

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 21
Minutes of the Meeting Held on February 3, 2026

LOCATION: Fire Station No. 3, 19720 Becker Road, Hockley Texas 77447

COMMISSIONERS PRESENT

James Oswalt
Nolan Butterfras
Naomi Kleb
Hardy LeBlanc

OTHERS IN ATTENDANCE

Jason DeVries, District's Fire Chief
Jason Kwas, District's Assistant Chief
Lori Grogg, Office Manager
Scott Webb, District Chief
David Slattery, Slattery Tackett Architects
Randall F. Parr, District Bookkeeper
Lisa Covington, District Bookkeeper
Krystine Ramon of Coveler & Peeler, P.C., District's Legal Counsel
Members of HCESD 21

- 1) Call meeting order. The meeting was called to order by Commissioner Oswalt at 8:33 a.m. James Oswalt, Naomi Kleb, Nolan Butterfras and Hardy LeBlanc were present and a quorum was established.
- 2) To receive public comment. There were no public comments given.
- 3) To elect Board Officers. Commissioner Kleb made a motion to approve keeping the Board Officers the same, with James "Jim" Oswalt as the President, Nolan Butterfras as Vice-President, Naomi Kleb as Treasurer, David Flower as Secretary and Hardy LeBlanc as Assistant Treasurer/Secretary. The motion was seconded by Commissioner LeBlanc. The motion passed 4 to 0.
- 4) To review and discuss annual conflicts of interest requirements under Local Government Code §176.003 (Conflicts Disclosure Statement Required) and §171.004 (Affidavit And Abstention From Voting Required). Legal Counsel Krystine Ramon presented to the Board that under the Local Government Code any Commissioners who have a conflict needs to complete a conflict disclosure statement and affidavit. Commissioner Butterfras and Commissioner LeBlanc stated they have annual conflicts and completed the Disclosure Statement and Affidavit. No action was taken.
- 5) To review and discuss access to personal information under the Public Information Act, including review of sections 552.024, 552.117 and 552.11175. Legal counsel Krystine Ramon presented to the Board that per sections 552.024, 552.117 and 552.11175 as elected officials they are entitled to certain information being withheld from the public. No action was taken.

- 6) To approve the minutes of prior minutes. Commissioner Kleb made a motion to approve the January 13, 2026 meeting minutes. The motion was seconded by Commissioner LeBlanc. The motion passed 4 to 0.
- 7) To review, discuss and take action on the District's Investment Policy. Legal counsel advised that there have been no substantive changes, either to legislation or policy; therefore, no alterations were recommended to change the District's Investment Policy. The Board acknowledged the statutory requirement for periodic adoption of the investment policy. Commissioner Kleb made a motion to approve the continued use of the District's Investment Policy. The motion was seconded by Commissioner LeBlanc. The motion passed by a vote of 4 to 0.
- 8) To receive and approve the financial report from District Bookkeeper, including approval of District expenses and bills. Mr. Parr presented the monthly financial report to the Board. Mr. Parr went over the District's cash balances and budget versus actuals. Mr. Parr went over investments, the separation of maintenance and operations and debt. Mr. Parr also presented the District's sales tax for the month. Commissioner Kleb made a motion to approve the financial report as presented and approve the listed expenses including bills. The motion was seconded by Commissioner LeBlanc. The motion passed by a vote of 4 to 0. For more detailed information concerning the District's financial condition, see the financial reports on file with the District.
- 9) To review and take any necessary action on amendments to District 2026 Budget. Randy Parr presented a budget amendment proposal to reflect the loan that wasn't taken out for the Administration Building and reflect the new loan taken out in 2026 for Station 52. Commissioner Klen made a motion to approve the amendment to the 2026 budget as presented. The motion was seconded by Commissioner LeBlanc. The motion passed by a vote of 4 to 0. For a more detailed report, please see the amendment on file with the District.
- 10) To receive a report concerning real estate and/or property acquisitions and to take action on same. Merrill Willgrubs presented to the Board that the Mueschke property has been listed and that he has had some inquiries about the property. No action was taken.
- 11) To review, discuss and take action on matters related to Station 3 on Becker Road. No action was taken.
- 12) To review, discuss and take action on matters related to construction, renovation, repair, maintenance and improvements to District facilities and real property, including engagement of design professionals or engineering services, selection of builders/contractors and cooperation with other county entities regarding the development of stations, including action on construction financing. No action was taken.

- 13) To review, discuss and take action on FRO Agreement with Medical Director. Commissioner Kleb made a motion to approve the FRO Agreement with Harris ESD No. 3 and Dr. Jay Kovar. The motion was seconded by Commissioner LeBlanc. The motion was seconded by a vote of 4 to 0.
- 14) To receive an operations report from Fire Chief Jason DeVries and take any necessary action related to his report. Chief DeVries presented to the Board that for the month of January, there were one hundred and twelve (112) calls, with five (5) mutual aids and seven (7) mutual aids given. Station 51 had the most runs. Chief informed the Board that he along with Assistant Chief Talley, Assistant Chief Kwas, District Chief Scott Webb and Office Manager Lori Grogg attended the SAFE-D conference in San Antonio. The District is preparing for training at Station 2 for all shifts. No action was taken.
- 15) To review and act to approve the purchase, funding, financing and payment for capital assets, including construction, vehicles, fire-fighting apparatus and equipment and for non-capital items and expenses. Chief DeVries presented a proposal from Herring Services for three thousand five hundred (\$3,500) to install two (2) overhead lights at Station 51. Commissioner Kleb made a motion to approve the proposal from Herring Services for three thousand five hundred (\$3,500) to install two (2) overhead lights at Station 51. The motion was seconded by Commissioner LeBlanc. The motion passed by a vote of 4 to 0.
- 16) To review, discuss and take action for the sale or disposal of obsolete surplus and/or salvage property pursuant to Texas Health and Safety Code §775.0735. No action was taken.
- 17) To meet in Closed Session under Government Code Section 551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or matters which require confidentiality under Disciplinary Rules of Professional Conduct of the State Bar of Texas. The Board went into closed session at 9:20 a.m. and came out of closed session at 10:34 a.m.
- 18) To meet in Closed Session pursuant to Government Code Section 551.072 to deliberate regarding real estate matters. The Board went into closed session at 9:20 a.m. and came out of closed session at 10:34 a.m.
- 19) To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters. The Board went into closed session at 9:20 a.m. and came out of closed session at 10:34 a.m.
- 20) To review, discuss and take action regarding any real estate matters. Commissioner Kleb made a motion to approve purchasing the property off Hopfe Road and authorize Commissioner LeBlanc to negotiate a price on behalf of the board as discussed in closed session. The motion was seconded by Commissioner LeBlanc. The motion passed 4 to 0.
- 21) To review and act on personnel matters, including policies, scheduling, evaluations, benefits, compensation, hiring, retention or termination of District employees, including District Fire Chief, command staff, administrative staff, and suppression personnel. Commissioner Kleb made a motion to

approve the re-posting of the Division Chief. The motion was seconded by Commissioner LeBlanc. The motion passed 4 to 0. Commissioner Kleb made a motion to approve the employment agreement with Assistant Chief Jason Kwas. The motion was seconded by Commissioner LeBlanc. The motion passed 4 to 0.

22) To set meeting date for March 2026. The Board confirmed the next regular meeting will be March 10, 2026 at 8:30 a.m.

23) Adjournment. Commissioner Kleb made a motion to adjourn the meeting. The motion was seconded by Commissioner LeBlanc. The motion passed by a vote of 4 to 0.

The meeting adjourned at 10:38 a.m.