

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 December 17, 2025.

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

Scott Strait	President	Present (<i>Arrived at 6:22 p.m.</i>)
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 Katelyn Traynor for her above and beyond contributions to the District.

4. To receive a report from the Union.

No action.

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

No action.

6. To receive the District Financial Report and take any necessary action on District investments and District financial reporting matters.

Chief Tittel read Alyssa Saccomen's report. Discussion followed. Commissioner Henderson made a motion to accept the District's Financial Report as presented. Commissioner Fleming seconded the motion. The motion passed 4-0.

7. To review, discuss, and take action on bank related matters, including but not limited to authorizations and transfers.

Chief Tittel reported that he had spoken with Jorge Diaz and Abip is available to continue doing the District's financial reports until a new Financial Director can be found. Discussion of recruitment process for Financial Director. One Board member will sit in on interviews. Commissioner Creel made a motion to add Chief Tittels to the District's accounts, and remove Alyssa Saccomen and Ray Sidwell from all District accounts. Commissioner Fleming seconded the motion. The motion passed 4-0.

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 \$626,186.34 for approval by the board. Commissioner Creel made a motion to approve the District's bills related to expenses incurred by the District for \$626,186.34. Commissioner Henderson seconded the motion. The motion passed 4-0.

Commissioner Henderson made a motion to fund \$535,766.98 to meet the District's payroll obligations for November and December. Commissioner Creel seconded the motion. The motion passed 4-0.

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

Discussion was had on sales tax report which is up 17% from last year. Commissioner Henderson made a motion to accept the District's sales tax report. Commissioner Fleming seconded the motion. The motion passed 4-0.

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

No action.

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

Jackie Harvey presented the language of clarification in the Employee Handbook about vacation time. Discussion followed. Board said this looked good, and legal confirmed a vote was not needed since it was just clarification.

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

Chief Tittel reported he is working with SGR to finalize the Financial Director posting. He is also working on job descriptions for an HR Manager and IT person. Job descriptions are in the process of being completed. Some minor updates to the employee handbook are being made, and they will be presented to the Board. He is meeting with Mike Montgomery to get updates to the Strategic Plan underway. He is meeting with Slattery & Tackett to discuss progression on Station 2 and Station 6. He will be presenting the Financial Policy in January for approval. Captain Bredae presented that CRR would like to start charging for the Safe Sitter class to cover costs to the District. Discussion followed. Board agreed we should charge to cover costs.

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

Chief Moreno reported that the Rehab truck will be coming after the first of the year. Rehab has been busy with 3 working fires, 10 mutual aid, and 10 disregards. Suppression had 383 calls a 13% increase from last year. There are 2 TIFMAS deployments. 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 that calls are at 34 a day average, which is a little up from last year. Flu is rampant. The FIFA meetings are continuing to forecast it will be a drain on our system. Discussion was had on options for storage of EMS supplies during buildout. No action was taken.

15. To review, discuss and take action on matters related to District construction projects.

No action.

16. To review, discuss and act regarding the purchase of Emergency Management Software.

Chief Tittel presented the benefits of purchasing the Veoci Emergency Management Software for \$34,057.00. He is well versed with this software and feels it will benefit the District. Discussion followed. Commissioner Strait made a motion to purchase Veoci Emergency Management Software for \$34,057.00. Commissioner Fleming seconded the motion. The motion was passed 5-0.

Chief Tittel presented addition module to track CRR programs and other items in the department. Commissioner Henderson made a motion to add the activities module from ESO in the amount of \$11,032.00. Commissioner Strait seconded the motion. Motion passed 5-0.

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

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

The Board went into executive session at 7:28 p.m. to consult with legal and came out of executive session at 7:30 p.m.

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

No action.

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

No action.

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

No action.

23. To confirm the dates of upcoming District meetings.

Next meetings scheduled for January 7 and January 21 of 2026.

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 7:30 p.m.

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By: 

Secretary of the Board