

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 November 5, 2025.

1/2. Call meeting to order by Commissioner Strait, roll call taken, and a quorum established at 5:00 p.m.

Scott Strait	President	Present
Patti Creel	Vice President	Present
Don Pannell	Treasurer	Present
Sam Henderson	Secretary	Present
Mike Fleming	Assistant Secretary-Treasurer	Present (Arrived 5:22 p.m.)

Also present:

Deacon Tittel	Fire Chief
Vince Moreno	Assistant Chief of Operations
Eric Bank	Assistant Chief of EMS
Machelle Richter	Battalion Chief of Logistics
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.

3. To receive public comment.

No public comment was made.

4. To review, discuss and act on matters related to retaining an auditor for the District's annual financial audit.

Scott Krchnak from CLA, Auditors described to the Board the services as auditors they can offer the District. Their price is \$21,00.00 to conduct the 2025 audit with a deadline for presentation to the Board by May 20, 2025. Commissioner Creel made a motion to engage CLA Auditors to conduct the 2025 audit for Harris County ESD #48. Commissioner Henderson seconded the motion. The motion passed 5-0.

5. To review, discuss and act regarding contract renewal pricing for District electric utilities.

No action.

6. 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 \$626,557.43 for approval by the board. Commissioner Creel made a motion to approve the District's bills related to expenses incurred by the District for \$626,557.43. Commissioner Pannell seconded the motion. The motion passed 4-0.

Commissioner Henderson made a motion to transfer \$550,000.00 from the Texas Class account to the revenue account at Stellar Bank. Commissioner Creel seconded the motion. The motion passed 4-0.

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

David Slattery reported to the Board that they had received the attorney review for the SLI agreement for the upstairs build out and has sent it to SLI. No response has been received yet. He projects construction will start after the first of the year due to permitting. Commissioner Henderson made a motion to approve Commissioner Strait to sign the agreement when it comes back from SLI. Commissioner Creel seconded the motion. The motion passed 5-0.

Commissioner Henderson made a motion to approve \$33,000.00 for a roof structure and modifications to the Con Ex boxes at Porter Rd with a \$16,500.00 deposit being paid first. Commissioner Creel seconded the motion. The motion passed 5-0.

Chief Moreno informed the Board that they would be bringing bids for approval at the next meeting for a fence at Porter Rd. David Manley reported they had received communication from Richard Rowland about upcoming maintenance that will be performed on the detention pond next week at Porter Rd.

8. To review, discuss and act on personnel matters.

No action on this item.

9. To review, discuss and act regarding adoption and amendment of District policies or job descriptions.

Chief Tittell reported to the Board that he was working on updating job descriptions and he will have employees sign them when they are reevaluated. No action was taken.

10. To review, discuss and act regarding an estimate for badge readers at Station 4.

Richter presented an invoice for a Badge Reader at Station 4. Commissioner Henderson made a motion to approve the purchase and installation of a badge reader at Station 4 for \$11,846.44. Commissioner Fleming seconded the motion. The motion passed 5-0.

11. 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.

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.

No action.

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

No action.

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

The Board went into executive session at 5:57 p.m. and came out of executive session at 6:20 p.m.

15. To review, discuss and take action regarding items discussed in closed session.

No action.

16. Adjournment

There being no further business, a Motion was made by Commissioner Fleming, seconded by Commissioner Strait to adjourn the meeting. The Motion passed by a vote of 5 to 0. Meeting was adjourned at 6:20 p.m.

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By: 
Secretary of the Board