

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

MEETING MINUTES
July 28, 2025, 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) David Manley (Legal Counsel)
Jason Blackman (Asst. Chief) Melissa Wiggins (Legal Counsel)
Angela Hazlegrove (Office Manager) Blake Hughes
Alexa Carrasco (Admin.Assist.) Jerry Broussard
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 6:32 p.m.
2. To receive public comment.
None.
3. To propose the District 2026 Budget.
Scott Johnson moved, Elizabeth Fletcher seconded to approve the proposed budget for 2026. The motion passed 4-0.
4. To propose the District 2025 Tax Rate.
Scott Johnson moved, Casey Estilette seconded a motion to select \$.10 tax rate for 2025. The motion passed 4-0.
5. To schedule a public hearing regarding the District's 2025 tax rate and the date of the meeting to adopt.
Scott Johnson moved, Elizabeth Fletcher seconded a motion to set the meeting for August 25, 2025 at 6:30 p.m. The motion passed 4-0.
6. To authorize District counsel to publish necessary 2025 Tax Rate setting notices.
Scott Johnson moved, Elizabeth Fletcher seconded a motion to authorize District counsel to publish necessary 2025 Tax Rate setting notices. The motion passed 4-0.

7. To review and take action on matters relating to an election being held on November 4, 2025:
- Approve an Order of Election under Texas Tax Code Section 26.07.
 - To review and take action to hold an election jointly with other jurisdictions.
 - To review and take action to contract with Harris County Elections Office for election services.
 - To consider and take action on such other Orders, Resolutions and related matters as required or appropriate to call for the District election.

Table.

8. To receive any reports from Fire Chief Richard Lieder and take any necessary action related to his report.

The average response time for June was 5:46, with a total of 217 calls dispatched.

We will begin testing the Starlink for vehicles.

The end of August we will perform the final inspection on the new pumper.

9. To receive any administrative reports from the District Staff.

Rudd and Wisdom had initially expected to have their report done in time for this month's meeting, but a couple of unexpected complications happened. We should have their report by the August meeting.

We have received our annual dividend from Texas Mutual for \$86,367.53, which is an increase over last year's dividend of \$64,950.24.

The reimbursement for our March 2025 wildland fire deployment is complete and has been approved for a total of \$56,012.24, which will be deposited into our account soon.

The reimbursement for our April 2025 all-hazards deployment is currently at step 9 of 13.

The reimbursement for our July 2025 all-hazards deployment has been initiated.

The department has completed a total of 35 car seat installations this year.

10. 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. Elizabeth Fletcher moved, Scott Johnson seconded, a motion to approve payment for Pay Application 4 in the amount of \$11,921.96. The motion passed 4-0.

11. 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.

12. To review, discuss and take action regarding any needed repairs or improvements related to the operation of the District fire stations or equipment.

Postpone.

13. To approve the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251.

- a. Broken Boat Motor
- b. Station 21 Generator
- c. Office desks and chair
- d. Miscellaneous electronics

Casey Estilette moved, Elizabeth Fletcher seconded, a motion to dispose of a Broken Boat Motor, Office Desk and Chair, Miscellaneous electronics and list Station 21 generator on auction site, donate Bullard Thermal Imagers. The motion passed 4-0.

14. To review, discuss and approve upcoming Purchases.

- a. Addition to Traffic Preemption

Casey Estilette moved, Scott Johnson seconded a motion to approve the purchase of an addition to the Traffic Preemption in the amount of \$16,008.28. The motion passed 4-0.

15. 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, Casey Estilette seconded, a motion to accept \$1,358,424.18 in expenses for July 2025 plus estimated mid-month August 2025 expenses of \$706,668.69. The motion passed 4-0.

16. 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 99.95% of budgeted collections. \$1,250,000.00 will be transferred to cover expenses for the ESD. The percentage of sales tax collections for 2025 is approximately 64% of the budgeted collections. A Year-end carryover at this point is \$15,971,145.21.

17. To review and approve the District's June 2025 Financial Statement.

Casey Estilette moved, Elizabeth Fletcher seconded, a motion to accept the Harris County E.S.D. No. 13 Financial Statements of June 2025 as presented. The motion passed 4-0.

18. To review, discuss and approve increasing the total credit card limit to \$92,000 to allow a \$7,000 increase on Deployment Card #1.

Casey Estilette moved, Scott Johnson seconded a motion to increase the department credit card to \$92,000 to allow a \$7,000 increase on Deployment Card #1. The motion passed 4-0.

19. To consider approval of the minutes from the meeting held on June 23, 2025.

Elizabeth Fletcher moved, Scott Johnson seconded, a motion to approve meeting minutes for June 23, 2025 as presented. The motion passed 4-0.

20. To review and discuss TCDRS study by Rudd & Wisdom.
Postpone

21. To review, discuss, and approve updates to the District and personnel matters and policies.
- a. Purchasing Policy revisions.
 - b. Retiree Benefits Policy revisions
 - c. Hiring and Promotional Process Procedure

Casey Estilette moved, Scott Johnson seconded, a motion to approve the Purchasing Policy revisions as presented. The motion passed 4-0.

Scott Johnson moved, Elizabeth seconded, a motion to approve the Retiree Benefits Policy revisions as presented. The motion passed 4-0.

The Hiring and Promotional Process Procedure Policy was Postponed.

22. To review, discuss, and take action on any District matters that need to be included on the August 2025 meeting agenda.
None

23. 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.

24. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
Postpone.

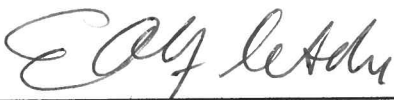
25. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.
The regular meeting adjourned to closed session to discuss personnel matters at 7:40 pm. Closed session ended and the regular meeting was re-opened at 7:46 pm.

26. To review, discuss and take action on any litigation, real estate or personnel matters considered during closed session meetings.
Postpone.

27. Adjournment.
Casey Estilette moved, Scott Johnson seconded a motion to adjourn. The motion passed 4-0. The meeting was adjourned at 7:46 p.m.

The meeting minutes were adopted on August 25th, 2025 by a vote of 3 to 0.

Respectfully submitted,



Elizabeth Fletcher
Secretary



Vince Tobin
President