HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 13

11900 Cypress North Houston
Cypress, Texas 77429-5948
281 894-0151

MEETING MINUTES
June 22, 2026, 6:30 P.M.

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

Commissioner(s) absent: JoAnne Arosell – Asst. Secretary/Treasurer

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

The District will consider and act upon the following matters:

1. <u>Call meeting to order.</u>
Vince Tobin called the meeting to order at 6:30 p.m.

2. <u>Administer Oath of Office to elected commissioners.</u>
Ira Coveler administered the oath to the newly re-elected District Commissioners Scott Johnson and Elizabeth Fletcher.

3. <u>To receive public comment.</u>
None.

4. <u>To elect Board Officers.</u>
Vince Tobin moved, Scott Johnson seconded, a motion to keep the District officers the same: Vince Tobin – President, Casey Estilette – Vice President, Scott Johnson – Treasurer, Elizabeth Fletcher – Secretary. The <u>motion</u> passed 4-0.

5. <u>To receive any reports from Fire Chief Richard Lieder and take any necessary action related to his report.</u>
Year to date: 1419 incidents, 635 EMS, 91 out of district, 90th% response time 8m 57sec., Average response time 6m 26s.

   May 2026: 240 incidents, 116 EMS, 11 out of district, 90th% response time 8m 19sec., Average response time 6m 02s.

   Construction on the Maintenance building is complete minus punch list items.

   We have an ongoing process to fill our one open fire fighter position.

6. To receive any administrative reports from the District Staff.
The TDEM reimbursements for both February deployments are finalized. We will receive a deposit of $29,251.26 and $31,920.65 into our account soon. Our March deployment is at step 12 of 13, with an estimated total of $32,727.43.

We have received our 50th anniversary challenge coins, and the majority have been handed out to department members. We plan to offer extra coins for sale to our members and may order more if there is demand.

We are planning an event to celebrate our 50th anniversary. The date has not been finalized, but it will be in the 4th quarter of the year, likely October or November. This event will be held at Station 24 and will be open to department members and the public.

Preparing for meetings that fall earlier in the month than others makes it difficult to ensure they meet the same standards as all other monthly meetings. If we could plan to move the meeting date in months when the 4th Monday falls early in the month to a later date in the same week, there would be less stress on the administration team when preparing meetings.

The department has completed 28 car seat installations and 22 home safety consultations this year.

7. To receive, discuss, and approve the 2025 District audit.
Scott Johnson moved, Elizabeth Fletcher seconded, a motion to approve the 2025 audit as presented. The motion passed 4-0.

8. 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 15 in the amount of $18,892.62. The motion passed 4-0.

9. To review, discuss and take action regarding shared construction costs and payments made to Texas Emergency Communications Center related to the construction of a new dispatch center.
Postpone.

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.
Scott Johnson moved, Elizabeth Fletcher seconded, a motion to salvage old station recliners. The motion passed 3-0.

12. To review, discuss and approve upcoming Purchases.
    a. Replace COM 9, 11, 13, and 15 with updated radio repeaters.
    b. Cooler/Freezer purchase from Bush Refrigeration

c. Aquawing Ozone Injection System

Scott Johnson moved, Elizabeth Fletcher seconded, a motion to approve the purchase of replacing COM 9, 11, 13, and 15 with updated radio repeaters in the amount of $14,782.40. The motion passed 4-0.

Scott Johnson moved, Elizabeth Fletcher seconded, a motion to approve the purchase of a Cooler/Freezer purchase from Bush Refrigeration in the amount of $48,800.00. The motion passed 4-0.

Scott Johnson moved, Elizabeth Fletcher seconded, a motion to approve the purchase of Aquawing Ozone Injection System in the amount of $21,000.00. 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 $1,239,822.01 in expenses for June 2026 plus estimated mid-month July 2026 expenses of $788,434.29. 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 2026 property tax collections are approximately 98.56% of appraised collections. $1,200,000.00 will be transferred to cover expenses for the ESD. The percentage of sales tax collections for 2026 is approximately 55% of the budgeted collections. A Year-end carryover at this point is $14,526,619.61.

15. To review and approve the District's May 2026 Financial Statement.
Scott Johnson moved, Elizabeth Fletcher seconded, a motion to accept the Harris County E.S.D. No. 13 Financial Statements of May 2026 as presented. The motion passed 4-0.

16. To consider approval of the minutes from the meetings held on May 26, 2026.
Casey Estilette moved, Elizabeth Fletcher seconded, a motion to approve meeting minutes for May 26, 2026 as presented. The motion passed 4-0.

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

18. To review, discuss, and take action on any District matters that need to be included on the July 2026 meeting agenda.
One Commissioner will miss the July meeting.

19. 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.

20. <u>To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.</u>
Postpone.

21. <u>To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.</u>
Postpone.

22. <u>To review, discuss and take action on any litigation, real estate or personnel matters considered during closed session meetings.</u>
Postpone.

23. <u>Adjournment.</u>
Elizabeth Fletcher moved, Scott Johnson seconded a motion to adjourn. The motion passed 4-0. The meeting was adjourned at 8:10 p.m.

The meeting minutes were adopted on July 27th, 2026 by a vote of 3 to 0.

Respectfully submitted,

Elizabeth Fletcher
Secretary

Vince Tobin
President