

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

**MEETING MINUTES**  
**December 22, 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)                      Will McDugle (District Chief)  
Angela Hazlegrove (Office Manager)                      Anthony Carrasco (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 6:33 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 November was 5:26, with a total of 237 calls dispatched.

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

ESD11 should be moving a medic unit into Station 25 in January 2026.

The new pumper is at Station 22. We do not have an in-service ETA.

4. To receive any administrative reports from the District Staff.  
All flex spending enrollments have been completed and submitted to our broker.

The adjusted budget approved in the November meeting has been entered into QuickBooks for 2026.

All station visits have been completed. A lot of information was shared, and construction conversations were held.

The TDEM reimbursement for the October all-hazards deployment has been submitted. We expect to receive around \$30,143.90.

The department has completed 72 car seat installations and 14 home safety inspections 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. Scott Johnson moved, JoAnne Arosell seconded, a motion to approve payment for Pay Application 9 in the amount of \$463,543.49. The motion passed 4-0.
6. To review, discuss, and take action on the lease agreement between HCESD#11 and HCESD#13. JoAnne Arosell moved, Scott Johnson seconded, a motion to approve the agreement with HCESD#11 that has been reviewed and approved by legal counsel. The motion passed 4-0.
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. Postpone.
9. To review, discuss and approve upcoming Purchases.
  - a. Gear Extractors  
  
Scott Johnson moved, Elizabeth Fletcher seconded, a motion to approve the purchase of Gear Extractors in the amount of \$52,119.38. The motion passed 4-0.
10. To review, discuss, and approve the addition of Cowbell Cyber Security insurance. JoAnne Arosell moved, Elizabeth Fletcher seconded. A motion to approve the purchase of Cowbell Cyber Security insurance. The motion passed 4-0.
11. 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 \$1,718,481.82 in expenses for December 2025 plus estimated mid-month January 2026 expenses of \$781,676.45. The motion passed 4-0.
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 98.7% of appraised collections. \$1,750,000.00 will be transferred to cover expenses for the ESD. The percentage of sales tax collections for 2025 is approximately 112% of the budgeted collections. A Year-end carryover at this point is \$14,225,329.07.
13. To review and approve the District's November 2025 Financial Statement. Scott Johnson moved, Elizabeth Fletcher seconded, a motion to accept the Harris County E.S.D. No. 13 Financial Statements of November 2025 as presented. The motion passed 4-0.

14. To consider approval of the minutes from the meeting held on November 24, 2025.  
Scott Johnson moved, JoAnne Arosell seconded, a motion to approve meeting minutes for November 24, 2025 as presented. The motion passed 4-0.
15. To review, discuss, and approve using Texas Mutual as the District's 2026 workers' compensation insurance provider.  
JoAnne Arosell moved, Scott Johnson seconded, a motion to approve using Texas Mutual as the District's 2026 workers' compensation insurance provider. The motion passed 4-0.
16. To review and discuss TCDRS study by Rudd & Wisdom.  
Postpone.
17. To review and discuss re-issuing authorization to HDL Companies to obtain information on behalf of the District from the Texas Comptroller of Public Accounts.  
Scott Johnson moved, JoAnne Arosell seconded, a motion to approve the renewal of Authorization Agreement with HDL for our sales tax collections. The motion passed 4-0.
18. To review, discuss, and approve updates to the District and personnel matters and policies.
  - a. Suppression Pay and Leave
  - b. Admin 2026 holiday calendar

Scott Johnson moved, Elizabeth Fletcher seconded, a motion to approve the Suppression Pay and Leave policy as presented. The motion passed 4-0.

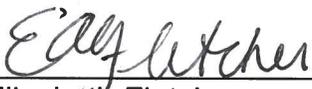
Scott Johnson moved, Elizabeth Fletcher seconded, a motion to approve the Admin 2026 holiday calendar as presented. The motion passed 4-0.

Scott Johnson moved, Elizabeth Fletcher seconded, a motion to move the May ESD Meeting on 05/26/2026. The motion passed 4-0.
19. To review, discuss, and take action on any District matters that need to be included on the January 2026 meeting agenda.  
Postpone.
20. 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.
21. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.  
Postpone.
22. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.  
Postpone.

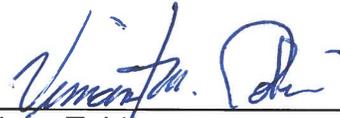
23. To meet in Closed Session pursuant to Government Code §551.089 to deliberate regarding security assessments or deployments relating to information resources technology, network security information, or the deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices.  
Postpone.
24. To review, discuss and take action on an engagement to receive governmental affairs services from Coveler & Peeler, P.C., and their related contractors.  
JoAnne Arosell, Elizabeth Fletcher seconded, a motion to approve to engage to receive governmental affairs services from Coveler & Peeler, P.C., and their related contractors in the amount of \$55,000.00. The motion passed 4-0.
25. To review, discuss and take action on any litigation, real estate or personnel matters considered during closed session meetings.  
Postpone.
26. Adjournment.  
Scott Johnson moved, JoAnne Arosell seconded a motion to adjourn. The motion passed 4-0. The meeting was adjourned at 7:34 p.m.

The meeting minutes were adopted on January 26<sup>th</sup>, 2025 by a vote of 4 to 0.

Respectfully submitted,



Elizabeth Fletcher  
Secretary



Vince Tobin  
President