

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

MEETING MINUTES
September 22, 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)
Angela Hazlegrove (Office Manager)
Alexa Carrasco (Admin.Assist.)
Lance Wilson (District Chief)
Ira Coveler (Legal Counsel)

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 August was 3:59, with a total of 278 calls dispatched.

The permit for the maintenance building at 24 has been issued.

ESD 11 will have a unit at Station 25, starting January 2026.

We have been working on education pay incentive program.

4. To receive any administrative reports from the District Staff.
The social security study from Rudd and Wisdom has completed a draft report.

We have received the A&S career rider refund of \$41,665.00.

The reimbursement for our April 2025 all-hazards deployment has been split into 2 reimbursements due to equipment damage. The second, smaller reimbursement for the remainder is completed and we are expecting the reimbursement of \$1,591.99 soon.

The reimbursement for our July 2025 all-hazards deployment has been submitted and is

in step 12 of 13.

The department has completed a total of 48 car seat installations this year.

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.
Casey Estilette moved, Elizabeth Fletcher seconded, a motion to approve payment for Pay Application 6 in the amount of \$313,568.95. The motion passed 4-0.
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.
Casey Estilette moved, Scott Johnson seconded, a motion to purchase high rise kits from Metro Fire in the amount of \$29,453.00. The motion passed 4-0.
8. To approve the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251.
 - a. Nordic Track RW200 Rower

Casey Estilette moved, Scott Johnson seconded, a motion to dispose of a Nordic Track RW200 Rower. The motion passed 4-0.

9. To review, discuss and approve upcoming Purchases.
 - a. Walk-in cooler for Hurricane food storage.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, Elizabeth Fletcher seconded, a motion to accept \$2,105,137.53 in expenses for September 2025 plus estimated mid-month October 2025 expenses of \$1,040,676.05. The motion passed 4-0.
11. 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 100.01% of budgeted collections. \$2,115,000.00 will be transferred to cover expenses for the ESD. The percentage of sales tax collections for 2025 is approximately 83% of the budgeted collections. A Year-end carryover at this point is \$15,350,440.23.
12. To review and approve the District's August 2025 Financial Statement.
Scott Johnson moved, Casey Estilette seconded, a motion to accept the Harris County E.S.D. No. 13 Financial Statements of August 2025 as presented. The motion passed 4-0.
13. To consider approval of the minutes from the meeting held on August 25, 2025.
Casey Estilette moved, Scott Johnson seconded, a motion to approve meeting minutes for August 25, 2025 as presented. The motion passed 4-0.

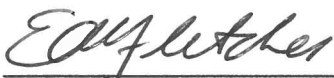
14. To review and discuss TCDRS study by Rudd & Wisdom.
Discussed the draft report.
15. To review, discuss, and approve updates to the District and personnel matters and policies.
 - a. Corrective and Disciplinary Action Policy update.
 - b. Military Leave Policy update.

Scott Johnson moved, Elizabeth Fletcher seconded, a motion to approve the Corrective and Disciplinary Action Policy update and Military Leave Policy update as presented. The motion passed 4-0.

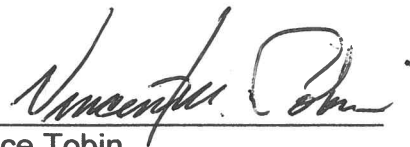
16. To review, discuss, and take action on any District matters that need to be included on the October 2025 meeting agenda.
Postpone.
17. To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or on 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.
Elizabeth Fletcher moved, Scott Johnson seconded a motion to adjourn. The motion passed 4-0. The meeting was adjourned at 7:12 p.m.

The meeting minutes were adopted on October 27th, 2025 by a vote of ____ to ____.

Respectfully submitted,



Elizabeth Fletcher
Secretary



Vince Tobin
President