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

MEETING MINUTES
May 26, 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)
Jason Blackman (Asst. Chief)
Angela Hazlegrove (Office Manager)
Alexa Carrasco (Admin.Assist.)
Anthony Carrasco (District Chief)
Jason Corthell (Training Chief)
Ira Coveler (Legal Counsel)
David Gatlin(Union President)

The District will consider and act upon the following matters:

1. Call meeting to order.
Vince Tobin called the meeting to order at 6:32 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: 1038 incidents, 453 EMS, 75 out of district, 90th% response time 8m 42sec., Average response time 5m 42s.

April 2026: 264 incidents, 120 EMS, 13 out of district, 90th% response time 7m 42sec., Average response time 5m 32s.

Construction on the Maintenance building is almost complete.

We completed the EO selection process and promoted two internal firefighters to EO.

4. To receive any administrative reports from the District Staff.
The TDEM reimbursement for the first February deployment is in step 12 of 13, with an estimated total of $29,251.26. The second February deployment is in step 12 of 13, with an estimated total of $31,920.65. Our March deployment is in step 6 of 13, with an estimated total of $32,727.43.

All open enrollment changes have been submitted to 19:21 for processing. All payroll deduction changes for the enrollment have been submitted for May and future checks. We are waiting on a few employees to complete their EOI for life insurance increases.

A job posting has been created to fill our last open salaried firefighter position. The job posting has been shared on our social media, internally, and on the TCFP website. The application deadline is 6/2/2026 at midnight. We currently have 5 signed applications and 18 applications in progress. After the deadline, Alexa and I will review the applications for qualifications and accuracy.

The department has completed 25 car seat installations and 17 home safety consultations 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.
Scott Johnson moved, Elizabeth Fletcher seconded, a motion to approve payment for Pay Application 14 in the amount of $278,693.21. 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.
Postpone.

7. To approve the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251.
   a. Disposal of SCBA bottles at end of life.
   b. Sell fifty (50) SCBA valves to Spring Fire Department.
   c. Sell Old Engine 22 to Rock Hill Fire District.
   d. Transfer gear at end of life to eligible recipient.

Scott Johnson moved, JoAnne Arosell seconded, a motion to Disposal of SCBA bottles at end of life, Sell fifty (50) SCBA valves to Spring Fire Department, and Transfer gear at end of life to eligible recipient. The motion passed 5-0.

JoAnne Arosell moved, Elizabeth Fletcher seconded, a motion to Sell Old Engine 22 to Rock Hill Fire District. The motion passed 5-0.

8. To review, discuss and approve upcoming Purchases.
   a. Radio purchase from Northwest Communications.
   b. Privacy fence rebuild on the west side of the Logistics Center.
   c. Revision of previously approved purchase of a Chevrolet vehicle to a Ford F150.
   d. Cooler/Freezer purchase from Bush Refrigeration.

Scott Johnson moved, JoAnne Arosell seconded, a motion to approve the purchase of Radios from Northwest Communications in the amount of $46,878.40. The motion passed 5-0.

JoAnne Arosell, Elizabeth Fletcher seconded, a motion to approve the purchase of a Privacy fence rebuild on the west side of the Logistics Center in the amount of $19,500.00. The motion passed 5-0.

Scott Johnson moved, Elizabeth Fletcher seconded, a motion to approve the revision of the previously approved purchase of a Chevrolet vehicle to a Ford F150 in the amount of $46,100.00. The motion passed 5-0.

The Cooler/Freezer purchase from Bush Refrigeration has been postponed.

9. To review, discuss, and approve an ILA with the Harris County Toll Road Authority.
Scott Johnson moved, JoAnne Arosell seconded, a motion to approve an ILA with the Harris County Toll Road Authority as presented. The motion passed 5-0.

10. To review, discuss, and approve the Cost Sharing Proposal for TECC.
Scott Johnson moved, Casey Estilette seconded, a motion to approve the Cost Sharing Proposal for TECC. The motion passed 5-0.

11. 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 $1,491,507.03 in expenses for May 2026 plus estimated mid-month June 2026 expenses of $813,658.25. The motion passed 5-0.

12. 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 98% of appraised collections. $1,500,000.00 will be transferred to cover expenses for the ESD. The percentage of sales tax collections for 2026 is approximately 47% of the budgeted collections. A Year-end carryover at this point is $14,306,096.71.

13. To review and approve the District's April 2026 Financial Statement.
Scott Johnson moved, Elizabeth Fletcher seconded, a motion to accept the Harris County E.S.D. No. 13 Financial Statements of April 2026 as presented. The motion passed 5-0.

14. To discuss and approve closing the District's operational checking account, opening a new operational checking account, and authorizing approved account signatories, including but not limited to adding Elizabeth Fletcher as a signer to all accounts.
Scott Johnson moved, JoAnne Arosell seconded, a motion to approve closing the District's operational checking account, opening a new operational checking account, and authorizing approved account signatories, including but not limited to adding Elizabeth Fletcher as a signer to all accounts. The motion passed 5-0.

15. 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 2026.
Scott Johnson moved, Elizabeth Fletcher seconded, a motion to approve designating the Harris County Tax Assessor-Collector's Office to prepare the District's No New Revenue Tax Rate and related tax rate calculations for 2026. The motion passed 5-0.

16. To authorize District counsel to publish the necessary 2026 Tax Rate setting notices.
Scott Johnson moved, JoAnne Arosell seconded, a motion to approve to authorize District counsel to publish the necessary 2026 Tax Rate setting notices. The motion passed 5-0.

17. To consider approval of the minutes from the meetings held on April 27, 2026.
Elizabeth Fletcher moved, Scott Johnson seconded, a motion to approve meeting minutes for April 27, 2026 as presented. The motion passed 5-0.

18. To review, discuss, and approve updates to the District and personnel matters and policies.
Postpone.

19. To review, discuss, and take action on any District matters that need to be included on the June 2026 meeting agenda.
Postpone.

20. To review, discuss and take action regarding entering into a Memorandum of Understanding between the District, Harris County Emergency Services District No. 7 and other emergency service district entities related seeking a grant to fund a portion of the construction of a new dispatch facility.
Scott Johnson moved, Elizabeth Fletcher seconded, a motion to approve entering into a Memorandum of Understanding between the District, Harris County Emergency Services District No. 7 and other emergency service district entities related seeking a grant to fund a portion of the construction of a new dispatch facility. The motion passed 5-0.

21. To review, discuss and take action regarding entering into a Memorandum of Understanding between the District and other emergency service district entities related to seeking a grant for the acquisition a new radios.
Scott Johnson moved, Elizabeth Fletcher seconded, a motion to approve entering into a Memorandum of Understanding between the District and other emergency service district entities related to seeking a grant for the acquisition of new radios. The motion passed 5-0.

22. 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.
Joanne moved, Scott Johnson seconded to adjourn the regular meeting for a closed session to consult with legal counsel at 7:50 p.m. and closed at 8:42 p.m.

23. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
Postpone.

24. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.
At 8:42 p.m. the board began a closed session to discuss personnel matters with Jason Blackman, closed at 9:20 p.m., and the regular session was reopened.

25. To review, discuss and take action on any litigation, real estate or personnel matters considered during closed session meetings.
Postpone.

26. Adjournment.

Scott Johnson moved, Elizabeth Fletcher seconded a motion to adjourn. The motion passed 5-0. The meeting was adjourned at 9:21 p.m.

The meeting minutes were adopted on June 22nd, 2026 by a vote of 4 to 0.

Respectfully submitted,

Elizabeth Fletcher
Secretary

Vince Tobin
President