

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

MEETING MINUTES
November 24, 2025, 6:30 P.M.

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

Commissioners Absent: Casey Estilette – Vice President

Others: Richard Lieder (Fire Chief) Ira Coveler (Legal Counsel)
Jason Blackman (Assist. Chief) Jason Corthell (Training Chief)
Angela Hazlegrove (Office Manager) Jack Johnson (District Chief)
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 6:31 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 October was 4:02, with a total of 270 calls dispatched.

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

2026 Budget is complete.

We should have the new pumper in our hands by December.

4. To receive any administrative reports from the District Staff.
Open enrollment for the flex spending medical and dependent plans will begin on December 1st for the 2026 calendar year.

I have visited with B and C shift for my quarterly station visits. I plan to see A shift on December 4th.

The department is participating in another Angle Tree program this year with local in-district schools. Last year, the Angel Tree was very successful, and we received excellent feedback about the program.

The department has completed a total of 69 car seat installations this year.

5. To review, discuss and take action regarding the District's 2026 budget.
Scott Johnson moved, Elizabeth Fletcher seconded, a motion to approve the 2026 budget update as presented. The motion passed 4-0.
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.
Scott Johnson moved, Elizabeth Fletcher seconded, a motion to approve payment for Pay Application 8 in the amount of \$1,053,056.99. The motion passed 4-0.
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.
Table.
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. Engine 22

JoAnne Arosell moved, Scott Johnson seconded, a motion to approve the sale of Engine 22 in the amount of \$425,000.00. The motion passed 4-0.
10. To review, discuss and approve upcoming Purchases.
 - a. Gear cleaning equipment.

Casey Estilette moved, Scott Johnson seconded, a motion to approve the purchase of Gear cleaning equipment in the amount of \$36,492.00. The motion passed 4-0.
11. To review, discuss and take action regarding the purchase of warranties for equipment related to District elections.
Scott Johnson moved, JoAnne Arosell seconded. A motion to approve the purchase of warranties for equipment related to District elections not to exceed the amount of \$1,580.00. The motion passed 4-0.
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.
Scott Johnson moved, Elizabeth Fletcher seconded, a motion to accept \$2,104,257.49 in expenses for November 2025 plus estimated mid-month December 2025 expenses of \$718,884.56. The motion passed 4-0.
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 98.7% of appraised collections. \$2,100,000.00 will be transferred to cover expenses for the ESD. The percentage of sales tax collections for 2025 is approximately 101% of the budgeted collections. A Year-end carryover at this point is \$14,530,406.07.

14. To review and approve the District's October 2025 Financial Statement.
JoAnne Arosell moved, Scott Johnson seconded, a motion to accept the Harris County E.S.D. No. 13 Financial Statements of October 2025 as presented. The motion passed 4-0.

15. To review and take action on the ratification of a continuing Contract with a private law firm pursuant to §6.30 of the Tax Code for the collection of delinquent District ad valorem property taxes and providing for the payment of up to 20% of the delinquent taxes, penalties, and interest which are collected by the attorney under said Contract.
Action Items 15, 16, 17, 18 discussed and a collective motion was made.

Scott Johnson moved, Elizabeth Fletcher seconded, a motion to accept the continuance of the contract with a private law firm to collect delinquent taxes and adopt the Resolution as presented. The motion passed 4-0.

16. To discuss and take action on the imposition of additional penalty on delinquent taxes pursuant to §33.07 of the Tax Code and adoption of a Resolution regarding same for taxes.

17. To discuss and take action on the imposition of additional penalty on delinquent taxes to defray costs of collection by the District's delinquent tax attorney, pursuant to §33.08 of the Tax Code and adoption of a Resolution regarding same.

18. To discuss and take action on the imposition of early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to §33.11 of the Tax Code and adoption of a Resolution regarding same

19. To consider approval of the minutes from the meeting held on October 27, 2025.
Scott Johnson moved, Elizabeth Fletcher seconded, a motion to approve meeting minutes for October 27, 2025 as presented. The motion passed 4-0.

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

21. To review, discuss, and approve updates to the District and personnel matters and policies.
a. Benefit Policy update
b. Pay and Leave Policy updates

Scott Johnson moved, Elizabeth Fletcher seconded, a motion to approve the Benefit Policy update and the Pay and Leave Policy updates as presented. The motion passed 4-0.

22. To review, discuss, and take action on any District matters that need to be included on the December 2025 meeting agenda.
Postpone.

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.

The regular meeting adjourned to closed session to consult with legal counsel at 7:31 pm. Closed session ended and the regular meeting was re-opened at 9:08 pm.

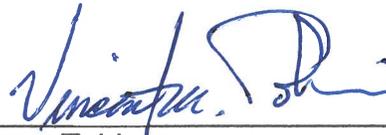
24. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
Postpone.
25. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.
During closed session for legal counsel, the board also discussed personnel matters.
26. To review, discuss and take action on any litigation, real estate or personnel matters considered during closed session meetings.
Postpone.
27. Adjournment.
Scott Johnson moved, JoAnne Arosell seconded a motion to adjourn. The motion passed 4-0. The meeting was adjourned at 7:57 p.m.

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

Respectfully submitted,



Elizabeth Fletcher
Secretary



Vince Tobin
President