

**MINUTES OF JULY 21, 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 **July 21, 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	Present
John Bollom	Treasurer	Absent
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, Director of Human Resources and Finance Mary Anne Sokol, Ira Coveler (attending remotely) and Melissa Wiggins of Coveler & Peeler, P.C., District legal counsel, Josh Rambo of McCall Gibson Swedlund Barfoot Ellis, PLLC., 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 a service award for twenty (20) years to Ms. Jetta Richardson, and thanked her for her continued contribution to the District and Department.

**TO RECEIVE THE DISTRICT'S 2024 AUDIT REPORT AND DISCUSS AND TAKE ACTION RELATED TO THE SAME.**

Mr. Josh Rambo of McCall Gibson Swedlund Barfoot Ellis, PLLC, the District's auditors, next presented the District's 2024 financial audit for Board review and approval. Mr. Rambo stated the District had received an unmodified opinion and reported a very smooth process for conducting

the District audit. He further reported that there were no material problems with the District's 2024 financial status and records. He noted the District held reserves to cover approximately six (6) months of operations if needed, and advised that no changes to the District's processes were necessary at this time. After review, Mr. **Cone** made a Motion, seconded by Mr. **Rice**, to accept the audit report as presented. Thereafter, the Motion passed by a vote of 4 to 0.

**TO PROPOSE THE DISTRICT 2026 BUDGET.**

Chief Mulligan next addressed the District's 2026 budget, advising that a comparison chart of the 2025 and 2026 budgets had been provided for review prior to the meeting. Mr. **Clarke** noted concern about property tax revenues in light of potential legislation and economic trends. After discussion, Mr. **Cone** made a Motion, seconded by Mr. **Clarke**, to propose the 2026 budget as prepared by Chief Mulligan. Thereafter, the Motion passed by a vote of 4 to 0.

**TO PROPOSE THE DISTRICT 2025 TAX RATE.**

Mr. Coveler next advised the Board regarding potential tax rates, that calculations were not yet available from the Harris County Tax Office, and suggested proposing a rate of \$0.10 per \$100 property valuation at this time to allow for the maximum flexibility in setting the District's 2025 tax rate. Any rate equal to or below the proposed rate could be adopted after calculations were received and reviewed, but any rate higher than the proposed rate could not be adopted. After review, Mr. **Cone** made a Motion, seconded by Mr. **Clarke**, to propose the District's 2025 tax rate of \$0.10 per \$100 property valuation. Thereafter, the Motion passed by a vote of 4 to 0.

**TO SCHEDULE A PUBLIC HEARING REGARDING THE DISTRICT'S 2025 TAX RATE AND THE DATE OF THE MEETING TO ADOPT.**

Ms. Wiggins then requested the Board schedule the Public Hearing and adoption meeting for August 25, 2025, pending calculations from the County. If the Board chose to adopt a tax rate above the Voter Approval Rate ("VAR"), it was necessary to adopt by August 25<sup>th</sup>. If, once calculations were received, it was not possible to adopt above the VAR, the Board could move its Public Hearing and adoption meeting to the regular September Board meeting. After review, Mr. **Cone** made a Motion, seconded by Mr. **Clarke**, to set the District's Public Hearing and adoption special meeting for August 25, 2025 at 5:00 p.m., pending the outcome of county calculations. Thereafter, the Motion passed by a vote of 4 to 0.

**TO AUTHORIZE DISTRICT COUNSEL TO PUBLISH THE NECESSARY 2025 TAX RATE SETTING NOTICES.**

Ms. Wiggins requested authorization from the Board for District Counsel to manage publication needs for the District's 2025 tax rate adoption process, and advised that notice would be published in the Houston Chronicle Lake Houston Observer. After discussion, Mr. **Clarke** made a Motion, seconded by Mr. **Cone**, to authorize counsel to publish the required notices as discussed. Thereafter, the Motion passed by a vote of 4 to 0.

**TO REVIEW AND TAKE ACTION ON MATTERS RELATING TO AN ELECTION TO BE HELD ON NOVEMBER 4, 2025**

Mr. Coveler advised the Board that an election could be necessary depending on calculations from Harris County. The final day to call an election would be August 18, 2025, though he suggested calling for the election at this time, and cancelling at a later date if it were not needed. After discussion, Mr. **Clarke** made a Motion, seconded by Mr. **Cone**, to call for the November 4, 2025 tax rate election. Thereafter the Motion passed by a vote of 4 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION ON ANY MATTERS RELATED TO THE DISTRICT'S CONSTRUCTION PROJECTS.**

Mr. Mike Wassel next discussed District construction matters, informing the Board that work was ongoing regarding the Fleet Maintenance facility's fire sprinkler system with the City of Humble. He informed the Board that a subcontractor through MACO Construction was working on estimates for the system, and more information would be available in August. No action was taken by the Board.

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

The Board took no action regarding pay applications.

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

President **Truver** next provided the monthly sales tax report provided from ESD Tax Management Services. Allocations for July totaled \$484,289.83 with a \$71,310.25 increase over the same period in 2024, and a year-to-date total of \$3,546,123.47. There being no questions, Mr. **Cone** made a Motion, seconded by Mr. **Clarke**, to approve the report as presented. Thereafter, 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 provided the monthly financial report, advising current account balances totaled \$14,607,856.00. She reported that year to date expenses totaled approximately fifty-nine percent (59%) of anticipated figures, and noted no budgetary abnormalities. Ms. Sokol then advised the Board that \$1,517 was being held in an account from the former Volunteer Fire Department ("VFD"), and requested permission to give those funds to the PALS organization and close the account in question. After review, Mr. **Rice** made a Motion, seconded by Mr. **Cone**, to approve the report as presented, and authorize the transfer of remaining VFD funds to the PALS organization as requested. 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).**

The Board next reviewed District bills and Commissioner submittals. After review, Mr. **Rice** made a Motion, seconded by Mr. **Cone**, to approve payment of the bills and submittals as submitted. Thereafter, the Motion passed by a vote of 4 to 0.

**TO APPROVE THE MINUTES OF PRIOR MEETING(S).**

The Board next reviewed minutes from the June 23, 2025 meeting. After review, Mr. **Clarke** 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.**

Chief Mulligan then provided the monthly Department report, advising that EMS call volumes were down compared to June in 2024, and that units were not being overrun as they had been in the past. He further advised that a crew was currently in central Texas aiding with disaster efforts after the recent flooding events. That crew would rotate with other personnel, with no firm completion date known at this time. After review, Mr. **Cone** made a Motion, seconded by Mr. **Rice**, to approve 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 from the Department.

**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 disposal of District property.

**TO REVIEW, DISCUSS AND ACT REGARDING PURCHASE REQUESTS AND REQUISITIONS, AND ACQUISITIONS, REPAIRS OR MAINTENANCE RELATED TO DEPARTMENT, FACILITIES, APPARATUS, VEHICLES, TECHNOLOGY, AND EQUIPMENT IN SERVICE TO THE DISTRICT.**

Next, Mr. Wassell presented requests for two (2) purchases related to the replacement of the Station 19 water heater, and Station 29 bay door repair. Regarding the bay door repair, Mr. Wassell stated that multiple parties had looked at the malfunction and advised that raising the door by several inches would provide the tension necessary to address the issue. A quote to raise all six (6) bay doors was provided in the amount of \$13,230, along with a request for additional funds to complete the repairs and incidentals, for a total of \$17,000. After review, Mr. **Rice** made a Motion, seconded by Mr. **Cone**, to approve the quote and repairs as discussed. Thereafter, the Motion passed by a vote of 4 to 0.

Regarding the Station 19 water heater, Mr. Wassell advised that multiple plumbers recommended replacing the unit. Quotes totaling \$60,000 and \$41,200 respectively were presented related to the unit's replacement. Mr. Wassell stated the bid for \$41,200 would include a shower trailer and two (2) water heaters for the Station. Replacing the unit would require temporary removal of certain HVAC components at the Station due to limited access in the unit's housing area. Installation of the new heater could be completed by the end of the week if approved at this time. After discussion, Mr. **Rice** made a Motion, seconded by Mr. **Cone**, to approve the replacement of the Station 19 water heater at the cost of \$41,200 as discussed. Thereafter, the Motion passed by a vote of 4 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ADOPTION, AMENDMENT AND EXPLANATION OF DISTRICT POLICIES, PROCEDURES AND STANDARD OPERATING GUIDELINES.**

**a. SB 2778 – TO APPROVE AN INCREASE IN EXPENDITURES BY AUTHORIZED EMPLOYEES UP TO \$50,000**

Mr. Coveler advised the Board of new legislation which increased the allowable spending limit for authorized personnel regarding budgeted expenses. Prior restrictions limited spending to \$2,000 for authorized personnel, though the new law allowed for up to \$50,000 for budgeted expenditures without the need for individual Board approval. President **Truver** suggested increasing Chief Mulligan's spending limit to \$50,000 with other authorized personnel limits determined by the Chief. After discussion, Mr. **Cone** made a Motion, seconded by Mr. **Rice**, to maintain the current spending policy, with authorization for Chief Mulligan to spend up to \$50,000 as needed on budgeted expenses without Board approval. Thereafter, the Motion passed by a vote of 4 to 0.

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

Chief Mulligan advised that a special legislative session had been called, and laws which could impact the District were under consideration, though nothing had been decided at this time. No action was taken by the Board.

**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 did not convene in Closed Session to consult with legal counsel.

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

The Board did not convene in Closed Session to discuss personnel matters.

**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 deliberate real estate matters.

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

Mr. Coveler advised the Board that matters were being addressed with Christensen Building Group, and no substantive updates were available at this time. No action was taken by the Board.

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

The Board took no action regarding 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 AUGUST 18, 2025.**

The Board next confirmed the date of the August meeting for Monday, August 18, 2025 at 7:00 p.m.

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

The Board thanked members of the Atascocita PALS organization for catering the meeting, and congratulated Ms. Richardson on her years of service.

**ADJOURNMENT.**

There being no further business brought before the Board, Mr. **Cone** made a Motion, seconded by Mr. **Rice** to adjourn the meeting at 5:41 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 August 18, 2025.

By: 

**Ron Clarke**  
Board Secretary