

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

A special 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 20, 2025.

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

Scott Strait	President	Present
Patti Creel	Vice President	Absent
Don Pannell	Treasurer	Absent
Sam Henderson	Secretary	Present
Mike Fleming	Assistant Secretary-Treasurer	Present

Also present:

Vince Moreno	Interim Fire Chief/Assistant Chief of Operations
Alyssa Saccomen	Finance Director
Jackie Harvey	Office Manager
Machelle Richter	Battalion Chief of Logistics
Jay Barerra	Battalion Chief of Training
Robin Brian	Assistant Office Manager
David Manley	Coveler & Peeler
David Slattery	Slattery & Tackett

2. To receive public comment.

Grant Kelsoe presented a piece of paper with 53 signatures to request the Board reconsider Glen Mears for Chief.

3. Employee Recognition

Chief Moreno recognized Grant Kelsoe, Drew Shapiro, Warren Ayres, and Garret Baker for their above and beyond contributions to the District.

4. To receive a report from the Union.

Drew Shapiro reported the Union endorses Chief Mears for Chief of the Department. He reported the Union does not feel appreciated. No action was taken.

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

Commissioner Henderson made a motion to approve the minutes for meetings 4/23/25, 7/2/25, 7/16/25, and 8/6/25. Commissioner Fleming seconded the motion. The motion 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 District's financial report. She requested that the District continue using ABIP to do a review of the Financial Statements. The price would be \$500.00 a month. Discussion followed and the Board agreed. Commissioner Henderson made a motion to accept the District's Financial report. Commissioner Fleming 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.

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 \$298,532.01 for approval by the board. Commissioner Fleming made a motion to approve the District's bills related to expenses incurred by the District for \$298,532.01. Commissioner Henderson seconded the motion. The motion passed 3-0.

Alyssa Saccomen presented the amount of \$1,101,895.97 to fund the District's payroll obligation for July and August. Commissioner Henderson made a motion to fund \$1,101,895.97 to meet the District's payroll obligations for July and August. Commissioner Fleming seconded the motion. The motion passed 3-0.

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

Alyssa Saccomen reported that sales tax collection is up 20% from last year. HdL is having their monthly alert meeting to review client data and make sure collections are accurate. Commissioner Fleming made a motion to accept the Sales Tax report. Commissioner Henderson seconded the motion. The motion passed 3-0.

10. To review, discuss and take action regarding amendments to the District's 2025 and 2026 budgets.

Alyssa Saccomen presented the addition of the CRR/PIO position to the budget accommodating for the position starting in September. The restriping for Station 3 & 5 has been added. The wildland budget had \$15,000.00 added to it for additional training. Commissioner Henderson made a motion to approve the proposed amendments to the 2025 budget. Commissioner Fleming seconded the motion. The motion passed 3-0.

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

No action.

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

Chief Moreno reported that calls were down 17% from last year. In the month of July Suppression ran 381 calls. There was one TIFMAS deployment that involved seven crew members. There were three calls in Fort Bend territory. Rehab was called out on seven calls. Maintenance has been busy. The HUT vehicle is being repaired to donate to Sealy. No action taken.

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

Chief Barerra gave the EMS Report. EMS call volume was down a bit from last year. There were 1,049 calls run by EMS. Ten calls were run for Fort Bend. Turnaround times at the hospital are still extended. Mandatory training in September is being organized and will be focused on Trauma. No action was taken.

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

Jackie Harvey reported the new CRR Captain JeNae Breda is starting Tuesday, September 2, 2025. TIFMAS Reimbursements are as follows 2024 – the EMAC to Florida remains outstanding from the State. The state will not process reimbursement until all agencies from Texas have submitted their reimbursement requests. 2025 – three events are still pending submittal, and four others are in various stages of audit approval. YTD substantiated reimbursement requests total \$262,932.73. This year's Open House will take place on Sunday, October 19, 2025, from 11 am to 2 pm at Station 3 and Station 5. No action taken.

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

David Slattery reported that the proposal packages for the build-out of the Administration building have been evaluated and SLI Group had been selected based on the scoring system provided. Commissioner Henderson made a motion to move forward with the SLI Group for the upstairs build-out pending legal review of the agreement. Commissioner Fleming seconded the motion. The motion passed 3-0.

Jackie Harvey reported that Chief Sidwell had been in communication with Texas Helping Hands as directed by the board and they have not been able to find anyone in the State of Texas that wants to receive the HUT-5. We have been in contact with Sealy Fire Department (Austin County ESD No. 2) who would be willing to accept it as a donation, should the board wish to do so. Currently the truck is having increased mechanical issues and needs repairs just to allow us to donate it. At this point, it has no value to the district, and staff recommended the District donate it to Austin County ESD No. 2 for use by Sealy Fire Department. An agenda line will be added for the next meeting per David Manley. No action was taken.

16. To review, discuss and take action regarding generator maintenance agreements with Loftin Equipment Company.

Chief Richter presented the renewal for Loftin to service our generators at Administration and Station 5. Discussion followed. Commissioner Henderson made a motion to approve the renewal of our contract with Loftin for maintenance of the generators at the Administration complex. Commissioner Fleming seconded the motion. The motion passed 3-0.

17. To review, discuss and take action regarding the Pitney Bowes Lease Agreement.

Jackie Harvey presented the renewal of the District's lease agreement with Pitney Bowes for the metered postage machine in Administration. The terms are for forty-eight months at \$83.34/month, plus postage, which is discounted by \$0.05/letter with the agreement. Discussion followed. Commissioner Henderson made a motion to approve the renewal of the agreement with Pitney Bowes for the metered postage machine. Commissioner Fleming seconded the motion. The motion passed 3-0.

18. 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 September will be on the 3rd and 17th. There will be two meetings on 9/3/25 with separate agendas. No action taken.

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

No action on this item.

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

No action on this item.

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

No action on this item.

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

No action on this item.

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

No action on this item.

24. 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 3 to 0. Meeting was adjourned at 6:39 p.m.

The foregoing minutes were passed and approved by the District Board of Commissioners on September 17, 2025.

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

By: 
Secretary of the Board