

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 November 19, 2025.

1. Call meeting to order, roll call taken, and a quorum established at 6:00 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

Also present:

Deacon Tittel	Fire Chief
Vince Moreno	Assistant Chief of Operations
Eric Bank	Assistant Chief of EMS
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 given.

3. Employee Recognition.

Chief Tittel recognized Patrick Watson for his above and beyond contributions to the District.

4. To receive a report from the Union.

Chase Robberson reported the Union had participated in a fundraiser for a Rosenberg firefighter. Commissioner Strait reminded the Union to use the chain of command when reporting any issues and not to go straight to Commissioners. No action was taken.

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

Commissioner Henderson made a motion to approve the minutes from 10/01/2025, 10/09/2025, and 10/15/2025 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 Tittel presented the financial report prepared by Alyssa Saccomen. Discussion followed. Commissioner Henderson made a motion to accept the District's Financial Report as presented. 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.**

Commissioner Creel made a motion to transfer \$650,000.00 from the Texas Class Reserve account to the District's revenue account at Stellar bank. Commissioner Pannell seconded the motion. The motion passed 5-0.

- 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 \$831,756.81 for approval by the board. Commissioner Creel made a motion to approve the District's bills related to expenses incurred by the District for \$831,756.81. Commissioner Fleming seconded the motion. The motion passed 5-0.

Commissioner Henderson made a motion to fund \$1,083,773.65 to meet the District's payroll obligations for October and November. Commissioner Creel seconded the motion. The motion passed 5-0.

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

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

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

No action taken.

- 11. To review and take action on the ratification of a continuing Contract with a private law firm pursuant to §6.30 of the Tax Code for the collection of delinquent District ad valorem property taxes and providing for the payment of up to 20% of the delinquent taxes, penalties, and interest which are collected by the attorney under said Contract.**

- 12. To discuss and take action on the imposition of additional penalty on delinquent taxes pursuant to §33.07 of the Tax Code and adoption of a Resolution regarding same for taxes.**

13. **To discuss and take action on the imposition of additional penalty on delinquent taxes to defray costs of collection by the District's delinquent tax attorney, pursuant to §33.08 of the Tax Code and adoption of a Resolution regarding same.**
14. **To discuss and take action on the imposition of early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to §33.11 of the Tax Code and adoption of a Resolution regarding same.**

The Board addressed items 11 through 14 together.

Commissioner Henderson made a motion to approve continuing the Contract with Linebarger Goggan Blair Sampson for the collection of delinquent District ad valorem property taxes and for the imposition of additional 20% penalty on delinquent taxes pursuant to §33.07 of the Tax Code and adoption of a Resolution regarding same for taxes, and the imposition of additional 20% penalty on delinquent taxes to defray costs of collection by the District's delinquent tax attorney, pursuant to §33.08 of the Tax Code and adoption of a Resolution regarding same, and the imposition of additional 20% penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to §33.11 of the Tax Code and adoption of a Resolution regarding same. Commissioner Creel seconded the motion. The motion passed 5-0.

15. **To review, discuss and take action regarding the District's Purchasing Policy.**

Chief Tittel presented the purchasing policy for Board approval. Discussion followed on purchasing limits. It was decided that all contracts and budget amendments still need to come before the Board for approval. Commissioner Strait tasked Chief Tittel with finding out information about RAMP credit card services. Commissioner Henderson made a motion to accept the purchasing policy as presented. Commissioner Fleming seconded the motion. The motion passed 5-0.

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

No action taken.

17. **To receive a report from Fire Chief Deacon Tittel and take any necessary action related to his report.**

Chief Tittel reported that Edith Cooksey just received her Paramedic certification. Job descriptions have been emailed for revision with a deadline of November 30th. Working to clean up email distribution lists. Finalizing the org chart and reviewing bulletins and Employee Handbook. He is reviewing the strategic plan and getting with Micheal Montgomery. He is reviewing EOC operations and wants to digitize. He reported that shift visits were almost complete and he would be meeting with the Assistant's Chief's with feedback. No action was taken.

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

Chief Moreno reported there is 13% increase in call volume from last year at this time. Rehab has continued to be busy. Ladder 3 will hopefully be finished by the end of next week. CRR installed 13 car seats and Open House was a major success. The food and toy drives are getting organized and distributed. Discussion followed on call times for Suppression. No action was taken,

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

Chief Bank reported that call volume is slightly higher than last year. Times at Memorial Hermann Katy have improved. Traffic on Morton is increasing causing slower response times. Meetings have started for the World Cup and it will be a drain on our system.

20. 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 agreement with SLI group had been executed and they had submitted a tentative schedule for the upstairs renovation. David Manley will send agreement to Chief Tittel. The next building meeting is scheduled for 12//01/2025. Design and pricing wrap up will be finished by the end of February. Construction should start in March and end in June. Commissioner Strait asked about progress on finding a tractor for maintenance at Porter Rd. Discussion followed and quotes will be obtained.

Discussion on water at Porter Rd. Slattery will investigate the potential to drill a well for Station 6. Chief Tittel was tasked with looking at the needs of the District when deciding which station should be built first and present it to the Board.

Chief Moreno presented bids for the fence at Station 6. Discussion followed and Commissioner Strait would like pictures before a decision is made.

Chief Richter presented the bids for the striping of the parking lot at Station 3 and Station 5. These are already in the approved budget. Commissioner Henderson made a motion to move forward with the striping of the parking lot at Station 3 with the bid of \$10,930.00 from Custom Scapes, and the bid of \$7,330.00 for Station 5 from Mayco. Commissioner Fleming seconded the motion. The motion was passed 5-0.

Chief Bank presented the following amounts for approval by the Board:

- Stryker - \$77,000.00 stair chairs and Lucas
- Annual Service Contract for Stryker - \$58,000.00
- Eiton Medical Sapphire pumps - \$22,600.00
- Boundtree - \$55,914.00 medical purchase packet
- Life Assist - \$47,110.83 medical purchase packet

Chief Barrera presented Training Manikin for \$23,000.00

Commissioner Creel made a motion to approve \$284,299.83 for EMS purchasing. Commissioner Henderson seconded the motion. The motion passed 5-0.

- 21. To review, discuss and take action regarding the purchase of warranties related to the District's election equipment.**

David Manley presented the amount of \$3,159.57 for the purchase of warranties related to District election equipment. Discussion followed. Commissioner Henderson made a motion to pay \$3,159.57 for the purchase of two warranties for the District's election equipment. Commissioner Creel seconded the motion. The motion passed 5-0.

- 22. 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 taken.

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

The Board went into executive session at 7:49 p.m. to confer with legal counsel and came out of executive session at 8:08 p.m.

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

No action.

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

No action.

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

No action.


- 27. To confirm the dates of upcoming District meetings.**

No action.

28. Adjournment

There being no further business, a Motion was made by Commissioner Fleming, seconded by Commissioner Creel to adjourn the meeting. The Motion passed by a vote of 5 to 0. Meeting was adjourned at 8:09 p.m.

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48

By: 
Secretary of the Board