

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

MEETING MINUTES
June 23, 2025 6:30 P.M.

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

Commissioners absent: Casey Estillette – Vice President

Others: Richard Lieder (Fire Chief) Lance Wilson (District Chief)
Jason Blackman (Asst. Chief) Ira Coveler (Legal Counsel)
Angela Hazlegrove (Office Manager)
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 6:31 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.

The average response time for May was 6:00, with a total of 264 calls dispatched.

Station 22 Axis punch list is still in progress.

The permit for the maintenance building at station 24 is still in progress.

We start processing the 2026 budget in July.

4. To receive any administrative reports from the District Staff.
Rudd and Wisdom now have all the information they need to work on our retirement plan study. I was told to expect a report by the end of July.

The reimbursement for our March 2025 wildland fire deployment is currently in step 9 of 13.

The reimbursement for our April 2025 all-hazards deployment is currently in step 6 of 13.

The department has completed a total of 27 car seat installations this year.

5. To discuss, review, and approve actions regarding the Logistics Center project, including approval of any Pay Applications or Change Orders related to the construction projects.
Scott Johnson moved, JoAnne Arosell seconded, a motion to approve payment for Pay Application 3 in the amount of \$114,601.67. The motion passed 4-0.
6. To review, discuss and take action regarding the Station 22 and Station 24 renovation project, including approval of any Pay Applications or Change Orders related to the construction projects.
Postpone.
7. To review, discuss and take action regarding any needed repairs or improvements related to the operation of the District fire stations or equipment.
 - a. Replace Aeon units with Daikin 4-ton unit at Station 23.Scott Johnson moved, JoAnne Arosell seconded, a motion to approve the purchase of a Daikin 4-ton unit for Station 24 in the amount of \$41,200.00. The motion passed 4-0.
8. To approve the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251.
Postpone.
9. To review, discuss and approve entering a contract with Clements Fire Consulting Group to prepare a radio replacement grant solicitation.
Scott Johnson moved, Elizabeth Fletcher seconded, a motion to approve the Department to use Clements Fire Consulting Group, LLC for our AFG grant writing services for radio replacements in the amount of \$9,500.00. The motion passed 4-0.
10. To review, discuss and approve upcoming purchases requests requisitions, acquisitions, repairs or maintenance related to the Department, equipment, facilities, apparatus, technology and equipment.
Postpone.
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, JoAnne Arosell seconded, a motion to accept \$1,421,605.27 in expenses for June 2025 plus estimated mid-month June 2025 expenses of \$731,078.84. The motion passed 4-0.
12. To receive the Treasurers' report for the District and take any action related thereto.
The percentage of property tax collections for 2025 property tax collections are approximately 99.77% of budgeted collections. \$1,450,000.00 will be transferred to cover expenses for the ESD. The percentage of sales tax collections for 2025 is approximately 6% of the budgeted collections. A Year-end carryover at this point is \$16,030,054.14.
13. To review and approve the District's May 2025 Financial Statement.
Scott Johnson moved, JoAnne Arosell seconded, a motion to accept the Harris County E.S.D. No. 13 Financial Statements of May 2025 as presented. The motion passed 4-0.

14. To consider approval of the minutes from the meeting held on May 27, 2025.
JoAnne Arosell moved, Scott Johnson seconded, a motion to approve meeting minutes for May 27, 2025 as presented. The motion passed 4-0.
15. To review, discuss, and approve updates to the District and personnel matters and policies.
 - a. Purchasing Policy revisions.
 - b. Colonial Short Term Disability policy through VFIS.
 - c. Suppression Pay, Leave, and Attendance Policy.

The Purchasing Policy revisions draft was discussed with the board.

Scott Johnson moved, Elizabeth Fletcher seconded, a motion to approve option 1 for Short Term and Long-Term disability policy through VFIS in the amount of \$60,482.40. The motion passed 4-0.

Scott Johnson moved, JoAnne Arosell seconded, a motion to approve the updates on the Suppression Pay, Leave, and Attendance Policy as presented. The motion passed 4-0.

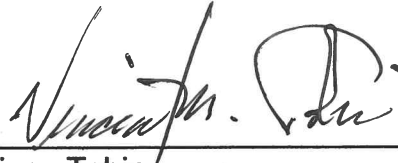
16. To review, discuss, and take action regarding the 2025 Tax Setting Process.
Scott Johnson moved, JoAnne Arosell seconded a motion to authorize District counsel to publish necessary 2025 Tax Rate setting notices. The motion passed 4-0.
17. To review, discuss, and take action on any District matters that need to be included on the July 2025 meeting agenda.
The attorney advised us about potential meeting dates for the Tax Rate.
18. 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.
19. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
Postpone.
20. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.
Postpone.
21. To review, discuss and take action on any litigation, real estate or personnel matters considered during closed session meetings.
Postpone.
22. Adjournment.
Elizabeth Fletcher moved, Scott Johnson seconded a motion to adjourn. The motion passed 4-0. The meeting was adjourned at 7:34p.m.

The meeting minutes were adopted on July 28th, 2025 by a vote
of 4 to 0.

Respectfully submitted,



Elizabeth Fletcher
Secretary



Vince Tobin
President