

MINUTES OF AUGUST 18, 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 **August 18, 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	Present
Ron Clarke	Secretary	Present
James Cone	Asst. Sec/Treas.	Present

Also present at the meeting were Chief of the Department, Mike Mulligan, Assistant Chief of EMS Sean Conley, Assistant Fire Chief Terry Wygal, Director of ITC & Operations Support Mike Wassell, 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 then opened the floor to public comment. President **Truver** thanked the Atascocita PALS members for their contribution to the meeting, and for their items which were used at a recent "Hometown Heros" event in Kingwood, Texas.

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

At this time, Chief Mulligan, along with Chief Wygal and Chief Conley, presented recognition and awards to members of the Department related to recent promotions and years of service with the Department.

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

Mr. Wassell informed the Board that no updates were available regarding District construction projects.

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

No pay applications were presented, and no action was taken by the Board.

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

Ms. Alberta Balderas next presented the monthly sales tax report stating that allocations for the month of August totaled \$863,235.69, with a year-to-date allocation total of \$4,409,359.16. Seven (7) entities reported significant allocations during the month of July, totaling \$167,705.20. Three (3) new taxpayers were also added to the District's monthly report. She then noted the top one hundred fifteen (115) taxpayers submitted an additional \$295,426.86 compared to the same period in 2024. After discussion, Mr. **Bollom** made a Motion, seconded by Mr. **Cone**, to approve the report as presented. Thereafter, the Motion passed by a vote of 5 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 current bank balances totaled \$13,582,893.35. Budgetary expenses were within expected parameters, and no special items of note were discussed. After review, Mr. **Bollom** made a Motion, seconded by Mr. **Clarke**, to approve the report. Thereafter, the Motion passed by a vote of 5 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 bills for payment. After review, Mr. **Clarke** made a Motion, seconded by Mr. **Cone**, to approve payment of the bills and Commissioners submittals as presented. Thereafter, the Motion passed by a vote of 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S 2025 TAX SETTING PROCESS.

Mr. Coveler next reviewed potential tax rates for adoption by the Board at the upcoming tax setting meeting in September. He reminded the Board that a rate of \$0.10 per \$100 property valuation had been proposed, and could be adopted at the September 15, 2025 public hearing and adoption meeting. The District's Notice of Public Hearing would also be published on the District's website and in the Lake Houston Observer related to that meeting as well. Mr. **Clarke** inquired about the possibility of publishing that notice electronically instead of in print, but was told no such option existed for the District at this time. No action was taken by the Board.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board then reviewed the July 21st meeting minutes. After review, Mr. **Rice** made a Motion, seconded by Mr. **Cone**, to approve the minutes as presented. Thereafter, the Motion passed by a vote of 5 to 0.

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

Chief Mulligan next reviewed the monthly Department reports, advising that aid calls to the City of Houston were still within expectations, and use hours on EMS apparatus were still tracking below twenty-five percent (25%), reflecting acceptable usage without excessive call volumes. Chief Conley also informed the Board that District personnel were still in Kerr County on extended deployment until August 29th, providing force protection for search and rescue teams in the area. After discussion, Mr. **Clarke** made a Motion, seconded by Mr. **Cone**, to approve the reports as presented. Thereafter, the Motion passed by a vote of 5 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 thirty (30) day 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.

Mr. Wassell next provided a list of equipment and appliances which would be sold with Board approval. After review, Mr. **Cone** made a Motion, seconded by Mr. **Bollom**, to approve the sale and disposal of District goods as discussed. Thereafter, the Motion passed by a vote of 5 to 0.

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 addressed upcoming purchases including large fire apparatus, and fleet vehicle replacements. He informed the Board that information for the purchase of pumper and aerial trucks would be presented later in the year for consideration and approval. Those purchases would involve multiple vendors and were expected for discussion in October. Mr. **Clarke** inquired about financing for the vehicles, and was told there was no rush to seek financing at this time based on interest rates and the current production lead times.

Mr. Wassell then requested approval for the purchase of a new Chevrolet Tahoe and Chevrolet Silverado to replace the current fleet vehicle, and utility truck according to the District's vehicle replacement schedule. The purchase of those vehicles would not increase the District's fleet. After discussion, Mr. **Rice** made a Motion, seconded by Mr. **Bollom**, to purchase the two (2) Chevrolet vehicles as discussed. Thereafter, the Motion passed by a vote of 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING PREPARING A REQUEST FOR PROPOSAL SOLICITATION FOR THE FLEET MAINTENANCE DOMESTIC WATER AND FIRE SPRINKLER SYSTEM INSTALLATION

Mr. Wassell next presented information related to the installation of a fire sprinkler system at the District's fleet maintenance facility. Costs for the purchase and installation of that sprinkler system and domestic water line were estimated at approximately \$500,000, requiring the District to submit a Request for Proposals ("RFP") to bid the project. He then requested approval to move forward with the RFP, using Martinez Architects to complete the project. After review, Mr. **Cone** made a Motion, seconded by Mr. **Rice**, to authorize the District to move forward with an RFP as discussed. Thereafter, the Motion passed by a vote of 5 to 0.

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

The Board took no action regarding District policies.

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 meet 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 meet 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 discuss real estate matters.

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

Mr. Coveler then advised the Board that from the original lawsuit with Christensen Building Group, LLC ("CBG"), checks to the project subcontractors would be paid out in the total amount of \$213,000, with no funds being received by CBG. The suit itself would likely be dismissed within the month while final settlement paperwork was completed by special counsel. No further 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 matters.

DISCUSS ANY NEW ITEMS WHICH NEED TO BE ON THE AGENDA FOR THE SUBSEQUENT DISTRICT MEETINGS, INCLUDING THE REGULAR DISTRICT MEETING SET FOR SEPTEMBER 15, 2025.

The Board then confirmed the next scheduled meeting for Monday, September 15, 2025 at 7:00 p.m.

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

Mr. Will Botsford, President of the Atascocita Fire Fighter's Association Local 5316, advised the Board that members of Local 5316 participated in a "fill the boot" charity collection in the area August 6th through the 9th, and collected a total of \$4,706.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Clarke** made a Motion, seconded by Mr. **Bollom**, to adjourn the meeting at 7:37 p.m. Thereafter, the Motion passed by a vote of 5 to 0.

By:



Ron Clarke
Board Secretary