

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 21
Minutes of the Meeting Held on May 13, 2025

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

COMMISSIONERS PRESENT

James Oswalt
Nolan Butterfras
David Flower – arrived at 8:35 a.m.
Hardy LeBlanc

OTHERS IN ATTENDANCE

Jason DeVries, District's Fire Chief
Jenni Talley, District's Chief of Administration
Lori Grogg, Office Manager
Scott Webb – District Chief
David Slattery, Slattery Tackett Architects
Randall F. Parr, District Bookkeeper
Lisa Covington, District Bookkeeper
Angela Zacharias, District Human Resources
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, Nolan Butterfras, David Flower, and Hardy LeBlanc were all present and a quorum was established.
- 2) To receive public comment. There were no public comments given.
- 3) To approve the Minutes of prior meeting(s). Commissioner LeBlanc made a motion to approve the meeting minutes from the regular meeting on April 10, 2024 and special meeting on April 24, 2025. The motion was seconded by Commissioner Butterfras. The motion passed by a vote of 3 to 0.
- 4) To receive and approve the financial report from District Bookkeeper, including approval of District expenses and bills. Mr. Parr informed the Board that the loan for the three (3) apparatuses was funded and has been deposited. 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 LeBlanc made a motion to approve the financial report as presented. The motion was seconded by Commissioner Butterfras. 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. Commissioner LeBlanc made a motion to approve the listed expenses including bills. The motion was seconded by Commissioner Butterfras. The motion passed by a vote of 4 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 designate the Harris County Tax Assessor-Collector's Office to prepare the District's No New Revenue Tax Rate and related tax rate calculations for 2025, and to authorize District counsel to publish the necessary 2025 Tax Rate setting notices. Legal Counsel Krystine Ramon presented to the Board that each year, the District must designate a Tax Assessor to calculate the District's tax rates and that such notices must be published. Commissioner LeBlanc made a motion to designate the Harris County Tax Assessor-Collector's Office to prepare the District's No New Revenue Tax Rate and related tax rate calculations for 2025, and to authorize District counsel to publish the necessary 2025 Tax Rate setting notices. The motion was seconded by Commissioner Butterfras. The motion passed by a vote of 4 to 0.
- 7) To receive a report concerning real estate and/or property acquisitions and to take action on same. No action was taken.
- 8) To review, discuss and take action on matters related to Station 3 on Becker Road. Chief DeVries presented the Board with a proposal from The Construction Corporation to perform duct work and fix the HVAC system for sixteen thousand five hundred and twenty-one dollars (\$16,521). Chief DeVries informed the Board that per the Architect plans the HVAC was not installed per the Architect plans. Commissioner LeBlanc made a motion to approve the proposal from the Construction Corporation to perform duct work and fix HVAC for sixteen thousand five hundred and twenty-one dollars (\$16,521). The motion was seconded by Commissioner Butterfras. The motion passed by a vote of 4 to 0. Chief DeVries also informed the Board that LDF has not poured the concrete around the pumper as stated by LDF and in accordance with the Architect Plans. Legal Counsel Ms. Ramon also stated that she reached out to LDF several times and received no word from them when they would pour concrete around the pumper as stated by LDF to be in compliance with the Architect Plans. Chief DeVries proposed to the Board to allow him to go out for bids for the pouring of concrete around the pumper. Commissioner LeBlanc made a motion to approve Chief DeVries to go out for bids for the pouring of concrete around the pumper. The motion was seconded by Commissioner Butterfras. The motion passed by a vote of 4 to 0.
- 9) 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 Station 51 has been redefined and is awaiting bids for the new project to repair and maintenance. Station 57 has been reduced in size. Mr. Slattery presented two different

options of square footage to the Board. Mr. Slattery stated that for this project size, he recommended going with a Construction Manager at Risk (CMAR). The Board reviewed the two proposals and informed Mr. Slattery that they would hold off on deciding which proposal to accept until the June meeting. Chief DeVries updated the Board on Station 54 and that it is almost complete. Chief DeVries informed the Board that the Ranch Country HOA building has two (2) AC units, however, one (1) unit stopped working, while completing the project. Chief DeVries let the Board know that per the contract with the HOA, it is the responsibility of the Lessee (the District) to replace the AC if it goes out. Chief informed the Board that it would be more cost effective to replace both AC's and replace with one (1) larger AC unit. Chief asked the HOA representative if they would allow this, and the HOA representative gave permission for such replacement. Chief DeVries presented a proposal from EPSC for nine thousand five hundred dollars (\$9,500) to replace both AC units at Station 4 into one (1) unit. Commissioner LeBlanc made a motion to approve the proposal from EPSC for nine thousand five hundred dollars (\$9,500) to replace both AC units at Station 4. The motion was seconded by Commissioner Butterfras. The motion passed 4 to 0.

- 10) To receive an operations report from Fire Chief Jason Devries and take any necessary action related to his report. Chief DeVries presented his report to the Board. The turnout times for the District was one minute and eight seconds (1:08) with an average time of one minute and twelve seconds (1:12) and an average on scene time of seven minutes and sixteen seconds (7:16). Fifty percent (50%) of the calls were EMS and fifty percent (50%) of the calls were Fire, with one hundred and fourteen (114) incidents. Chief presented to the Board Captain Handrick and Captain Saunder who went to FDIC. Both Captains presented their experiences and takeaways from the conference to the Board. Chief presented to the Board that for the month of April, there were three hundred and sixty (360) hours of training and an average of thirteen (13) hours per employee. The 2012 and 2009 apparatuses have been sold through Brindlee Mountain. Tower 53 was originally going to Metro to get tools installed, but instead the tools will be installed on site. Battalion 53 should be completed this week. Chief DeVries informed the Board that he is looking into purchasing an inflatable boat for hurricane season. Chief DeVries is working on getting proposals to present to the Board to present at the June meeting. No action was taken.
- 11) To review, discuss and take action regarding district policies and procedures. HR Angela Zacharias presented to the Board that she worked with Chief DeVries and Chief Ferguson on three (3) joint policies (1) Complaint/Investigation between the Districts (2) Dorm Policy and (3) Rehiring between the Districts. Legal counsel asked the Board for more time to review such policies. No action was taken.

- 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. Chief DeVries presented for salvage from Station 54 one (1) refrigerator, one (1) wood nightstand, one (1) box with old/used paint and 1/3 of a shelf worth of assorted paint on top shelf, two (2) office chairs, one (1) board folding table. Chief DeVries presented for surplus, fourteen (14) nozzles of varies sizes, and one (1) PPE RamFan Power Stream Ventilation. Commissioner LeBlanc made a motion to approve the designation of items presented by Chief DeVries as salvage and surplus. The motion was seconded by Commissioner Butterfras. The motion passed 4 to 0.
- 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 items and expenses. No action was taken.
- 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 to consult with legal counsel at 10:20 a.m. and reconvened in Open Session at 11:18 a.m.
- 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 to deliberate real estate matters at 10:20 a.m. and reconvened in Open Session at 11:18 a.m.
- 16) 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.
- 17) To review, discuss and take action regarding any real estate matters. Commissioner LeBlanc made a motion, to pause purchasing the property at 17774 Cypress Rosehill Rd. The motion was seconded by Commissioner Butterfras. The motion passed by a vote of 4 to 0.
- 18) To review, discuss and take action regarding personnel matters. No action was taken at this time.
- 19) To set meeting date for June 2025. The Board confirmed the next meeting date for June 10, 2025 at 8:30 a.m.
- 20) Adjournment. Commissioner Flower made a motion to adjourn the meeting. The motion was seconded by Commissioner Butterfras. The motion passed by a vote of 4 to 0.
The meeting adjourned at 11:26 a.m.