

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 21
Minutes of the Meeting Held on February 11, 2025

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

COMMISSIONERS PRESENT

Jim Oswalt
Nolan Butterfras
David Flower
Naomi Kleb
Hardy LeBlanc

OTHERS IN ATTENDANCE

Jason DeVries, District's Fire Chief
Christopher Reyes, District's Assistant Fire Chief
Dave Ferguson, EMS Chief of HCESD 3
Jenni Talley, the District's Chief of Administration
Lori Grogg, Office Manager
Scott Webb, District Chief -Safety
Randall F. Parr, District Bookkeeper
Krystine Ramon of Coveler & Peeler, P.C., District's Legal Counsel
David Slattery, Slattery Tackett Architects
Members of HCESD 21

- 1) Call meeting order. The meeting was called to order by Commissioner Oswalt at 8:30am. Jim Oswalt, Nolan Butterfras, David Flower, Naomi Kleb and Hardy LeBlanc were all present and a quorum was established.
- 2) To receive public comment. None were given.
- 3) To approve the minutes of prior meeting(s). Legal Counsel Krystine Ramon presented the regular meeting minutes for January 14, 2025 and the special meeting minutes for January 27, 2025. Commissioner Kleb made a motion to approve the January 14, 2025 regular meeting minutes and the January 27, 2025 special meeting minutes. The motion was seconded by Commissioner LeBlanc. The motion passed by a vote of 5 to 0.
- 4) To receive and approve the financial report from District Bookkeeper, including review and 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 stated that property tax income has continued to be deposited into the District's account. Mr. Parr also presented the District's sales tax for the month. Commissioner Kleb made a motion to approve the financial report as presented. The motion was seconded by Commissioner LeBlanc. The motion passed by a vote of 5 to 0. For more

detailed information concerning the District's financial condition, see the financial reports on file with the District. Commissioner Kleb made a motion to approve the listed expenses including bills. The motion was seconded by Commissioner LeBlanc. The motion passed by a vote of 5 to 0.

- 5) To review and take any necessary action on amendments to District 2025 Budget. There were no amendments at this time. No action was taken.
- 6) To receive a report from realtor concerning real estate and to take action on same. Legal Counsel Krystine Ramon presented to the Board documents of a ROW expansion on property 2920 Rosewood Trail from the previous owner. No action was taken.
- 7) To receive a report from the construction committee, BRW Architects and/or LDF Construction related to Station 3 on Becker Road and take any necessary action regarding the same. No action was taken.
- 8) 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. David Slattery presented to the Board an update on Station 54. Mr. Slattery informed the Board the permits are being reviewed by Harris County for Station 54 and that he has met with the contractors for this project. Regarding Station 51, the bids have been posted. The pre-proposal conference will be held on February 19, 2025, with the bids being due on March 5, 2025 and the contract being awarded at the April District meeting. No action was taken.
- 9) To receive an operations report from Fire Chief Jason DeVries and take any necessary action related to his report. Assistant Chief Reyes reported that the average response time out was one minute and nineteen seconds (1:19) and the average travel time was six minutes and forty seconds (6:40). Assistant Chief Reyes informed the Board that the Ice event was not as bad as expected. There were fifty five percent (55%) fire calls and forty five percent (45%) EMS calls. Chief DeVries informed the Board that the FRO approved physicals for the District will begin in March of 2025. Chief stated that the District is currently working on a feasibility study for best placement of a tower for radios. No action was taken.
- 10) 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. Chief DeVries presented to the Board hoses of various sizes to designate as salvage. Commissioner Kleb made a motion to designate the hoses of various sizes as salvage. Commissioner LeBlanc seconded the motion. The motion passed 5 to 0.
- 11) 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 item expenses. Chief DeVries presented to the Board a proposal to purchase a 2025 F-150 staff vehicle for the Chief. Chief

DeVries informed the Board the vehicle has been budgeted for. The proposal was in the amount of fifty-seven thousand, one hundred and forty dollars (\$57,140), however it did not include a radio, lighting, striping or graphics. The proposal was through a cooperative purchasing program. Chief DeVries asked for approval of up to one hundred thousand (\$100,000) to purchase the staff vehicle and outfit the vehicle. Commissioner Kleb made a motion to approve up to one hundred thousand (\$100,000) to purchase the staff vehicle for the Chief and outfit the vehicle. The motion was seconded by Commissioner LeBlanc. The motion passed 5 to 0.

- 12) 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 did not go into closed session.
 - 13) To meet in Closed Session pursuant to Government Code Section 551.072 to deliberate regarding real estate matters. The Board did not go into closed session.
 - 14) To meet in Closed Session pursuant to Government Code Section 551.074 to discuss District personnel. The Board did not go into closed session.
 - 15) To review, discuss and take action regarding any real estate matters. No action was taken.
 - 16) To review, discuss and take action regarding personnel. No action was taken.
 - 17) To set meeting date for December 2024. The next regular meeting is scheduled for March 11, 2025 at 8:30am.
 - 18) Adjournment. Commissioner Kleb made a motion to adjourn the meeting. The motion was seconded by Commissioner LeBlanc. The motion passed by a vote of 5 to 0.
- The meeting adjourned at 9:50am.