

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

MEETING MINUTES
January 26, 2026, 6:30 P.M.

Commissioners present: Vince Tobin – President
Casey Estilette – Vice President
Scott Johnson – Treasurer
Elizabeth Fletcher – Secretary

Commissioners Absent: JoAnne Arosell – Asst. Secretary/Treasurer

Others: Richard Lieder (Fire Chief) Anthony Carrasco (District Chief)
Angela Hazlegrove (Office Manager) Andrew Loyd (Public)
Alexa Carrasco (Admin.Assist.) Sam Cannon (Public)
Ira Coveler (Legal Counsel) Toby Cannon (Public)

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.
Attended the meeting for a boy scout project.
3. To receive any reports from Fire Chief Richard Lieder and take any necessary action related to his report.
The average response time for December was 5:12, with a total of 281 calls dispatched.

Construction on the Maintenance building has been proceeding at a rapid pace.

TECC has selected Joiner Architects for the new dispatch center.

We have posted for our open salaried firefighter positions.

4. To receive any administrative reports from the District Staff.
The TDEM reimbursement for the October all-hazards deployment is currently in step 8 of 13.

The Fire Administrative Professional conference in College Station is postponed due to the weather event to an unknown date. If the new date does not conflict with any department events, we plan to attend.

Safe-D is on schedule for this week. We will be leaving on Wednesday for San Antonio and will return Saturday after the conference has concluded.

The department has completed 4 car seat installations and 4 home safety inspections this year.

5. Review and take action on matters relating to calling an election to be held on May 2, 2026:

- a. To consider and take action on such other Orders, Resolutions and related matters as required or appropriate to call for the District election.

Casey Estilette moved, Scott Johnson seconded, a motion:

Approve an Order calling for an election under Texas Health and Safety Code Section 713.0345.

Approve and appoint Coveler & Peeler, P.C., to serve as the agent for the election.

Appoint Angela Hazlegrove as the early voting clerk.

Establish the election day polling places and election precincts as follows:

HCESD No. 13 Election Precinct 1

Polling Place

Harris County Precincts:

Cypress Creek Fire Admin. Bldg.

125, 244, 442, 478, 479, 480, 481, 484,

11900 Cypress-N. Houston RD.

486, 519, 548, 597, 602, 609, 688, 694

Cypress, Texas 77429

768, 805, 823, 828, 983

Establish the early voting polling places.

Polling Place

Cypress Creek Fire Admin. Bldg.

11900 Cypress-N. Houston RD.

Cypress, Texas 77429

Adopt the form of the Notice of District Election

Authorization of the election services contract with Hart InterCivic, Inc.

6. 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. Elizabeth Fletcher moved, Scott Johnson seconded, a motion to approve payment for Pay Application 10 in the amount of \$343,576.13. The motion passed 4-0.

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. Big Ass Fans quote for replacement ceiling fan kit at Station 23.

Scott Johnson moved, Elizabeth Fletcher seconded, a motion to approve the purchase of a replacement Big Ass Fan kit for Station 23 in the amount of \$7,039.00. 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 upcoming Purchases.

Postpone.

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 \$1,839,745.72 in expenses for January 2026 plus estimated mid-month February 2026 expenses of \$834,568.46. The motion passed 4-0.
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 50.2% of appraised collections. \$1,850,000.00 will be transferred to cover expenses for the ESD. The percentage of sales tax collections for 2026 is approximately 11% of the budgeted collections. A Year-end carryover at this point is \$15,314,316.90.
12. To review and approve the District's December 2025 Financial Statement.
Scott Johnson moved, Elizabeth Fletcher seconded, a motion to accept the Harris County E.S.D. No. 13 Financial Statements of December 2025 as presented. The motion passed 4-0.
13. To review and approve the 4th Quarterly Investment Report.
Scott Johnson moved, Elizabeth Fletcher seconded, a motion to accept the 4th Quarterly Investment Report as presented. The motion passed 4-0.
14. To conduct an annual review of the District's Investment Policy and take any necessary related action.
Scott Johnson moved, Elizabeth Fletcher seconded, a motion to approve to re-appoint Scott Johnson as the Investment Officer. The motion passed 4-0.
15. To consider approval of the minutes from the meeting held on December 22, 2025.
Scott Johnson moved, Elizabeth Fletcher seconded, a motion to approve meeting minutes for December 22, 2025 as presented. The motion passed 4-0.
16. To review, discuss, and approve updates to the District and personnel matters and policies.
 - a. Hourly rate adjustment.
 - b. Membership Policy update.
 - c. Hiring and Promotional Process Policy update.

Scott Johnson moved, Elizabeth Fletcher seconded, a motion to approve the Hourly rate adjustment, Membership Policy update, and Hiring and Promotional Process Policy update as presented. The motion passed 4-0.

17. To review, discuss, and take action on any District matters that need to be included on the February 2026 meeting agenda.
Postpone.
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.
Scott Johnson moved, Elizabeth Fletcher seconded, a motion to adjourn the regular meeting for closed session to consult with legal counsel at 7:20 pm. Closed session ended

and the regular meeting was re-opened at 7:27 pm.

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.
During closed session for legal counsel, the board also discussed personnel matters.
21. To review, discuss and take action on any litigation, real estate or personnel matters considered during closed session meetings.
Postpone.
22. Adjournment.
Scott Johnson moved, Casey Estilette seconded a motion to adjourn. The motion passed 4-0. The meeting was adjourned at 7:27 p.m.

The meeting minutes were adopted on February 23rd, 2026 by a vote of ____ to ____.

Respectfully submitted,



Elizabeth Fletcher
Secretary



Vince Tobin
President