

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

MEETING MINUTES
August 25, 2025, 6:30 P.M.

Commissioners present: Vince Tobin – President
Casey Estillette – Vice President
Scott Johnson – Treasurer

Commissioners absent: Elizabeth Fletcher – Secretary
JoAnne Arosell – Asst. Secretary/Treasurer

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

The District will consider and act upon the following matters:

1. Call meeting to order.
Vince Tobin called the meeting to order at 6:44 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 July was 5:50, with a total of 265 calls dispatched.

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

The Starlink is installed in the 2001 vehicle and initial testing has been very positive.

We are beginning the 2026 budget process.
4. To receive any administrative reports from the District Staff.
The social security study from Rudd and Wisdom is taking a little longer than they expected.
We do not have the report for this meeting.

The reimbursement for our March 2025 for a total of \$56,012.24 has been deposited into our account.

The reimbursement for our April 2025 all-hazards deployment has been split into 2 reimbursements due to equipment damage. The larger reimbursement is complete and approved for \$43,065.68 and should be in our account soon. The second, smaller reimbursement for the remainder is in step 10 of 13 and is currently set for an additional

\$1,591.99. Both reimbursements together should total \$44,657.67.

The reimbursement for our July 2025 all-hazards deployment has been submitted and is in step 9 of 13.

The department has completed a total of 39 car seat installations this year.

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

5. 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, Casey Estillette seconded, a motion to approve payment for Pay Application 5 in the amount of \$78,968.55. The motion passed 3-0.

6. 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.

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

8. To approve the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251.
a. Gear & voice amps
b. Engine 22

Casey Estillette moved, Scott Johnson seconded, a motion to donate or dispose of expired or unrepairable bunker gear and voice amps to Helping Hands. The motion passed 3-0.

Scott Johnson moved, Casey Estillette seconded, a motion to sell old Engine 22. The motion passed 3-0.

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, Casey Estillette seconded, a motion to accept \$1,637,424.98 in expenses for August 2025 plus estimated mid-month September 2025 expenses of \$1,042,728.74. The motion passed 3-0.

11. To review and approve the 2nd Quarter Investment Report.
Scott Johnson moved, Casey Estillette seconded, a motion to accept the 2nd Quarter Investment Report as presented. The motion passed 3-0.

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 99.93% of budgeted collections. \$1,600,000.00 will be transferred to cover

expenses for the ESD. The percentage of sales tax collections for 2025 is approximately 73% of the budgeted collections. A Year-end carryover at this point is \$16,285,157.51.

13. To review and approve the District's July 2025 Financial Statement.
Scott Johnson moved, Casey Estillette seconded, a motion to accept the Harris County E.S.D. No. 13 Financial Statements of July 2025 as presented. The motion passed 3-0.
14. To consider approval of the minutes from the meeting held on July 28, 2025.
Casey Estillette moved, Scott Johnson seconded, a motion to approve meeting minutes for July 28, 2025 as presented. The motion passed 3-0.
15. To review and discuss TCDRS study by Rudd & Wisdom.
Postpone
16. To review, discuss, and approve updates to the District and personnel matters and policies.
 - a. Hiring and Promotional Process Procedure update.
 - b. Suppression Pay and Leave Policy update.
 - c. Corrective and Disciplinary Action Policy update.
 - d. Hire 3 additional salaried Firefighters.

Casey Estillette moved, Scott Johnson seconded, a motion to approve the Hiring and Promotional Process Procedure update and Suppression Pay and Leave Policy update as presented. The motion passed 3-0.

The Corrective and Disciplinary Action Policy update was Postponed.

Scott Johnson moved, Casey Estillette seconded, a motion to approve to hire 3 additional salaried firefighters. The motion passed 3-0.

17. To review, discuss, and take action on any District matters that need to be included on the September 2025 meeting agenda.
The ESD Meeting Agenda needs to be posted 3 business days before the meeting.
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.
Postpone.
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.
Postpone.
21. To review, discuss and take action on any litigation, real estate or personnel matters considered during closed session meetings.
Postpone.

22. Adjournment.

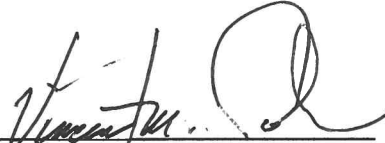
Scott Johnson moved, Casey Estilette seconded a motion to adjourn. The motion passed 3-0. The meeting was adjourned at 7:41 p.m.

The meeting minutes were adopted on September 22nd, 2025 by a vote of 4 to 0.

Respectfully submitted,



Elizabeth Fletcher
Secretary



Vince Tobin
President