



FEB 25 2025

Harris County Emergency Services District 1
2800 Aldine Bender Road
Houston, Texas 77032
Page 1 of 2

President: _____

Secretary: _____

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – January 28, 2025**

1. **Call to Order:** Shirley Reed called the meeting to order at 10:00 am.
2. **Moment of Silence and Pledge of Allegiance:** Shirley Reed called for a moment of silence and followed with the Pledge of Allegiance at 10:00 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: Vice President Shirley Reed, Asst. Treasurer Pete Serna, and Secretary Virginia Bazan along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Operations Heath White, and Vice President of Administration Keir Vernon, and Executive Assistant Michelle Sterling. President Cathy Sunday and Treasurer Fred Scibuola were not present. Guests present were Vince Grainger with AG/CM.
4. **Adoption of Agenda:** Pete Serna made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Pete Serna thanked the HCEC team for their efforts during the winter storm. Shirley Reed thanked HCEC for their participation and help in organizing the children's toy drive.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as presented was made by Virginia Bazan. Motion carried.
8. **Report from Building Committee:** Jeremy Hyde stated that station 93 is in process of finishing the final touches and should be handed over by the end of the month. Station 96 has the permit for the pond now, the interior is being finished, and waterline work has begun. Vince Grainger stated that getting electric meter and permanent power is the priority item at station 96 once pond is completed. They are hoping to have that completed by the end of February. The overall project completion is projected for mid-April.
9. **Possible action on Building Committee report:** None.
10. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** Jeremy Hyde gave the verbal report as follows: At the beginning of December, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$11,125,086. During the month, HCESD No 1 received \$2,686,592 in revenue – the majority of which came from tax revenue. HCESD No 1 processed \$3,929,760 in disbursements during the month. 94% of this balance is payments to Construction Masters for Building Improvements (\$340,615) and to HCEC (\$3,351,380) for monthly services. The ending balance as of December 31, 2024 is \$9,881,918. During December, the opening balance for the Texas Class Prime Investment account was \$9,036,597. We received in interest \$14,614 from the Prime General Texas Class account and \$17,484 from the Gov HCESD#1 account. The ending interest rate was 4.7464% for Texas Class Prime and 4.4526% for Texas Class Gov. The ending balance for December was \$7,168,695. The invoices pending board approval total \$1,767,925. Motion to approve monthly report and payment of bills was made by Pete Serna. Motion carried.

11. **Possible action on The Morton Accounting Services' monthly report:** None.
12. **Discuss and possibly approve audit engagement letter:** Tabled.
13. **Discuss and possibly approve renewal of ESD insurance policy:** Pete Serna stated that the policy is with VFIS. There was an approximate increase of 20% on property insurance. The policies included flood insurance. Mr. Serna also projects that there will be an \$8000-\$10,000 increase once the additional building is added to the policy. Motion to approve renewal of ESD insurance policy was made by Pete Serna. Motion carried.
14. **Discuss and possibly approve Commissioner attendance at annual Safe-D Conference:** The board approved Mr. Pete Serna attend the SAFE-D Conference. Motion by Virginia Bazan, second by Pete Serna. Motion carried.
15. **Harris County Emergency Corps Report and Tour of EMS Station 93:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 2312 911 calls this month, compared to 2276 in the previous month. Response time is 8:59.
 - HCEC held the annual goals and accomplishments meeting earlier this month. WE had a successful 2024!
 - We had a freezing/Ice event on January 20-22. We called in several extra crews and had a successful disaster personnel recall.
 - We are making good progress toward getting the new CAD installed. We will complete the project later this year.
 - Vehicle Accidents last month: 2 (minor)
 - Vehicle Maintenance Reports last month: 22
16. **Possible action on Harris County Emergency Corps Report:** None.
17. **Adjourn to closed session:** None.
18. **Possible action on closed session:** None.
19. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, February 25, 2025 at 10:00 am.
20. **Adjourn:** Virginia Bazan made a motion to adjourn. Motion carried. Meeting adjourned at 10:18 am.



MAR 25 2025

✓ President:

Secretary:

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – February 25, 2025**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:54 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence and followed with the Pledge of Allegiance at 9:55 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, and Melissa Morton of Morton Accounting Services along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Operations Heath White, and Vice President of Administration Keir Vernon, and Executive Assistant Michelle Sterling. Guests present were Vince Grainger with AG/CM. Secretary Virginia Bazan is not present.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Cathy Sunday gave thanks to Shirley Reed for managing the past board meetings while she was absent due to health reasons. Ms. Reed will be at East Aldine district this evening and invited everyone to join.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as presented was made by Pete Serna. Motion carried.
8. **Report from Building Committee:** Vince Grainger stated that Station 93 has multiple punch-list items that the weather delayed but is completed now. There will be a final walkthrough tomorrow. Station 96: the MUD water line has been in progress and should be done by end of month. The detention pond has been delayed due to weather. The original plan was to have the pond completed by the end of February but it is looking like March now. That needs to be finished for the county to do their part. Current schedule is showing everything to be completed at Station 96 in mid-April but there are a lot of variables that could change that. Mr. Scibuola raised the concern that there is only one bored hole in the pond and feels that it needs more than one. Jeremy Hyde mentioned that there is a 1-year warranty period for the pond and it will not be handed over to us until it is dry and ready to go.
9. **Possible action on Building Committee report:** None.
10. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton gave the report as follows: At the beginning of January, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$9,881,918. During the month, HCESD No 1 received \$13,219,306 in revenue – the majority of which came from tax revenue. HCESD No 1 processed \$2,018,398 in disbursements during the month. 93% of this balance is payments to Chastang Ford for Vehicle Purchases (\$127,970), to HCEC (\$1,621,997) for monthly services, and Stryker Medical Corp (\$128,663) for Medical Equipment. The ending balance as of January 31, 2025 is \$21,082,826. During January, the opening balance for the Texas Class Prime Investment account was \$7,168,695. We received in interest \$22,025 from the Prime General Texas Class account and \$12,843 from the Gov

HCESD#1 account. The ending interest rate was 4.5419% for Texas Class Prime and 4.2811% for Texas Class Gov. The ending balance for January was \$15,203,562. The invoices pending board approval total \$1,849,525. Motion to approve monthly report and payment of bills was made by Fred Scibuola. Motion carried.

11. **Possible action on The Morton Accounting Services' monthly report:** None.
12. **Discuss and possibly approve audit engagement letter:** Ms. Morton stated that the audit is scheduled for March 10, 2025 with CRI (Carr, Riggs & Ingram, L.L.C.). The list of documents that they require have been given to Ms. Morton. There has been some reorganization within their firm but it does not affect any services they provide to HCESD No. 1. There has been a slight increase in costs from last year. The estimated fees are \$23,900 for services. Motion to approve audit engagement letter was made by Fred Scibuola. Motion carried.
13. **Harris County Emergency Corps Report and Tour of EMS Station 93:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 2271 911 calls this month, compared to 2312 in the previous month. Response time is 9:02.
 - HCEC will hold Trimester CE next month to train all of our credentialed staff.
 - HCEC added an additional mechanic to offer maintenance services 7 days a week.
 - The Communications Center passed their quarterly accreditation audit.
 - HCEC trained with the Houston Rockets and Houston Astros staff on best practices for emergencies this month.
 - Vehicle Accidents last month: 3 (minor)
 - Vehicle Maintenance Reports last month: 21
14. **Possible action on Harris County Emergency Corps Report:** None.
15. **Adjourn to closed session:** None.
16. **Possible action on closed session:** None.
17. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, March 25, 2025 at 10:00 am.
18. **Adjourn:** Shirley Reed made a motion to adjourn. Motion carried. Meeting adjourned at 10:37 am.



APR 29 2025

President: [Signature]

Secretary: [Signature]

Harris County Emergency Services District 1
2800 Aldine Bender Road
Houston, Texas 77032
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**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – March 25, 2025**

1. **Call to Order:** Cathy Sunday called the meeting to order at 10:00 am.
2. **Moment of Silence and Pledge of Allegiance:** Shirley Reed called for a moment of silence and followed with the Pledge of Allegiance at 10:01 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday (arrival at 10:07 am). Vice President Shirley Reed, Treasurer Fred Scibuola, Secretary Virginia Bazan and Melissa Morton of Morton Accounting Services along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Operations Heath White, and Vice President of Administration Keir Vernon, and Executive Assistant Michelle Sterling. Asst. Treasurer Pete Serna is not present.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** None.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as presented was made by Virginia Bazan. Motion carried.
8. **Report from Building Committee:** Jeremy Hyde gave the report as follows: Station 93 is complete and are beginning to move furniture in. Station 96 pond work is continuing.
9. **Possible action on Building Committee report:** None.
10. **Discuss and possibly approve MUD fees for connection of water at future station 96:** Jeremy Hyde has asked MUD to waive the fees but need approval today in the event that they do not waive it so that work is not delayed. The total MUD fees for water connection are \$123,418.75. Fee will not be paid until confirmed that the amount is not waived. If amount is not waived, the fees will be paid with no further discussion in accordance to approval today. Motion to approve MUD fees for connection of water at Station 96 was made by Fred Scibuola. Motion carried.
11. **Discuss and possibly approve payment of retainage fees to Construction Masters for Station 93:** Jeremy Hyde states that this is the closeout payment in the amount of \$159,380. There is a conditional waiver and release in place until payment is received by Construction Masters. Motion to approve payment of retainage fees to Construction Masters for Station 93 as the building is deemed complete was made by Fred Scibuola. Motion carried.
12. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton gave the report as follows: At the beginning of February, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$21,082,826. During the month, HCESD No 1 received \$7,163,112 in revenue – the majority of which came from tax revenue. HCESD No 1 processed \$1,857,486 in disbursements during the month. 94% of this balance is payments to

Construction Masters for Building improvements (\$127,662), to HCEC (\$1,578,268) for monthly services, and Donalson CJR (\$62,494) for Vehicle Purchases. The ending balance as of February 28, 2025 is \$26,388,453. During February, the opening balance for the Texas Class Prime Investment account was \$15,203,562. We received in interest \$40,280 from the Prime General Texas Class account and \$23,312 from the Gov HCESD#1 account. The ending interest rate 4.4943% for Texas Class Prime and 4.2735% for Texas Class Gov. The ending balance for February was \$25,267,155. The invoices pending board approval total \$1,512,864 which include payment for the 2 new Chevy Tahoe's that were already received. HCEC is not selling the old vehicles and will be keeping them as reserves for now. Mrs. Morton stated that she has been working with arbitrage diligently to get caught up. They have hired Hilltop Securities to do an analysis through 2023 and there was no liability found. In addition, there was a preliminary review of 2024 and she does not believe there will be any liability found there either. The 2023 report was completed. There is no action needed and no report due to the IRS. She will send over formal 2024 report later this month. Equitax has completed the annual true-up for tax liabilities. There are 180 new tax rolls added to HCAD for 2024. Mrs. Morton is still waiting for audit selection sample requests and therefore no action needed yet. The asset list has grown along with new lease calculations so the audit takes time. Motion to approve The Morton Accounting Services' monthly report and payment of bills was made by Fred Scibuola. Motion carried.

13. **Possible action on The Morton Accounting Services' monthly report:** None.

14. **Discuss and possibly approve purchase of Stryker stretcher and mount for new ambulance builds:** Jeremy Hyde, Cooper Lumsden, and Thomas (Willie) Sanders have discussed this purchase and have decided that instead of doing remounts, they will purchase and keep for 10 years and sell at the end. The remounts have gotten just as expensive as a new unit. In order to complete the 2 ambulances, they both need Stryker power load assemblies and stretchers. They will both have the 10-year warranty. Total cost is \$231,044.88 including power loads, stretchers, and warranties along with all preventative maintenance. The first step is to get these items ordered so no payment will be made until received. Motion to approve order of Stryker stretcher and mount for two new ambulance builds with payment being made at time of delivery was made by Fred Scibuola. Motion carried.

15. **Harris County Emergency Corps Report and Tour of EMS Station 93:** HCEC report was given by Mr. Hyde as follows:

- HCEC responded to 2131 911 calls this month, compared to 2271 in the previous month. Response time is 8:55.
- HCEC held Trimester CE last month to train all of our credentialed staff.
- Members of the Finance Division attended an EMS coding class to help with our compliance.
- HCEC has a plan to replace the antenna damaged by the hurricane. At the same time, we will upgrade our internal radio infrastructure.
- We are working to furnish the newly completed Station 93.
- Telecommunicator Week is April 13-19.
- Vehicle Accidents last month: 1 (minor)
- Vehicle Maintenance Reports last month: 33

Cathy Sunday mentioned what a great job Comm does and would like to do Recognition during Telecommunicators week. The ESD board members will hold a proclamation. Mrs. Sunday will work with Virginia Bazan to organize this. The board members will arrive at 1745 in order to present to the day shift and night shift. Keir Vernon will communicate with Ms. Bazan to coordinate.

16. **Possible action on Harris County Emergency Corps Report:** None.

17. **Adjourn to closed session:** Cathy Sunday called for closed session at 10:37 am.

18. **Possible action on closed session:** None.
19. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, April 29, 2025 at 10:00 am.
20. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:47 am.



APPROVED
Harris County ESD #1
Board of Commissioners

Harris County Emergency Services District 1
2800 Aldine Bender Road
Houston, Texas 77032
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APR 29 2025

President:

Secretary:

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
SPECIAL MEETING
MINUTES – April 7, 2025**

1. **Call to Order:** Cathy Sunday called the meeting to order at 1:30 pm.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for the pledge of allegiance and a moment of silence at 10:02 am.
3. **Roll Call of Commissioners:** Present at the call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola, and Asst. Treasurer Pete Serna. Secretary Virginia Bazan was absent. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice Grainger from AGCM, Dennis Busby from Construction Masters, and Ray Saravara from UES (Alpha Consulting).
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Discuss and Possibly Approve Change Order for Future Station 93:** Dennis Busby made the recommendation to excavate an additional 3 feet near the area where they are rebuilding the wall plus 10 feet behind the wall where the drainage fabric and wall is. They will excavate and add additional rock as a sub-base to hold the wall in place. Geotech liners will still be present. This sinking wall problem occurred when we added additional square footage to the building and the County made us dig the pond deeper than originally planned.

Although no guarantees were made that this proposed solution will work, the contractor stated that work will immediately stop if it becomes apparent that the solution would fail in order to save money on possible future redesigns.

This proposal replaces the original CPR6 dated 11/11/24 for the amount of \$107,922,21.

Mr. Serna also pointed out that we passed our arbitrage and have some extra tax-exempt interest money to help pay for this. The Board advised Construction Masters to stop work and report back to the Board if they begin to see a problem with this proposed pond solution. The motion was made by Pete Serna to approve CPR 06R2 with the total of \$190,524.64 and for Construction Masters to begin work on the pond according to this proposal. Motion Carried.
7. **Adjourn to closed session:** None.
8. **Adjourn:** Pete Serna made a motion to adjourn. Motion carried. Meeting adjourned at 2:02pm.



MAY 27 2025

President: [Signature]

Secretary: [Signature]

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – April 29, 2025**

1. **Call to Order:** Shirley Reed called the meeting to order at 10:00 am.
2. **Moment of Silence and Pledge of Allegiance:** Shirley Reed called for a moment of silence and followed with the Pledge of Allegiance at 10:01 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday (arrival at 10:10 am), Vice President Shirley Reed, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, Secretary Virginia Bazan, and Melissa Morton of Morton Accounting Services along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Operations Heath White, and Executive Assistant Michelle Sterling. Guests present were Alyssa Hill with Carr, Riggs, & Ingram, LLC (CRI).
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Fred Scibuola welcomed Shirley Reed back after recent health concerns. Pete Serna spoke about the Proclamation that was presented to the Communications Department during EMS week. He stated that he is very appreciative of all that they do as he witnessed them operating during his visit.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as presented was made by Pete Serna. Motion carried.
8. **Report from Building Committee:** Jeremy Hyde gave the report as follows: Will be moving into Station 93 in a couple of weeks. Station 96 is delayed due to recent rain. Vince Grainger stated that AG/CM needed more money to complete final items but Mr. Hyde and Willie Sanders will complete the final items instead. Mr. Hyde released Construction Masters from the contract at this time.
9. **Possible action on Building Committee report:** None.
10. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton gave the report as follows: At the beginning of March, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$26,388,453. During the month, HCESD No 1 received \$684,023 in revenue – the majority of which came from tax revenue. HCESD No 1 processed \$1,512,864 in disbursements during the month. 95% of this balance is payments to Caldwell Country Chevrolet for vehicle purchases (\$105,400), and to HCEC (\$1,338,160) for monthly services. The ending balance as of March 31, 2025 is \$25,559,612. During March, the opening balance for the Texas Class Prime Investment account was \$25,267,155. We received in interest \$44,197 from the Prime General Texas Class account and \$49,091 from the Gov HCESD#1 account. The ending interest rate was 4.4379% for Texas Class Prime and 4.2542% for Texas Class Gov. The ending balance for March was \$25,360,442. The invoices pending board approval total \$1,831,739. Motion to approve The Morton Accounting Services' monthly report and payment of bills was made by Fred Scibuola. Motion carried.

11. **Possible action on The Morton Accounting Services' monthly report:** None.
12. **Discuss and possibly approve 2024 Audit:** Alyssa Hill gave the following report as follows: Ms. Hill discussed the required communications document and adjusted journal entries included in the packet. She reviewed the comparisons with prior year on the balance sheet – she noted decrease in investments. There was also a decrease in debt. Capital assets will change from Construction in progress to Buildings and improvements next year as buildings are currently being completed. 2023 had a budget amendment but no changes in 2024. Came in under budget on program expenses. The representation letter is provided to be signed today. Motion to approve the 2024 audit was made by Fred Scibuola. Motion carried.
13. **Discuss and possibly approve changes to ESD 1 property/liability insurance policy:** Pete Serna indicated that he was working with VFIS, our insurance provider to adjust the deductibles to lower our rate. Mr. Serna stated that his efforts saved HCEC approx. \$50,000. Mr. Serna will work with them during the ESD renewal time to make sure we get a discounted rate as well. There will be options to discuss at the time of renewal. No motion needed at this time.
14. **Harris County Emergency Corps Report and Tour of EMS Station 93:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 2392 911 calls this month, compared to 2131 in the previous month. Response time is 8:51.
 - HCEC attended the Texas Ambulance Association meeting and got a compliance update.
 - Please welcome Lindsey Nanninga into the new role of Community Health Paramedic. Corey Naranjo still assists part-time after accepting a Nurse Practitioner job.
 - HCEC celebrated National Public Safety Emergency Telecommunicators Week with fun activities all week. The ESD also made the Communications Center a nice Proclamation.
 - We plan to occupy the new Station 93 at the end of April/early May.
 - EMS Week will occur the week of May 19. Please join in the festivities including our banquet on May 22.
 - Vehicle Accidents last month: 3 (minor)
 - Vehicle Maintenance Reports last month: 15
15. **Possible action on Harris County Emergency Corps Report:** None.
16. **Adjourn to closed session:** Cathy Sunday called for a closed session at 10:51 am.
17. **Possible action on closed session:** Following a discussion with the ESD Attorney, Pete Serna made a motion to approve a contract for District Administrative Services with Texas ESD Management. Motion carried.
18. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, May 27, 2025 at 10:00 am.
19. **Adjourn:** Pete Serna made a motion to adjourn. Motion carried. Meeting adjourned at 11:42 am.



JUN 24 2025

President: _____

Secretary: _____

Harris County Emergency Services District 1
2800 Aldine Bender Road
Houston, Texas 77032
Page 1 of 2

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – May 27, 2025**

1. **Call to Order:** Cathy Sunday called the meeting to order at 10:00 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence and followed with the Pledge of Allegiance at 10:01 am. Mark Smith led the Pledge to the Texas flag at 10:02 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, and Secretary Virginia Bazan (arrival at 10:03 am) along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Operations Heath White, Vice President of Administration Keir Vernon, Director of Community Relations Monty Northern, Director of Logistics Cooper Lumsden, and Executive Assistant Michelle Sterling along with Legal Counsel Mark Smith.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Fred Scibuola mentioned speaking with Summer Cooper at the HCEC Banquet about her purchase of teddy bears for children while on scenes. Mr. Hyde plans to continue the purchase of the bears utilizing the HCEC marketing budget.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as presented was made by Shirley Reed. Motion carried.
8. **Report from Building Committee:** Jeremy Hyde gave the report as follows: The rock work is being done at Station 96. It has recently rained and may cause continued delays. Station 96 is estimated to be completed next May. The crews wanted Mr. Hyde to thank the Board for the new Station 93 for them.
9. **Possible action on Building Committee report:** None.
10. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** Jeremy Hyde gave the report as follows: At the beginning of April, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$25,559,612. During the month, HCESD No 1 received \$520,599.63 in revenue – the majority of which came from tax revenue. HCESD No 1 processed \$1,831,739 in disbursements during the month. 97% of this balance is payments to Mount Houston Road MUD for Building Improvements (\$123,419), and to HCEC (\$1,664,956) for monthly services. The ending balance as of April 30, 2025 is \$24,248,472. During April, the opening balance for the Texas Class Prime Investment account was \$25,360,442. We received in interest \$42,913 from the Prime General Texas Class account and \$47,262 from the Gov HCESD#1 account. The ending interest rate was 4.4362% for Texas Class Prime and 4.2553% for Texas Class Gov. The ending balance for April was \$23,650,618. Mr. Hyde stated that an additional invoice for Virginia Bazan's expense report in the amount of \$1400 was received after the report was completed and would like to include that in the invoices to be approved today.

The invoices pending board approval total \$1,714,740. Motion to approve The Morton Accounting Services' monthly report and payment of bills, including the additional invoice in the amount of \$1400 (Virginia Bazan expense report), was made by Fred Scibuola. Motion carried.

11. **Possible action on The Morton Accounting Services' monthly report:** None.
12. **Discuss and possibly approve cyber insurance policy:** Jeremy Hyde stated that this is an annual policy with Cowbell Insurance Agency and the fees have stayed the same. The total amount is \$9,254. Motion to approve cyber insurance policy was made by Fred Scibuola. Motion carried.
13. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 2269 911 calls this month, compared to 2392 in the previous month. Response time is 8:51.
 - HCEC moved into the new Station 93 on 5/12. The crews are loving the new station. Everything seems to be working well.
 - HCEC attended and Dr. Decker presented at the Texas chapter of the National Association of EMS Physicians conference.
 - HCEC Clinical Services Department held a Case Review on 5/14 which highlights challenging calls we encounter.
 - HCEC held EMS Week the week of 5/19 to celebrate the great work our people do for our community.
 - HCEC is moving a peak truck to Station 93 due to influx in call volume.
 - Vehicle Accidents last month: 3 (minor)
 - Vehicle Maintenance Reports last month: 22

Monty Northern delivered the annual report for 2024. Cooper Lumsden briefly discussed his intent as taking over the CEO position and does not have any major changes that will go into effect as of now.
14. **Possible action on Harris County Emergency Corps Report:** None.
15. **Adjourn to closed session:** None.
16. **Possible action on closed session:** None.
17. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, June 24, 2025 at 10:00 am.
18. **Adjourn:** Virginia Bazan made a motion to adjourn. Motion carried. Meeting adjourned at 10:44 am.



APPROVED
Harris County ESD #1
Board of Commissioners

Harris County Emergency Services District 1
2800 Aldine Bender Road
Houston, Texas 77032
Page 1 of 2

JUL 29 2025

✓President:
Treas:
Secretary:

Shirley Reed
[Signature]

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – June 24, 2025**

1. **Call to Order:** Cathy Sunday called the meeting to order at 10:00 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence and followed with the Pledge of Allegiance at 10:01 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Treasurer Fred Scibuola, and Asst. Treasurer Pete Serna. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, and Vice President of Operations Heath White, Vice President of Administration Keir Vernon. Present by phone was Legal Counsel Caryn Papantonakis and CPA Melissa Morton.
4. **Adoption of Agenda:** Pete Serna made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Cathy Sunday said that she received an email from the Harris County Tax Assessor asking if we had any changes to the District's homestead tax exemption. Caryn Papantonakis said she would review the correspondence and communicate with the Tax Assessor.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as presented was made by Fred Scibuola. Motion carried.
8. **Report from Building Committee:** Jeremy Hyde gave the report as follows: There hasn't been much progress at Station 96 due to the rain we have been getting. Due to the extended time frame of the project, Multivista, the company responsible for the photographs of construction, is requesting to extend for \$350/month until the project is complete.
9. **Possible action on Building Committee report:** Fred Scibuola made a motion to approve paying Multivista for construction photography for \$350/month on Station 96 until the project is complete. Motion carried.
10. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton gave the report as follows: At the beginning of May, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$24,248,472. During the month, HCESD No 1 received \$308,496 in revenue – the majority of which came from tax revenue. HCESD No 1 processed \$2,139,360 in disbursements during the month. 95% of this balance is payments to Construction Masters (\$159,380), for Building Improvements, to HCEC (\$1,613,923) for monthly services, and JPMorgan Chase (\$263,840), for the loan payment. The ending balance as of May 31, 2025 is \$22,417,608. During May, the opening balance for the Texas Class Prime Investment account was \$23,650,618. We received in interest \$41,577 from the Prime General Texas Class account and \$42,494 from the Gov HCESD#1 account. The ending interest rate was 4.2119% for Texas Class Prime and 4.4083% for Texas Class Gov. The ending balance for May was \$21,734,689. See page 3 for the "Investment" Report. The invoices pending board approval total \$1,775,624.

Motion to approve The Morton Accounting Services' monthly report was made by Fred Scibuola. Motion carried.

11. **Possible action on The Morton Accounting Services' monthly report:** None.

12. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:

- HCEC responded to 2436 911 calls this month, compared to 2269 in the previous month. Our response time is 8:42.
- HCEC held a successful EMS Week in May. There were several activities to honor our EMS crews.
- Summer Cooper was our HCEC employee of the year. She is an excellent medic and goes out of her way to improve HCEC and our community every day.
- HCEC is stocking up on disaster supplies for the upcoming hurricane season.
- HCEC is analyzing options for our humidity issues at Stations 92 and 94.
- Vehicle Accidents last month: 0
- Vehicle Maintenance Reports last month: 29

13. **Possible action on Harris County Emergency Corps Report:** None.

14. **Adjourn to closed session:** None.

15. **Possible action on closed session:** None.

16. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, July 29, 2025 at 10:00 am.

17. **Adjourn:** Pete Serna made a motion to adjourn. Motion carried. Meeting adjourned at 10:29 am.



AUG 19 2025

✓ President: Shirley Reed
Secretary: Virginia Bazan

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – July 29, 2025**

1. **Call to Order:** Shirley Reed called the meeting to order at 10:00 am.
2. **Moment of Silence and Pledge of Allegiance:** Fred Scibuola called for a moment of silence and followed with the Pledge of Allegiance at 10:01 am.
3. **Roll Call of Commissioners:** Present at the call to order were HCESD-1 Commissioners: Vice President Shirley Reed, Treasurer Fred Scibuola, and Asst. Treasurer Pete Serna. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde and Vice President of Administration Keir Vernon. Present by phone were Legal Counsel Caryn Papantonakis, CPA Melissa Morton, and Mark Smith. Absent were President Cathy Sunday and Secretary Virginia Bazan.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** None.
7. **Review and possibly approve all Meeting Minutes:** The motion to approve all meeting minutes as presented was made by Pete Serna. Motion carried.
8. **Report from Building Committee:** Jeremy Hyde stated that he will be meeting soon with Justin Davis of Construction Masters to get a progress report on Station 96. Mr. Hyde stated that there has not been much progress to his knowledge.
9. **Possible action on Building Committee report:** None.
10. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton gave the report as follows: At the beginning of June, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$22,417,608. During the month, HCESD No 1 received \$196,258 in revenue – the majority of which came from tax revenue. HCESD No 1 processed \$1,775,624 in disbursements during the month. 99% of this balance is payments to Construction Masters (\$71,241), for Building Improvements, and to HCEC (\$1,691,810) for monthly services. The ending balance as of June 30, 2025 is \$20,838,243. During June, the opening balance for the Texas Class Prime Investment account was \$21,734,689. We received in interest \$34,366 from the Prime General Texas Class account and \$41,297 from the Gov HCESD#1 account. The ending interest rate was 4.4021% for Texas Class Prime and 4.2152% for Texas Class Gov. The ending balance for June was \$20,310,352. See page 3 for the "Investment" Report. The invoices pending board approval total \$1,800,717.

Motion to approve The Morton Accounting Services' monthly report was made by Fred Scibuola. Motion carried.

11. **Possible action on The Morton Accounting Services' monthly report:** None.
12. **Review and possibly approve 2025 Investment Policy:** Caryn Papantonakis stated that the District has not reviewed the Investment Policy since 2019 and that it needed to be done on a routine basis. Ms. Papantonakis stated that she reviewed the proposed policy and updated it with the current dates, and there is no substantial update to the substance of the policy. Our current investments align with the proposed policy. Motion to approve made by Pete Serna. Motion carried.
13. **Discuss and possibly approve banking services extension with Prosperity Bank:** Melissa Morton stated that the bank requested a new agreement along with the bank collateral agreement for tax funds. Ms. Morton stated that we have a good relationship with Prosperity Bank and that they pay competitive interest for our funds in their accounts. Ms. Morton said in her opinion, it was a good idea to renew the extension with Prosperity Bank. Motion by Fred Scibuola. Motion carried.
14. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 2276 911 calls this month, compared to 2269 in the previous month. Our response time is 8:43.
 - HCEC deployed an ambulance crew to assist with the flooding event. Dr. Decker was also deployed as part of Texas Task Force 1.
 - HCEC will hold the Trimester Continuing Education for credentialed medical providers at the end of the month.
 - HCEC is working with Construction Masters to correct the humidity problems at Stations 92 and 94.
 - HCEC is in the process of repairing the damaged antennas at Bender and upgrading the radio infrastructure in the process.
 - Vehicle Accidents last month: 0
 - Vehicle Maintenance Reports last month: 21
15. **Possible action on Harris County Emergency Corps Report:** None.
16. **Adjourn to closed session:** None.
17. **Possible action on closed session:** None.
18. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, August 19, 2025 at 10:00 am.
19. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:34 am.