

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

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

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

Others: Richard Lieder (Fire Chief) Ira Coveler (Legal Counsel)
Jason Blackman (Assist. Chief) Sebastian (Brookstone)
Alexa Carrasco (Admin.Assist.) Joby Copley (Joiner)
Jason Corthell (Training Chief) Gavin (Brookstone)
Lance Wilson (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 receive any reports from Fire Chief Richard Lieder and take any necessary action related to his report.
The average response time for September was 3:53, with a total of 197 calls dispatched.

Construction on the Maintenance building has been proceeding at a rapid pace.

Station 22 is now 100% complete.

The new pumper is in Houston at Siddons Martin.
4. To receive any administrative reports from the District Staff.
Safe-D 2026 will be held in San Antonio, TX January 29-31, 2026.

The department has completed a total of 61 car seat installations this year.
5. To discuss a revision of the 2026 budget.
The Chief informed the board of some changes to the 2026 budget that will be requested for approval in next month's meeting as a budget revision.

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, Elizabeth Fletcher seconded, a motion to approve payment for Pay Application 7 in the amount of \$676,568.95. The motion passed 5-0.

See additional detail in item #25.

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.
Casey Estilette moved, Scott Johnson seconded, a motion to approve payment for Pay Application 18 in the amount of \$53,308.00 and Pay Application 19 in the amount of \$42,820.75. The motion passed 5-0.

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. Modems

Casey Estilette moved, JoAnne Arosell seconded, a motion to dispose of Modems. The motion passed 5-0.

10. To review, discuss and approve upcoming Purchases.
a. Walk-in cooler for Hurricane food storage.
b. Cyber Security Insurance Policy
c. SCBA
d. SCBA Test
e. Radio Test
f. Yearly Personnel gift

Items A-C were postponed.

Casey Estilette moved, Scott Johnson seconded, a motion to approve the purchase of a SCBA Test in the amount of \$14,539.00, a Radio Test in the amount of \$6,083.40 and the Yearly Personnel gift in the amount of \$4,574.71. The motion passed 5-0.

11. To review, discuss and take action regarding the replacement and purchase of new Poll Pads for District elections.
Casey Estilette moved, JoAnne Arosell seconded. A motion to approve the purchase of a Poll Pad in the amount of \$405.00. The motion passed 5-0.

12. 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.
Casey Estilette moved, JoAnne Arosell seconded, a motion to accept \$2,250,811.22 in expenses for October 2025 plus estimated mid-month November 2025 expenses of \$714,347.08. The motion passed 5-0.

13. 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 100.07% of budgeted collections. \$1,900,000.00 will be transferred to cover expenses for the ESD. The percentage of sales tax collections for 2025 is approximately 92% of the budgeted collections. A Year-end carryover at this point is \$14,966,108.49.
14. To review and approve the District's September 2025 Financial Statement.
Scott Johnson moved, Elizabeth Fletcher seconded, a motion to accept the Harris County E.S.D. No. 13 Financial Statements of September 2025 as presented. The motion passed 5-0.
15. To review, discuss, and approve the Quarterly Investment Report.
JoAnne Arosell moved, Elizabeth Fletcher seconded, a motion to accept the Quarterly Investment Report as presented. The motion passed 5-0.
16. To consider approval of the minutes from the meeting held on September 22, 2025.
Casey Estilette moved, Elizabeth Fletcher seconded, a motion to approve meeting minutes for September 22, 2025 as presented. The motion passed 5-0.
17. To review and discuss TCDRS study by Rudd & Wisdom.
Postpone.
18. To discuss and approve authorizing Breedlove to perform our annual 2025 audit.
Casey Estilette moved, Scott Johnson seconded, a motion to approve Breedlove & Co to perform the District's 2025 audit. The motion passed 5-0.
19. To review, discuss and take action regarding tax matters related to District real estate.
Postpone.
20. To review, discuss, and approve updates to the District and personnel matters and policies.
 - a. Travel Reimbursement Policy.

Scott Johnson moved, JoAnne Arosell seconded, a motion to approve the Travel Reimbursement Policy as presented. The motion passed 5-0.
21. To review, discuss, and take action on any District matters that need to be included on the November 2025 meeting agenda.
One Commissioner will miss the November meeting.
22. 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.
The regular meeting adjourned to closed session to consult with legal counsel at 8:23 pm. Closed session ended and the regular meeting was re-opened at 9:08 pm.

23. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
Postpone.
24. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.
Postpone.
25. To review, discuss and take action on any litigation, real estate or personnel matters considered during closed session meetings.
Following closed session, the Board reopened item 6 on the District's agenda.

Casey Estilette made a motion to reject the Change Order request from Brookstone Construction and to offer the following to Brookstone Construction related to the change order.

The District will NOT pay any amounts towards the "additional time" expended by the Project Manager; The District will pay \$ 34,650.00 for the "additional time" expended by the Project Superintendent; The District will pay \$7,860 in additional hard costs as listed in the change order; The District will NOT pay any Mark-Up Fee to Brookstone Construction.

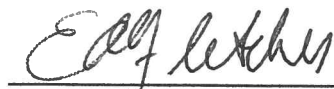
Casey Estilette concluded his motion by stating that the Board could reconsider unpaid amounts related to this change order at the end of the Project.

President Tobin called for a vote and the motion passed by a vote of 4 to 1. Scott Johnson voted against the motion and expressed that nothing additional was owed or should be paid to Brookstone Construction. He strongly disagreed with the request from Brookstone Construction and believed that it was improper to make this request of the Board. The motion passed 4-1.

26. Adjournment.
Vince Tobin moved, Casey Estilette seconded a motion to adjourn. The motion passed 5-0. The meeting was adjourned at 9:09 p.m.

The meeting minutes were adopted on November 24th, 2025 by a vote of 4 to 0.

Respectfully submitted,



Elizabeth Fletcher
Secretary



Vince Tobin
President