

MINUTES OF MAY 19, 2025 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 46

A public meeting was duly called by the Board of Commissioners of **Harris County Emergency Services District No. 46** on **May 19, 2025** which was held at the **Atascocita Fire Department, Headquarters Building** located at **18425 Timber Forest Drive, Humble, Texas 77346**.

CALL MEETING TO ORDER, ROLL CALL AND ESTABLISH A QUORUM.

The meeting was called to order at 7:00 p.m., by **Tom Truver**, President of the Board and Chairman of the meeting.

President **Truver** announced that a quorum was present. Those Commissioners present for the meeting were:

Tom Truver	President	Present
Buddy Rice	Vice President	Absent
John Bollom	Treasurer	Present
Ron Clarke	Secretary	Present
James Cone	Asst. Sec/Treas.	Present

Also present at the meeting were Chief of the Department, Mike Mulligan, Director of ITC & Operations Support Mike Wassell, Assistant Chief of Operations Terry Wygal, EMS Director Sean Conley, Director of Human Resources and Finance Mary Anne Sokol, Ira Coveler and Melissa Wiggins of Coveler & Peeler, P.C., District legal counsel, Alberta Balderas of ESD Tax Management Services, and members of the Fire Department and public

JOIN TOGETHER IN THE PLEDGE OF ALLEGIANCE.

The District Commissioners and other persons present at the meeting joined together to recite the Pledge of Allegiance to the United States and Texas

TO RECEIVE PUBLIC COMMENT.

The Board first opened the floor to public comment, though none was forthcoming.

RECOGNITION OF PROMOTIONS, COMMENDATIONS, AND AWARDS FOR DISTRICT FIREFIGHTERS, FIRE OFFICERS AND ADMINISTRATIVE STAFF.

At this time, Chief Mulligan presented recognition and awards, along with Chief Wygal and Chief Conley, to members of the Department related to service during Hurricane Beryl, and related to years of service. After the presentation, Chief Mulligan and President **Truver** thanked those present, commending the hard work and dedication of the Department crews during a difficult time.

TO REVIEW, DISCUSS AND TAKE ACTION ON ANY MATTERS RELATED TO THE STATION 29 CONSTRUCTION PROJECT.

No updates were presented regarding the Station 29 project, and no action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ANY NECESSARY ACTION RELATED TO THE CONSTRUCTION OF THE DISTRICT'S MAINTENANCE FACILITY.

Mr. Wassell next advised the Board that the City of Humble had approved designs related to domestic water provision, and sprinkler systems for the District's maintenance facility. MACO construction was working to obtain pricing for those projects, and would present options at a later meeting for Board approval. No action was taken at this time.

TO REVIEW, DISCUSS AND TAKE ACTION ON PAY APPLICATIONS PRESENTED.

The Board then reviewed a pay application by MACO Construction, including final retainage fees for the Station 29 project. After review, Mr. **Clarke** made a Motion, seconded by Mr. **Cone**, to approve payment of the pay application as presented. Thereafter, the Motion passed by a vote of 4 to 0.

TO RECEIVE A SALES TAX REPORT FROM ESD TAX MANAGEMENT SERVICES.

Next, Ms. Alberta Balderas provided the District's sales tax report, stating that allocations for the month of May totaled \$549,281.35. Eight (8) taxpayers contributed significant allocations in April, totaling approximately \$186,162.69, an increase of \$64,374 over the same month in 2024. He further advised that the top seven (7) taxpayers reported an increase in allocations of \$26,687.39 compared to the same period in 2024. The top one hundred eleven (111) taxpayers allocated an increase of \$176,731.35 in 2025. Ms. Balderas then reviewed inconsistent allocations from entities being researched, or going through audits. After discussion, Mr. **Bollom** made a Motion, seconded by Mr. **Cone**, to approve the report as presented. The Motion passed by a vote of 4 to 0.

TO RECEIVE A FINANCIAL REPORT AND TAKE ANY NECESSARY ACTION REGARDING THE REPORT.

Ms. Mary Anne Sokol then presented the monthly financial report, stating that overall accounts as of the end of April totaled \$15,351,771.01. Expenses as of the end of this period totaled forty-two percent (42%) of the budget, in line with expectations. After review, Mr. **Clarke** made a Motion, seconded by Mr. **Cone**, to approve the report as presented. Thereafter the Motion passed by a vote of 4 to 0.

TO PAY DISTRICT BILLS AND APPROVE COMMISSIONER SUBMITTALS PURSUANT TO TEXAS HEALTH AND SAFETY CODE §775.038(A-1).

Next, the Board reviewed Commissioner submittals for payment. After review, Mr. **Clarke** made a Motion, seconded by Mr. **Cone**, to approve submittals as received by Commissioners **Cone** and **Bollom** as presented, and to approve payment of the District's bills. Thereafter, the Motion passed by a vote of 4 to 0.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board next reviewed the minutes of the April 21, 2025 meeting. After review, Mr. **Bollom** made a Motion, seconded by Mr. **Cone**, to approve the minutes as presented. Thereafter, the Motion passed by a vote of 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON THE DEPARTMENT REPORTS.

The Board then reviewed the monthly Department reports. Chief Conley first recognized the Department's EMS crews in honor of National EMS Week, commending their care for the Atascocita community. Chief Mulligan then presented the reports, noting that a recent usage study on Department EMS units showed usage hours at less than twenty-five percent (25%). Out of sixteen (16) recent calls to Houston, twelve (12) of those calls were billable transports. After review, Mr. **Clarke** made a Motion, seconded by Mr. **Cone**, to accept the report as presented. Thereafter, the Motion passed by a vote of 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS OF THIRTY (30) DAY ADVANCE REQUEST(S) FOR NECESSARY PURCHASES RELATED TO THE PROVISION OF EMERGENCY SERVICES IN ACCORDANCE WITH THE CURRENT DISTRICT BUDGET.

The Board took no action regarding advance requests.

TO REVIEW, DISCUSS AND TAKE ACTION FOR THE SALE OR DISPOSAL OF OBSOLETE SURPLUS AND/OR SALVAGE PROPERTY PURSUANT TO TEXAS HEALTH AND SAFETY CODE §775.0735.

The Board took no action regarding the sale or disposal of District property.

TO REVIEW, DISCUSS AND TAKE ACTION ON ANY NECESSARY REPAIRS OF EQUIPMENT, APPARATUS AND FACILITIES IN SERVICE TO THE DISTRICT.

The Board took no action regarding repairs to District property.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S RECORDS RETENTION POLICY, AND DESIGNATION OF A RECORDS MANAGEMENT OFFICER

The Board next addressed the District's Records Management Policy and designation of related officers. Mr. Coveler advised that a new Records Management Officer ("RMO") needed to be designated for the Board, and suggested naming the Board Secretary, and their successors, to fulfill that role. Chief Mulligan instead suggested appointing the Assistant Chief of EMS as he worked on site every day and had full access to District files, whereas Commissioners were more remote, and distanced from daily activities. Ms. Wiggins then interjected that the RMO would be best designated to a Board position, such as Board Secretary, but that the Records Liaison could be named to a more active daily role. After discussion, Mr. **Bollom** made a Motion, seconded by Mr. **Cone**, to appoint the position of Board Secretary as the District's RMO, naming Mr. **Clarke** as the current RMO. Thereafter, the Motion passed by a vote of 4 to 0. Mr. Coveler informed the Board that the necessary forms would be submitted to the Texas State Library Archives Commission for filing appropriately.

TO REVIEW AND DISCUSS THE IMPACT AND ACCEPTABLE LEVEL OF DEPARTMENT INVOLVEMENT IN THE 2026 WORLD CUP ACTIVITIES

Chief Mulligan then addressed the Board regarding the upcoming 2026 World Cup, advising that due to the size and intensity of the event, Departments from around the county and surrounding areas would be called to assist with safety and emergency service provisions at that time. Mr. **Cone** added that the event organizers were already short on support staff for the event, and expected local counties and entities to subsidize those needs. Chief Mulligan further noted that teams participating in the World Cup would be based in other cities included Austin and San Antonio, leading to safety concerns not only in one location, but also along travel routes between those areas. Mr. **Clarke** inquired whether outside entities could be brought in to assist with the event in a similar fashion to calling for assistance during emergencies or natural disasters.

Chief Conley responded that for Emergency Management, the Governor would need to enact a state contract to bring in additional services, but that the state would not be involved in the World Cup event at that level. Due to short staffing, the organizers would be depending on mutual aid to cover approximately forty (40) days of events, including matches, parades, and other non-game day events. Meetings had already begun to address the need for additional medical staffing and units for the event, though Chief Mulligan noted that of \$625,000,000 available for support services, only a small portion of that would go to each of the sixteen (16) World Cup sites. No action was requested of or taken by the Board.

TO RECEIVE A REPORT FROM THE GOVERNMENTAL RELATIONS COMMITTEE REGARDING THE 2025 LEGISLATIVE SESSION.

Chief Mulligan and Mr. Coveler next briefed the Board on legislative updates, including bills related to property tax, sales tax, debt elections, and housing authority exemptions. He advised that though the deadline for reading bills had passed, there was still time for amendments and additional comments by committees. No action was taken.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL OR TO DISCUSS SALES TAX MATTERS AS PERMITTED BY TAX CODE §323.3022.

The Board met in Closed Session at 7:39 p.m. to consult with legal counsel.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.074 TO DISCUSS PERSONNEL MATTERS.

The Board met in Closed Session at 7:51 p.m. to discuss personnel matters.

The Board reconvened in Open Session at 8:06 p.m.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.072 TO DELIBERATE REGARDING REAL ESTATE MATTERS.

The Board did not meet in Closed Session to discuss real estate matters.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S LITIGATION WITH CHRISTENSEN BUILDING GROUP, LLC

At this time, Mr. **Cone** made a Motion, seconded by Mr. **Clarke**, to approve the settlement amounts discussed in closed session regarding the District's litigation with Christensen Building Group, LLC. Thereafter, the Motion passed by a vote of 4 to 0.

REVIEW AND TAKE ACTION ON DISTRICT REAL ESTATE MATTERS AND PERSONNEL MATTERS.

The Board took no action regarding District real estate or personnel matters.

DISCUSS ANY NEW ITEMS WHICH NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS, INCLUDING THE REGULAR DISTRICT MEETING SET FOR JUNE 16, 2025.

The Board next reviewed the calendar of upcoming meetings, and due to scheduling conflicts for multiple Commissioners, agreed to reschedule the next meeting to June 23, 2025.

RECEIVE ANY ANNOUNCEMENTS FROM THE BOARD OF COMMISSIONERS OR THE DEPARTMENT STAFF.

No announcements were made by the Board or staff at this time.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Bollom** made a Motion, seconded by Mr. **Clarke**, to adjourn the meeting at 8:07 p.m. Thereafter, the Motion passed by a vote of 4 to 0.

The foregoing minutes were reviewed and approved by the Board of Commissioners on June 23, 2025.

By:


Ron Clarke
Board Secretary