Station 5 has come to end of life. Chief Richter explained that our vendor Star has an eight-to-ten-week order time for new units. Discussion followed. The Board decided to move forward with replacement of the units. Commissioner Henderson made a motion authorizing the purchase and installation of new units for Station 5 by Star Service with an allowance of \$150,000.00. Commissioner Fleming seconded the motion. The motion passed 5-0.

9. **To review, discuss and act regarding septic system maintenance agreement.**

Chief Richter presented the renewal from Ter Septic for septic maintenance. The price has not changed. It is a monthly payment of \$3,375.00 for two years. Commissioner Creel made a motion to accept the two-year renewal with Ter Septic with a monthly payment of \$3,375.00. Commissioner Henderson seconded the motion. The motion passed 5-0.

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

No action was taken.

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

No action was taken.

*The Board went into executive session at 5:59 p.m.*

12. **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.**
13. **To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.**
14. **To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.**

*The Board came out of executive session at 6:27 p.m.*

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

Commissioner Henderson made a motion to authorize legal counsel to pursue legal remedies as discussed in closed session. Commissioner Fleming seconded the motion. The motion passed 5-0.

**16. 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 6:27 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