

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

**MEETING MINUTES**  
**April 28, 2025 6:30 P.M.**

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

Commissioners absent: JoAnne Arosell – Asst. Secretary/Treasurer

Others: Richard Lieder (Fire Chief) David Gatlin (Union President)  
Angela Hazlegrove (Office Manager) Ira Coveler (Legal Counsel)  
Alexa Carrasco (Admin.Assist.) Jill (Breedlove)  
Jack Johnson (District Chief) Cadence (EVO)

The District will consider and act upon the following matters:

1. Call meeting to order.  
Vince Tobin called the meeting to order at 6:30 p.m.
2. To receive public comment.  
None.
3. To elect District officers.  
Scott Johnson moved, Casey Estilette seconded, a motion to appoint Vince Tobin as President, Casey Estilette as Vice President, Scott Johnson as Treasurer, Elizabeth Fletcher as Secretary and JoAnne Arosell as Asst. Sec./Tres. the positions were accepted. The motion passed 4 to 0.
4. To receive a report from EVO for the District's 2024 comprehensive review.  
The District's 2024 comprehensive review by Evo was reviewed and discussed.
5. To receive the 2024 Audit draft presented and prepared by Breedlove.  
Scott Johnson moved, Elizabeth Fletcher seconded, a motion to approve the 2024 audit draft as presented. The motion passed 4-0.
6. To receive any reports from Fire Chief Richard Lieder and take any necessary action related to his report.  
The average response time for February was 5:00, with a total of 281 calls dispatched.

Station 22 Axis punch list is still in progress, slowly.

The permit for the maintenance building at station 24 is still in progress.  
US Digital alerting equipment is in service at all five of our stations.

7. To receive any administrative reports from the District Staff.  
Open enrollment concluded Friday, April 25th. All benefit selections are being processed with the 19:21 reps to make any changes that employees elected.

The 2024 audit has been completed. After the draft is presented and approved, I will make the necessary journal entries in QuickBooks, as suggested by the auditors.

All available documentation has been provided to Rudd and Wisdom to initiate the Social Security Comparability Study.

The department has completed a total of 22 car seat installations this year.

8. 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, Elizabeth Fletcher seconded, a motion to approve payment for Pay Application 1 in the amount of \$181,250.57. The motion passed 4-0.
9. 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.  
Scott Johnson moved, Casey Estillette seconded, a motion to approve payment for Pay Application 16 in the amount of \$147,992.00. The motion passed 4-0.
10. To review, discuss and take action regarding any needed repairs or improvements related to the operation of the District fire stations or equipment.  
Postpone.
11. To approve the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251.  
a. Donate Hard Collars  
b. List 2010 Ford F150 on auction site.  
c. Bullard Thermal Imagers

Casey Estillette moved, Elizabeth Fletcher seconded, a motion to donate hard collars, list 2010 Ford F150 on auction site and donate Bullard Thermal Imagers. The motion passed 4-0.

12. To review, discuss and approve upcoming Purchases.  
a. Pumper hose.  
b. Starlink standard kit and mobility mount  
c. Waste oil container  
d. Station 22 dorm room furniture  
e. Replacement laptop for EMS Captain  
f. 2 Washers, Ozone Fire Gardian and Install

Scott Johnson moved, Elizabeth Fletcher seconded, a motion to approve the purchase of Pumper hose in the amount of \$17,729.00, Starlink Kit and mount in the amount of \$409.00, a Waster oil container in the amount of \$4,789.99, Station 22 dorm room

furniture in the amount of \$1,717.00, a replacement laptop for the EMS Captain in the amount of \$2,094.08 and 2 washers with install in the amount of \$52,119.38. The motion passed 4-0.

13. 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 \$1,876,073.80 in expenses for April 2025 plus estimated mid-month May 2025 expenses of \$694,398.18. The motion passed 4-0.
14. 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 99.01% of budgeted collections. \$1,900,000.00 will be transferred to cover expenses for the ESD. The percentage of sales tax collections for 2025 is approximately 37% of the budgeted collections. A Year-end carryover at this point is \$15,702,203.64.
15. To review and approve the District's March 2025 Financial Statement.  
Scott Johnson moved, Casey Estillette seconded, a motion to accept the Harris County E.S.D. No. 13 Financial Statements of March 2025 as presented. The motion passed 4-0.
16. To review and approve 1<sup>st</sup> Quarter Investment Report  
Scott Johnson moved, Elizabeth Fletcher seconded, a motion to approve the 1<sup>st</sup> Quarter Investment Report as presented. The motion passed 4-0.
17. To consider approval of the minutes from the meeting held on March 24, 2025.  
Casey Estillette moved, Elizabeth Fletcher seconded, a motion to approve meeting minutes for March 24, 2025 as presented. The motion passed 4-0.
18. To review, update, and approve District and personnel matters and policies.
  - a. Purchasing Policy revisions.
  - b. Colonial Short Term Disability policy through VFIS.

The Purchasing Policy revisions were postponed.  
The Colonial Short Term Disability policy through VFIS was postponed.
19. To review, discuss, and take action on any District matters that need to be included on the May 2025 meeting agenda.  
The May ESD Meeting will be held on May 27, 2025 at 6:30P.M.
20. To receive a report from District counsel regarding the boundary dispute at the Station 25 property.  
Postpone.
21. 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.  
The closed session moved to consult with legal counsel at 8:41p.m.  
The closed session was adjourned, and the regular session re-opened at 8.52p.m.

22. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.  
Postpone.
23. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.  
Postpone.
24. To review, discuss and take action on any litigation, real estate or personnel matters considered during closed session meetings.  
Postpone.
25. Adjournment.  
Vince Tobin moved, Scott Johnson seconded a motion to adjourn. The motion passed 4-0. The meeting was adjourned at 8:52p.m.

The meeting minutes were adopted on May 27<sup>th</sup>, 2025 by a vote of 4 to 0.

Respectfully submitted,



Elizabeth Fletcher  
Secretary



Vince Tobin  
President