

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

MEETING MINUTES
May 27, 2025 6:30 P.M.

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

Commissioners absent: Elizabeth Fletcher – Secretary

Others: Richard Lieder (Fire Chief) Ira Coveler (Legal Counsel)
Angela Hazlegrove (Office Manager)
Alexa Carrasco (Admin.Assist.)
Will McDugle (District Chief)

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.
The average response time for April was 4:46, with a total of 268 calls dispatched.

Station 22 Axis punch list is still in progress.

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

The Starlink systems for all our fire stations have been installed and configured.

We have completed our annual hurricane checks and reviews.

4. To receive any administrative reports from the District Staff.
The 2024 audit journal entry suggestions have been entered, with the exception of a few that I had follow-up questions on.

TCDRS sent me a new document to allow Rudd and Wisdom access to our account information. There were some minor verbiage changes that I'm assuming the TCDRS attorneys wanted them to include in why they wanted the information, and more specific details on what information would be requested. We are currently waiting for the TCDRS attorneys to approve the form so Rudd and Wisdom can begin their study.

I have submitted the wildland deployment reimbursement for the two employees we sent in March. If the auditors approve it as is, we should receive \$ 55,986.89. Out of the 13 review/information steps in the reimbursement process, we are currently at step 6.

Following the wildland deployment, we sent three employees to an all-hazards deployment. While I have all reimbursement materials ready to enter, we are waiting for the account activation to be approved. Once I can enter the information for the reimbursement, we will request a reimbursement of \$50,303.27.

The department has completed a total of 25 car seat installations this year.

5. 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 2025, and to authorize District counsel to publish the necessary 2025 Tax Rate setting notices
Scott Johnson moved, JoAnne Arosell seconded, a motion to appoint Harris County Tax Assessor/Collector to perform tax calculations for 2025 and to authorize District counsel to publish necessary 2025 Tax Rate setting notices. The motion passed 4-0.
6. 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.
JoAnne Arosell moved, Scott Johnson seconded, a motion to approve payment for Pay Application 2 in the amount of \$11,739.65. The motion passed 4-0.
7. 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, JoAnne Arosell seconded, a motion to approve payment for Pay Application 17 in the amount of \$130,228.25. The motion passed 4-0.
8. To review, discuss and take action regarding any needed repairs or improvements related to the operation of the District fire stations or equipment.
Postpone.
9. To approve the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251.
 - a. Kenwood TKR850 repeaters
Scott Johnson moved, Casey Estilette seconded, a motion to salvage the Kenwood TKR850 repeaters. The motion passed 4-0.
10. To review, discuss and approve upcoming Purchases.
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 \$1,243,110.92 in expenses for May 2025 plus estimated mid-month June 2025 expenses of \$696,628.65. 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 99.23% of budgeted collections. \$1,225,000.00 will be transferred to cover expenses for the ESD. The percentage of sales tax collections for 2025 is approximately 46% of the budgeted collections. A Year-end carryover at this point is \$15,703,984.36.
13. To review and approve the District's April 2025 Financial Statement.
JoAnne Arosell moved, Scott Johnson seconded, a motion to accept the Harris County E.S.D. No. 13 Financial Statements of April 2025 as presented. The motion passed 4-0.
14. To consider approval of the minutes from the meeting held on April 28, 2025.
JoAnne Arosell moved, Scott Johnson seconded, a motion to approve meeting minutes for April 28, 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.

The Purchasing Policy revisions are postponed.
The Colonial Short Term Disability policy through VFIS was postponed.
16. To review, discuss, and take action on any District matters that need to be included on the June 2025 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.
Postpone.
20. To review, discuss and take action on any litigation, real estate or personnel matters considered during closed session meetings.
Postpone.

21. Adjournment.

Vince Tobin moved, Scott Johnson seconded a motion to adjourn. The motion passed 4-0. The meeting was adjourned at 7:20p.m.

The meeting minutes were adopted on June 23rd, 2025 by a vote of 4 to 0.

Respectfully submitted,



Elizabeth Fletcher
Secretary



Vince Tobin
President