

**MINUTES OF THE JUNE 12, 2025 MEETING OF
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 15**

A meeting was duly called of **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 15**, which was held on June 12, 2025, at the **Tomball Fire Department Station 4**, located at **10333 Mahaffey Road Tomball, Texas 77375**.

The meeting was called to order by President **TERRY WHISTLER** at 7:30 p.m. Those commissioners present when the meeting commenced were **TERRY WHISTLER, KARL SAGSTETTER, LARRY FISHER and BARBARA SEBER**. Also in attendance were Chief **JOE SYKORA** of the Tomball Fire Department, **MICHELLE TOWNS** from McCall Gibson Swedlund Barfoot Ellis, PLLC, **KATIE NORRIS** from RIT Financial, and District Counsel **KRYSTINE RAMON** of Coveler & Peeler, P.C.

Quorum being established, the meeting proceeded as scheduled.

The Board next addressed agenda item 2, to receive public comments. No public comments were made.

The Board then addressed agenda item 3, to approve minutes of prior meeting(s). Commissioner **SEBER** made a motion seconded by Commissioner **SAGSTETTER** to approve the May 8, 2025 meeting minutes. President **WHISTLER** called for a vote and the motion carried by a vote of 4-0.

The Board next addressed agenda item 4, to receive the District's 2024 Audit Report from McCall Gibson Swedlund Barfoot Ellis PLLC, and to discuss and take action related to the same. Michelle Towns from McCall Gibson Swedlund Barfoot Ellis PLLC present the District's 2024 Audit. Ms. Towns stated that McCall Gibson Swedlund Barfoot Ellis PLLC gave an unmodified clean opinion, which was the same opinion from the 2023 Audit and the highest opinion. Ms. Towns went over the District's fund balance and went over the total revenue and total expenditures, management, notes to financial statement and supplementary information. Commissioner **SAGSTETTER** made a motion seconded by Commissioner **SEBER** to approve the District's 2024 audit as presented. President **WHISTLER** called for a vote and the motion carried by a vote of 4-0. For more detailed information regarding the District's 2024 Audit, see the 2024 Audit report on file with the District.

The Board then addressed agenda item 5, to designate the Harris County Tax Assessor-Collector's Office to prepare the District's No New Revenue Tax Rate and related tax rate calculations for 2025, and to authorize District counsel to publish the necessary 2025 Tax Rate

setting notices. Legal Counsel Krystine Ramon presented to the Board that each year, the District must designate a Tax Assessor to calculate the District's tax rates and that such notices must be published. Commissioner **SAGSTETTER** made a motion seconded by Commissioner **SEBER** to designate the Harris County Tax Assessor-Collector's Office to prepare the District's No New Revenue Tax Rate and related tax rate calculations for 2025, and to authorize District counsel to publish the necessary 2025 Tax Rate setting notices. President **WHISTLER** called for a vote and the motion carried by a vote of 4-0.

The Board next addressed agenda item 6, to review and discuss 2025 Tax Setting. Legal Counsel reviewed the upcoming tax setting procedures with the Board. No action was taken.

The Board then addressed agenda item 7, to take action regarding the District's 2025 Budget. There were no amendments at this time. No action was taken.

Then Board then addressed agenda item 8, to receive and approve the District's financial report, including the financial condition of the District and the District's investments. Commissioner **SEBER**, the District Board Treasurer, presented her portion of the financial report. She provided a verbal summary of the District's finances. Commissioner **SEBER** also provided copies of the most recent account statements from the District's banks and investment accounts. For more detailed information concerning the District's financial condition, see the financial reports on file with the District. Legal Counsel presented to the Board that Forst Bank reached out to the District regarding release of collateral funds. Legal Counsel informed the Board that the release of the collateral funds would still cover the pledge debt. Commissioner **SAGSTETTER** made a motion seconded by Commissioner **SEBER** to approve the release of collateral funds at Frost Bank. President **WHISTLER** called for a vote and the motion carried by a vote of 4-0. Katie Norris from RIT Financial presented her bookkeeper's report to the Board. Ms. Norris went over the District's financial report including the third (3rd) quarter and Budget v. Actuals. Commissioner **SEBER** made a motion seconded by Commissioner **FISHER** to approve the bookkeeper's report as presented. President **WHISTLER** called for a vote and the motion carried by a vote of 4-0. For more detailed information concerning the District's financial condition, see the financial reports on file with the District.

The Board next addressed item 9, to approve the payment of the bills as presented. Commissioner **SEBER** presented the bills for approval and payment out of account 3450 as follows: Check 2370 for NW MUD # 5 for \$111.10; Check 2371 to Dowdell PUD for \$192.82; Check 2372 to Dowdell PUD for \$79.46; Check 2373 for Coveler & Peeler for \$1,199.24; Check

2374 for the Harris CAD Budget & Finance Division for \$2,624.00; Check 2375 for the City of Tomball for \$967,041.87; Check 2376 was voided; Check 2377 to Karl Sagstetter for reimbursement and cancel Check 2352; and Check 2378 for the US Postal Service for \$226.00. Chief Sykora informed the Board that there was a readjustment last quarter and the District will get reimbursed next quarter for \$59,788.67. Commissioner **SEBER** informed the Board that \$550,000 will need to be transferred from account 3175 to 3450 to cover bills. Commissioner **SAGSTETTER** made a motion, seconded by Commissioner **SEBER** to approve the payment of the bills as presented and transfer \$550,000 from account 3175 to 3450 to cover bills. President **WHISTLER** called for a vote and the motion carried by a vote of 4 to 0.

The Board next addressed item 10, to review, discuss and take any necessary action regarding a SAFER Grant. Chief Sykora presented to the Board about adding a fourth (4th) firefighter to Station 5 to be in compliance with NFPA standards. Chief Sykora presented to the Board to hire six (6) new firefighters, three (3) for the City and three (3) for the District. Chief presented that the SAFER Grant would cover seventy-five percent (75%) of the costs for the first two years and sixty-five percent (65) for the third year, if the grant is approved. The District would be responsible at a hundred percent (100%) after the third year. Commissioner **SAGSTETTER** made a motion seconded by Commissioner **SEBER** to approve Chief Sykora to go out for the SAFER Grant not to exceed an amount of two hundred and ten thousand dollars (\$210,000) annually for the District pending the City of Tomball approval for going out for the SAFER Grant. President **WHISTLER** called for a vote and the motion carried by a vote of 4 to 0.

The Board then addressed item 11, to approve the purchase, funding, financing and payment for capital assets, including vehicles, fire-fighting apparatus and equipment and for non-capital items and expenses. No action was taken.

The Board then addressed item 12, to review and approve repair and maintenance expenses for Station 4 and Station 5. No action was taken.

The Board next addressed item 13, to receive a report of fire suppression activity from the Tomball Fire Department. Chief Sykora presented his report, stating there were two hundred seventy-six (276) calls for service in May, with a year to date of one thousand seventy-nine (1,079) calls for both the District and City of Tomball. No action was taken.

The Board then addressed item 14 to review and act on records management issues, including records management policies, personnel, procedures, schedules and disposition of documents in accordance with applicable statutes and Texas State Library and Archives

Commission guidelines. Legal Counsel Krystine Ramon presented to the Board that the District must have on file with the Texas State Library and Archives Commission a policy of their records management program and designate by resolution a Records Management Officer. Ms. Ramon recommended that the Records Management Officer be the Board Secretary. Commissioner **SAGSTETTER** made a motion seconded by Commissioner **SEBER** to approve the records management policy as presented and approve Board Secretary Larry Fisher as the Records Management Officer. President **WHISTLER** called for a vote and the motion carried by a vote of 4 to 0.

The Board next addressed item 15 to meet in Executive Session, pursuant to §551.071 Texas Government Code, to conduct a private consultation with the District's legal counsel. The Board chose not to enter closed session under item 15.

The Board then addressed item 16, to place any new items which need to be on the agenda for the subsequent District meeting. No action was taken.

The Board next addressed item 17, to schedule the regular July meeting. The next meeting is scheduled for July 10, 2025. No action was taken.

The Board then addressed item 18, adjournment. There being no further business to come before the Board at this time, Commissioner **SEBER** made a motion, seconded by Commissioner **SAGSTETTER** to adjourn the meeting at 9:16 P.M. President **WHISTLER** called for a vote and the motion carried by a vote of 4 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on July 10, 2025.

**HARRIS COUNTY
EMERGENCY SERVICE DISTRICT NO. 15**

By: Larry Fisher
Larry Fisher
Board Secretary