

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 21
Minutes of the Meeting Held on April 10, 2025

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

COMMISSIONERS PRESENT

James Oswalt

Nolan Butterfras – left at 3:00pm

David Flower

Naomi Kleb

Hardy LeBlanc

OTHERS IN ATTENDANCE

Jason DeVries, District's Fire Chief

Christopher Reyes, District's Assistant Fire Chief

Lori Grogg, Office Manager

Scott Webb – District Chief

David Slattery, Slattery Tackett Architects

Randall F. Parr, District Bookkeeper

Angela Zacharias, HR

Krystine Ramon of Coveler & Peeler, P.C., District's Legal Counsel

John Peeler 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 1:04 p.m. James Oswalt, Nolan Butterfras, David Flower, Naomi Kleb and Hardy LeBlanc were all present and a quorum was established.
- 2) To receive public comment. Emily Ponte from the Dennis Holder Scholarship said thank you to the Board for their partnership. Harold McDonald introduced himself to the Board and said over five million dollars (\$5,000,000) has been awarded in scholarships.
- 3) To approve the Minutes of prior meeting(s). Commissioner Kleb made a motion to approve the meeting minutes from March 11, 2025. 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 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.
- 6) To receive a report concerning real estate and/or property acquisitions and to take action on same. No action was taken.
- 7) To review, discuss and take action on matters related to Station 3 on Becker Road. Chief DeVries informed the Board that the pump has been replaced. There was a water leak in the building that caused mold. Chief is having someone come out to evaluate the cause and damage. Chief informed the Board that Station 54 is being worked on. 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 that since the last meeting they re-evaluated Station 51. Mr. Slattery presented to the Board that for the Station 51 project Mr. Slattery received three (3) bids back, however he recommended to the Board to scrap the original project and authorize a new scope of work to put the Station back together based on discussion from the last Board meeting. Commissioner Kleb made a motion to scrap the original project for Station 51, reject all bids for Station 51, approve the new scope of work to put Station 51 back together and go out for new bids for the new scope of work. The motion was seconded by Commissioner LeBlanc. The motion passed by a vote of 5 to 0. Mr. Slattery presented to the Board that Station 54 is almost complete. Mr. Slattery presented to the Board based on the last Board meeting to change the location of the Station 56 project to Station 57. Mr. Slattery informed the Board that he sent the contract to legal for review. Legal Counsel informed the Board that she reviewed the contract and had no edits. Commissioner Kleb made a motion to approve changing the contract for the Station 56 project to reflect Station 57 location. The motion was seconded by Commissioner LeBlanc. The motion passed 5 to.
- 9) To receive an operations report from Fire Chief Jason Devries and take any necessary action related to his report. Assistant Chief Christopher Reyes presented response times to the Board. Chief Reyes stated that the average response time getting out of the Station was one minute and five seconds (1:05). From November through March the average response time was one minute and thirteen seconds (1:13). There were six hundred and thirty-three (633) calls. There were three (3) structure fires. Engines 52 and 53 ran the most calls. Chief Jason DeVries informed the Board that two (2) members of the District attended FDIC. There was an in-service for Tower 53 the previous week and all shifts were able to

attend the in-service. Chief DeVries asked the Board to approve an agreement with Brindlee Mountain to purchase Tanker 51. Chief DeVries informed the Board that legal was sent a copy of the agreement. Legal Counsel had no objection or edits to the agreement. Commissioner Kleb made a motion to approve the agreement with Brindlee Mountain to purchase Tanker 51. The motion was seconded by Commissioner LeBlanc. The motion passed 4 to 0. Chief presented a proposal to the Board to purchase three (3) refrigerators, (3) twin beds, a washer and dryer and oven for six thousand six hundred and fifty-one dollars and seventy-eight cents (\$6,651.78). Commissioner Kleb made a motion to approve the proposal as presented to purchase three (3) refrigerators, (3) twin beds, a washer and dryer and oven for six thousand six hundred and fifty-one dollars and seventy-eight cents (\$6,651.78). The motion was seconded by Commissioner LeBlanc. The motion passed 4 to 0. Chief DeVries presented to the Board a proposal from Metro Apparatus to mount rescue tools and a jack for the tower in the amount of six thousand nine hundred and eighty-five dollars (\$6,985.00). Commissioner Klen made a motion to approve the proposal from Metro Fire to mount rescue tools and a jack for the tower in the amount of six thousand nine hundred and eighty-five dollars (\$6,985.00). The motion passed 4 to 0. Chief DeVries presented to the Board a proposal from A1 installation for a safety and security system camera and access control update in the amount of three thousand ninety-five dollars (\$3,095.00). Commissioner Kleb made a motion to approve the proposal from A1 installation for a safety and security system camera and access control update in the amount of three thousand ninety-five dollars (\$3,095.00). The motion was seconded by Commissioner LeBlanc. The motion passed 4 to 0.

- 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 asked the Board to designate as salvage from Station 54 kitchen utensils, eight (8) twin mattresses, four (4) twin bunk beds, five (5) 1.75 x 50 rolls of hose, and three (3) 5 x 100 rolls of hose. Chief also asked the Board to designate as salvage one (1) treadmill from Station 53 and one (1) ladder. Commissioner Kleb made a motion to approve designating the presented items as salvage. The motion was seconded by Commissioner LeBlanc. The motion passed by a vote of 4 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 items and expenses. Chief DeVries presented to the Board that the Rosenbauer truck is at DACO and within a month a new engine shall be placed at Station 54. The ladder truck should be in use within two (2) months. No action was taken.
- 12) To approve loan documents from US Bank for fire-fighting apparatus. Commissioner Kleb made a motion to approve the loan documents from US bank for the three (3) fire-fighting apparatuses. The motion was seconded by Commissioner LeBlanc. The motion passed by a vote of 4 to 0.

- 13) 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 to consult with legal counsel at 3:15 p.m. and reconvened in Open Session at 4:13 p.m.
- 14) To meet in Closed Session pursuant to Government Code Section 551.072 to deliberate regarding real estate matters. The Board went into Closed Session to deliberate real estate matters at 3:15 p.m., and reconvened in Open Session at 4:13 p.m.
- 15) To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters. The Board did not meet in Closed Session to discuss personnel matters.
- 16) To review, discuss and take action regarding any real estate matters. Commissioner Kleb made a motion, to approve legal to issue a Letter of Intent to purchase property on Cypress Hill Road as discussed in Closed Session. The motion was seconded by Commissioner LeBlanc. The motion passed by a vote of 4 to 0.
- 17) To review, discuss and take action regarding personnel matters. No action was taken at this time.
- 18) To set meeting date for May 2025. The Board confirmed the next meeting date for May 13, 2025 at 8:30 a.m.
- 19) 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 4:19 p.m.