

## 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 September 17, 2025.

### 1. The meeting was called to order, 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	Assistant Chief of Operations
Eric Bank	Assistant Chief of EMS
Alyssa Saccomen	Financial Director
Jackie Harvey	Office Manager
Robin Brian	Assistant Office Manager
David Manley	Coveler & Peeler
David Slattery	Slattery & Tackett

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

### 2. To receive public comment.

No public comment was made.

### 3. Employee recognition

Chief Moreno recognized Jesus Trejo for his above and beyond contributions to the District.

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

Drew Shapiro reported that the Union has formed a Grievance committee and a Fundraising Committee.

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

Commissioner Henderson presented minutes from 8/20/2025, 9/03/2025, and the special meeting on 9/03/2025 for Board approval and signatures. Commissioner Henderson made a motion to approve the minutes for meetings 8/20/2025, 9/03/2025, and the special meeting on 9/03/2025. 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 reported that there was a total of \$777,692.07 in the Stellar accounts, and \$23,112,733.20 in the TexPool and Texas Class accounts. She reported that she is going to start reporting with a modified accrual basis moving forward. Commissioner Creel made a motion to accept the District's Financial report. Commissioner Fleming 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.**

Alyssa Saccomen reported there was no need for a transfer. She would like to add a second level of approval to transfers from TexPool and Texas Class accounts, requiring approval by one of the commissioners. Discussion followed. The Board instructed her to proceed with implementing the two-factor approval process.

**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 \$288,419.74 for approval by the board. Commissioner Creel made a motion to approve the District's bills related to expenses incurred by the District for \$288,419.74. Commissioner Henderson seconded the motion. The motion passed 5-0.

Alyssa Saccomen presented the amount of \$1,040,355.03 to fund the District's payroll obligation for August and September. Commissioner Creel made a motion to fund \$1,040,355.03 to meet the District's payroll obligations August and September. Commissioner Pannell seconded the motion. The motion passed 5-0.

**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. The Board reported they are happy with the findings. Commissioner Henderson made a motion to accept the Sales Tax report. Commissioner Creel seconded the motion. The motion passed 5-0.

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

Alyssa Saccomen reported that she wanted to have quarterly budget meetings with departments. Discussion followed. The Board agreed this is a good idea. No action was taken.

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

Commissioner Pannell asked about the health insurance numbers and Jackie Harvey said they are expected in the first two weeks of October. He asked that they be made available when they arrived. Discussion was had and a special meeting will be called when the numbers arrive. No action was taken.

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

Chief Moreno reported that Open House is on track for October 19<sup>th</sup>. Chief Moreno reported that the Administrative staff has really been supportive during staff changes. Rehab had 25 calls and Suppression had 374 which was a 17% increase from last year at this time. No action was taken.

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

Chief Bank provided the EMS report. No action was taken.

**14. To receive an Administrative Report and take any necessary action related to the report.**

Alyssa Saccomen reported that there are two open TIFMAS deployments and they have been sent to the state for reimbursement. No action was 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 SLI is still reviewing the design agreement and needs to confirm the conceptual design. They would like to meet with the committee, and that meeting will be at 8:30 a.m. on September 23, 2025. SLI will then modify the proposal and agreement. No action was taken.

**16. To review, discuss and act on matters related to a proposal from Loftin related to District generator maintenance.**

Chief Moreno presented the renewal for Loftin to service our generators at Station 3. Discussion followed. Legal has approved. Commissioner Creel made a motion to approve the renewal of the contract with Loftin for maintenance of the generators at Station 3. Commissioner Pannell seconded the motion. The motion passed 5-0.

**17. To review, discuss, and take action for the sale of surplus/or salvage property pursuant to Texas Health and Safety Code 775.251.**

No action was taken.

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 October will be on the 1<sup>st</sup> and 15<sup>th</sup>.

*The Board went into executive session at 6:51 p.m.*

19. **To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel.**
20. **To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.**
21. **To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.**

*The Board came out of executive session at 8:10 p.m.*

22. **To review, discuss and take action on personnel matters, including hiring a District Fire Chief.**

Commissioner Creel made a motion, seconded by Commissioner Fleming, to make an offer to Deacon Tittel to become the new Fire Chief, with the terms discussed in closed session. After review and discussion, the motion passed by a vote of 5 to 0.

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

The Board authorized legal counsel to pursue legal remedies related to the maintenance of the detention pond on the Porter Road Property.

24. **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 8:12 p.m.

The foregoing minutes were passed and approved by the District Board of Commissioners on October 15, 2025.

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

By:   
Secretary of the Board