

## 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 October 15, 2025.

### 1. Call meeting 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	Interim Fire Chief/ Assistant Chief of Operations
Eric Bank	Assistant Chief of EMS
Jackie Harvey	Office Manager
Robin Brian	Assistant Office Manager
Machelle Richter	Battalion Chief of Logistics
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 John Taylor for his above and beyond contributions to the District.

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

Drew Shapiro reported that membership is at 59 members. They asked about a new pay scale. Commissioner Strait referred him to schedule a meeting with Chief Tittel.

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

Commissioner Henderson made a motion to approve the minutes from 9/17/25 as presented. 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.**

Chief Moreno reviewed Alyssa Saccomen's report. Nothing has changed significantly since last month and everything looks in line with last year. Discussion followed. Commissioner Creel made a motion to accept the District's Financial Report as presented. Commissioner Pannell seconded the motion. The motion passed 5 to 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 transfer \$750,000.00 from the Texas Class account to the District's revenue account at Stellar bank. Commissioner Fleming seconded the motion. The motion passed 5 to 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 \$532,586.76 for approval by the board. Commissioner Creel made a motion to approve paying the District's bills in the amount of \$532,586.76. Commissioner Pannell seconded the motion. The motion passed 5 to 0.

Commissioner Henderson made a motion to fund \$1,064,096.79 to meet the District's payroll obligations for September and October. Commissioner Creel seconded the motion. The motion passed 5 to 0.

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

Commissioner Creel made a motion to accept the District's sales tax report. Commissioner Henderson seconded the motion. The motion passed 5 to 0.

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

No action was taken.

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

Commissioner Creel made a motion to approve the HCESD 48 Employee Handbook as presented. Commissioner Henderson seconded the motion. The motion passed 5 to 0.

**12. To review, discuss and act on matters related to retaining an auditor.**

Chief Moreno presented the draft of the Master Agreement to engage Clifton Larson Allen LLP. for the 2025 financial audit of the District. Commissioner Creel made a motion to

approve the agreement with Clifton Larson Allen LLP. for the 2025 financial audit of the District. Commissioner Henderson seconded the motion. The motion passed 5 to 0.

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

Chief Moreno summarized significant activity. No action was taken.

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

Chief Bank reported Katy Memorial ER times have come down a bit. One ambulance is left to put on the road out of the three purchased this year. The other two are doing well. CMS payments are expected to slow with the Government shutdown. Our billing is 40% CMS. If the shutdown is extended this is expected to trickle into the hospitals with staffing and supply issues. 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.**

Chief Moreno reported that the Sarge was picked up by Sealy. They are stripping the Rehab truck and repainting it to correct the incorrect application of paint. It should be ready in 3-4 weeks. Tower 4 was involved in an accident. It is at Siddons Martin being evaluated.

David Slattery reported the meeting on 9/23/25 with the committee went well. An updated agreement and scope of work is being presented. David would like legal's opinion on insurance requirements, and with get with them. Commissioner Henderson made a motion to accept the updated agreement and scope of work for the upstairs build out pending legal's approval. Commissioner Fleming seconded the motion. The motion passed 5 to 0.

- 16. To review, discuss and take action regarding the replacement and purchase of new Poll Pads for District elections.**

Commissioner Creel made a motion to approve the purchase of two new Pol Pads for poll workers in the amount of \$808.00. Commissioner Henderson seconded the motion. The motion passed 5 to 0.

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

No action.

- 18. 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.

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

Next month's meetings will be held on November 05, 2025, and November 19, 2025.

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

The Board went into closed session to confer with legal counsel at 7:03 p.m. The Board came out of closed session at 7:16 p.m.

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

No action.

- 22. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.**

No action.

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

No action.

**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 7:16 p.m.

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By:   
Secretary of the Board