

HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13
11900 Cypress North Houston
Cypress, Texas 77429-5948
281 894-0151

MEETING MINUTES
March 23, 2026, 6:30 P.M.

Commissioners present: Vince Tobin – President
Casey Estilette – Vice President
Scott Johnson – Treasurer
Elizabeth Fletcher – Secretary
JoAnne Arosell – Asst. Secretary/Treasurer

Others: Richard Lieder (Fire Chief) Ira Coveler (Legal Counsel)
Jason Blackman (Asst Chief) Nef Partida(Legal Counsel)
Angela Hazlegrove (Office Manager) Joey Delaney(District Chief)
Alexa Carrasco (Admin.Assist.)

The District will consider and act upon the following matters:

1. Call meeting to order.
Vince Tobin called the meeting to order at 6:33 p.m.
2. To receive public comment.
None.
3. To receive any reports from Fire Chief Richard Lieder and take any necessary action related to his report.
Year to date: 533 incidents, 228 EMS, 46 out of district, 90th% response time 8m 10sec.,
Average response time 5m 47s.

January 2026: 297 incidents, 117 EMS, 33 out of district, 90th% response time 8m 35sec.,
Average response time 6m 22s.

February 2026: 236 incidents, 111 EMS, 13 out of district, 90th% response time 7m 43sec.,
Average response time 5m 30s.

Both New E22 and D20 have been configured with Starlink and all services, HAAS and traffic preemption, running through the apparatus modem.

Our E/O posting closed March 2 and we had 13 properly completed applications, 9 of which were from internal personnel. Testing for the E/O positions is April 16th.
4. To receive any administrative reports from the District Staff.
The TDEM reimbursement for the October all-hazards deployment is completed. We will be receiving a total reimbursement of \$29,707.71 to our account soon. Both deployed employees have returned, and their reimbursements have been initiated.

The Engineer Operator application has closed. We have 13 candidates who will be moving on to the testing phase in April.

I have been working closely with the 19:21 brokers to shop for insurance providers for our upcoming renewal. We have received a couple of competitive bids.

Through collaboration with the District Chiefs, the Division Chief of Training, and the Assistant Chief, several policies and procedures are being updated.

The department has completed 15 car seat installations and 14 home safety inspections this year.

5. To review, discuss, and take action regarding the Logistics Center project, including approval of any Pay Applications or Change Orders related to the construction projects.
 - a. Pay application
 - b. Access control and video surveillance system.

JoAnne Arosell moved, Scott Johnson seconded, a motion to approve payment for Pay Application 12 in the amount of \$488,250.29. The motion passed 5-0.

Scott Johnson moved, Elizabeth Fletcher seconded, a motion to approve the purchase of an Access control and video surveillance system for the logistics building in the amount of \$47,042.90. The motion passed 5-0.

6. To review, discuss and take action regarding any needed repairs or improvements related to the operation of the District fire stations or equipment.

Scott Johnson moved, JoAnne Arosell seconded, a motion to approve the purchase of a Privacy Fence rebuild for the west side of the logistics building up to \$30,000.00. The motion passed 5-0.

7. To approve the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251.
 - a. Recliners

Scott Johnson moved, JoAnne Arosell seconded, a motion to salvage station 22's old recliners. The motion passed 5-0.

8. To review, discuss and approve upcoming Purchases.
 - a. Commissioner tablets
 - b. Truck Lifts

Scott Johnson moved, JoAnne Arosell seconded, a motion to approve the purchase of new tablets for the commissioners. The motion passed 5-0.

Elizabeth Fletcher moved, Scott Johnson seconded, a motion to approve the purchase of 2 additional truck lifts in the amount of \$27,060.38. The motion passed 5-0.

9. To review, discuss and approve 2026-2027 insurance plans.
Postpone.

Discussed Special Meeting dates of March 30th or April 6th to review discuss and approve 2026-2027 insurance plans.

10. To pay District bills, ACH withdrawals, other electronic payments, and transfers for payroll as well as any other checks that are presented at the meeting.
Scott Johnson moved, Elizabeth Fletcher seconded, a motion to accept \$1,756,125.71 in expenses for March 2026 plus estimated mid-month April 2026 expenses of \$1,100,016.63. Minus the checks written for Brangus in the amount of \$21,367.40 which have been voided due to backing out of the fence project. The motion passed 5-0.
11. To receive the Treasurers' report for the District and take any action related thereto.
The percentage of property tax collections for 2026 property tax collections are approximately 96.76% of appraised collections. \$2,050,000.00 will be transferred to cover expenses for the ESD. The percentage of sales tax collections for 2026 is approximately 29% of the budgeted collections. A Year-end carryover at this point is \$12,325,240.97.
12. To review and approve the District's February 2026 Financial Statement.
Scott Johnson moved, Elizabeth Fletcher seconded, a motion to accept the Harris County E.S.D. No. 13 Financial Statements of February 2026 as presented. The motion passed 5-0.
13. To review, discuss and take action regarding the adoption of 2026 tax exemptions.
Scott Johnson moved, JoAnne Arosell seconded, a motion to keep granting exemptions for 2026 the same as 2025. The motion passed 5-0.
14. To consider approval of the minutes from the meeting held on February 23, 2026.
Elizabeth Fletcher moved, Scott Johnson seconded, a motion to approve meeting minutes for February 23, 2026 as presented. The motion passed 5-0.
15. To review, discuss, and approve updates to the District and personnel matters and policies.
 - a. Travel Reimbursement Policy updates.
 - b. Suppression Pay and Leave Policy updates.
 - c. Suppression Uniform and General Appearance Policy updates.
 - d. Smoking and Tobacco Usage Policy.

Elizabeth Fletcher moved, Scott Johnson seconded, a motion to approve the Travel Reimbursement Policy update as presented. The motion passed 5-0.

Items B-D were postponed.

16. To review, discuss, and take action on any District matters that need to be included on the April 2026 meeting agenda.
Postpone.
17. To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or on matters which require confidentiality under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas.
Postpone.
18. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
Postpone.

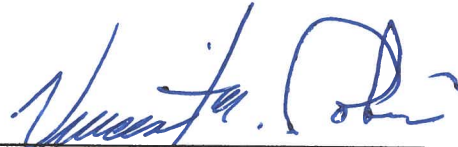
19. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.
Scott Johnson moved, JoAnne Arosell seconded, a motion to adjourn the regular meeting for closed session to discuss personnel matters at 7:44 pm. Closed session ended and the regular meeting was re-opened at 7:56 pm.
20. To review, discuss and take action on any litigation, real estate or personnel matters considered during closed session meetings.
Postpone.
21. Adjournment.
Scott Johnson moved, JoAnne Arosell seconded a motion to adjourn. The motion passed 5-0. The meeting was adjourned at 7:57 p.m.

The meeting minutes were adopted on April 27th, 2026 by a vote of 5 to 0.

Respectfully submitted,



Elizabeth Fletcher
Secretary



Vince Tobin
President