

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 21**  
**Minutes of the Meeting Held on March 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  
Christy Graves, Assistant EMS Chief of HCESD 3  
Jenni Talley, the District's Chief of Administration  
Lori Grogg, Office Manager  
Randall F. Parr, District Bookkeeper  
Angela Zacharias, HR  
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 8:31am. 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 February 11, 2025. Commissioner Kleb made a motion to approve the February 11, 2025 regular 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 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 review and take action on granting exemptions. Legal counsel presented to the Board that each year the District can grant tax exemptions for homestead, over 65 and disability. Commissioner Kleb made a motion to approve a five thousand dollars (\$5,000) tax exemption for over 65 and a five thousand dollars (\$5,000) tax exemption for disability for the year 2025. The motion was seconded by Commissioner LeBlanc. The motion passed by a vote of 5 to 0.
- 7) To review, discuss and take action on the District's Investment Policy. Legal counsel Krystine Ramon presented to the Board that each year the Board is required to adopt an Investment Policy and appoint an Investment Officer. Ms. Ramon stated that the District has had a policy since 2020. Commissioner Kleb made a motion to approve the continued use of the 2020 Investment Policy and appoint Board Treasurer Naomi Kleb as the District's Investment Policy. The motion was seconded by Commissioner LeBlanc. The motion passed by a vote of 5 to 0.
- 8) To receive a report concerning real estate and/or property acquisitions and to take action on the same. No action was taken.
- 9) 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. Chief DeVries presented to the Board that during the freeze, the pump at Station 3 broke because of a programming issue. LDF, BRW and APEX were contacted regarding the broken pump. Legal is working on getting this replaced with LDF, however LDF has failed to respond to Legal's requests. Chief DeVries asked the Board to approve engaging American Fire System to fix the pump for up to fifteen thousand dollars (\$15,000). Commissioner Kleb made a motion to approve engaging American Fire System to fix the pump for up to fifteen thousand dollars (\$15,000). The motion was seconded by Commissioner LeBlanc. The motion passed by a vote of 5 to 0. David Slattery with Slattery Tackett informed the Board that he is working with Civil Engineering to evaluate the trench at Station 3.
- 10) 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 the programming phase for Station 56. Mr. Slattery presented to the Board the Budget and Benchmark for the Station at fourteen million dollars (14,000,000). The Board discussed their finances with the District's Bookkeeper. Mr. Parr informed the Board that eight million dollars

(\$8,000,000) was budgeted for Station 56 and that he would need to run numbers to see if it was within budget. The Board decided by general consent to table the Station 56 item at this time. Regarding Station 51, Mr. Slattery informed the Board that three (3) proposals were received for a Construction Manager at Risk (CMAR). Mr. Slattery began the evaluation process for the CMAR process through the selection criteria and matrix. Mr. Slattery also informed the Board that he is working with the Harris County Fire Marshall's Office. Regarding Station 54, Chief DeVries informed the Board that four (4) bids were sent out to contractors for repairs to Station 54 and received two (2) back. Chief DeVries informed the Board that seventy-five thousand dollars (\$75,000) was budget for repairs to Station 54, however, based on the bids received, the project is anticipated to be a hundred thousand dollars (\$100,000). Chief DeVries asked the Board to approve the proposal from Construction Corporation to make repairs to Station 54 and approve an additional twenty-five thousand dollars (\$25,000) for repairs to Station 54. Commissioner Kleb made a motion to approve the proposal from Construction Corporation for repairs to Station 54. The motion was seconded by Commissioner LeBlanc. The motion passed by a vote of 5 to 0. Commissioner Kleb made a motion to approve an additional twenty-five thousand dollars (\$25,000) to be used for repairs to Station 54. The motion was seconded by Commissioner LeBlanc. The motion passed by a vote of 5 to 0.

- 11) 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 fifteen seconds (1:15). Assistant Chief Reyes informed the Board that there were ninety-seven (97) calls for the month of February. There were three (3) mutual aids for the month of February. There were fifty two percent (52%) fire calls and forty eight percent (48%) EMS calls. District's Chief of Administration Jenni Talley informed the Board she met with Tom Newby from VFIS and discussed a Burn Policy for the District, that pays out based on injury. The Burn Policy for the year for thirty (30) employees would be five thousand eight hundred and forty dollars and forty cents (\$5,840.40). Commissioner Kleb made a motion to approve the Burn Policy. The motion was seconded by Commissioner LeBlanc. The motion passed 5 to 0. Chief DeVries informed the Board that Tower 53 has arrived. Physicals for employees will begin this month. Tender 51 should be ready in a few weeks. Two (2) captains from the District will be attending FDIC. Chief DeVries met with the City of Tomball Fire Chief to discuss helping with coverage while Station 1 is down.
- 12) 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.
- 13) 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. Legal Counsel Krystine Ramon presented to the Board that she sent out nine (9) RFPs for three apparatuses

and received four (4) back. Legal counsel presented the bids from US Bank, Trustmark Bank, Community Leasing and Leasing 2. Ms. Ramon presented that the lowest bid was from US Bank. The Board discussed the different loan proposals. Commissioner Flower made a motion to approve the loan proposal from US Bank for a seven (7) year semi-annual payment. The motion was seconded by Commissioner LeBlanc. The motion passed 5 to 0.

- 14) 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 11:32am and came out of closed session at 12:09pm.
- 15) 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 11:32am and came out of closed session at 12:09pm.
- 16) To meet in Closed Session pursuant to Government Code Section 551.074 to discuss District personnel. The Board did not go into closed session.
- 17) To review, discuss and take action regarding TxDOT ROW for 19000 FM 2920 and 22323 Rosewood Trail. Legal counsel Krystine Ramon presented to the Board an agreement from TxDOT to purchase a portion of land at 19000 FM 2920 and 22323 Rosewood Trail. Commissioner Kleb made a motion to approve the agreement between the District and TxDOT for 19000 FM 2920 and 22323 Rosewood Trail and authorize the Board President to sign the agreement and closing documents as needed. The motion was seconded by Commissioner Hardy. The motion passed 5 to 0.
- 18) To review, discuss and take action regarding any real estate matters. No action was taken.
- 19) To review, discuss and take action regarding personnel. No action was taken.
- 20) To set meeting date for April 2025. The next regular meeting is scheduled for April 10, 2025 at 1:00pm.
- 21) 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 12:17pm.