

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

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

COMMISSIONERS PRESENT

James Oswalt
David Flower
Naomi Kleb
Hardy LeBlanc

OTHERS IN ATTENDANCE

Jason DeVries, District's Fire Chief
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
Joseph Ellis, District Auditor from McCall Gibson Swedlund Barfoot Ellis, PLLC
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 8:31 a.m. James Oswalt, David Flower, Naomi Kleb 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 Kleb made a motion to approve the meeting minutes from the regular meeting on May 13, 2025 and special meeting on May 27, 2025. The motion was seconded by Commissioner LeBlanc. The motion passed by a vote of 4 to 0.
- 4) To receive the District's 2024 Audit Report from McCall Gibson Swedlund Barfoot Ellis PLLC, and to discuss and take action related to the same. Joseph Ellis from McCall Gibson Swedlund Barfoot Ellis PLLC presented to the Board the Districts 2024 Audit. Mr. Ellis stated that McCall Gibson Swedlund Barfoot Ellis PLLC gave an unmodified clean opinion to the District, which is the highest opinion. Mr. Ellis went over the total revenue and total expenditures, payables, fund balance, management, notes to financial statement, supplementary information including TCDRS. Commissioner Kleb made a motion to approve the District's 2024 Audit as presented. The motion was seconded by Commissioner LeBlanc. The motion passed by a vote of 4 to 0. For more detailed information regarding the District's 2024 Audit, see the 2024 Audit report on file with the District.
- 5) 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 4 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 4 to 0.

- 6) To review and take any necessary action on amendments to District 2025 Budget. There were no amendments at this time.
- 7) To review and act on records management issues, including records management policies, personnel, procedures, schedules and disposition of documents in accordance with applicable statutes and Texas State Library and Archives Commission guidelines. Legal Counsel Krystine Ramon presented to the Board that the District must have on file with the Texas State Library and Archives Commission a policy of their records management program and designate by resolution a Records Management Officer and a Records Liaison Officer. Ms. Ramon recommended that the Records Management Officer be the Board Secretary and the Records Liaison Office be an employee. Commissioner Kleb made a motion to approve the records management policy as presented and approve Board Secretary David Flower as the Records Management Officer and Assistant Chief of Administration Jenni Talley as the Records Liaison Officer. The motion was seconded by Commissioner LeBlanc. The motion passed by a vote of 4 to 0.
- 8) To review and discuss 2025 Tax Setting. Legal Counsel reviewed the upcoming tax setting procedures with the Board. No action as taken.
- 9) To receive a report concerning real estate and/or property acquisitions and to take action on same. No action was taken.
- 10) To review, discuss and take action on matters related to Station 3 on Becker Road. Chief DeVries presented to the Board that one A/C went out at Station 3 due to too much power coming in. Chief said that the volts installed originally during construction were not the correct size for the A/C. Chief DeVries presented to the Board a proposal from the Construction Corporation for two thousand three hundred and fifteen dollars and no cents (\$2,315.00) to fix the compressor on the A/C and place surge protectors on the unit. Commissioner Kleb made a motion to approve the proposal from the Construction Corporation for two thousand three hundred and fifteen dollars and no cents (\$2,315.00) to fix the compressor on the A/C and place surge protectors on the unit. The motion was seconded by Commissioner LeBlanc. The motion passed 4 to 0.

- 11) 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 Weisser did a partial survey for the drainage at Station 53 to determine where the water drainage goes out to Becker Road. Regarding Station 51, Mr. Slattery informed the Board the contract between the District and the Contractor MACO Construction has been executed and the price for the construction project will be two hundred and thirty-five thousand four hundred dollars (\$235,400) with a turnaround time of sixty-five (65) calendar days from the date of commencement. Mr. Slattery believes that Station 51 should be completed by September of 2025. The Board discussed Station 57 and possible reducing the size of the project. No action was taken.
- 12) 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 nineteen seconds (1:19) with an average time of one minute and thirteen seconds (1:13) and an average on scene time of seven minutes (7:00). Fifty-four percent (54%) of the calls were Fire and forty-six percent (46%) of the calls were EMS, with one hundred and thirty-nine (139) calls. North Central area of the District had the largest call volume. Chief DeVries informed the Board that the District conducted a certification for Officer I and Officer II, Wildland, Instructor for I and II Driver Operator and Incident Safety Officer. Chief DeVries informed the Board that the District can do training in house now. The District had four (4) employees attending training at CISD. There were one hundred and twenty-six hours (126) of training across all three (3) shifts. The Spartan Engine is currently in South Dakota. The Rosenbauer Engine is currently at Station 54. Truck 53 will go to Station 54 and the new Spartan Engine will go to Station 53. Chief informed the Board that Station 54 remodel has been completed. Chief DeVries presented a proposal to the Board from Metro Fire for twenty-nine thousand forty-four dollars and no cents (\$29,044.00) for various sizes of replacement hoses. Commissioner Kleb made a motion to approve the proposal from Metro Fire for twenty-nine thousand forty-four dollars and no cents (\$29,044.00) for various sizes of replacement hoses. The motion was seconded by Commissioner LeBlanc. The motion passed 4 to 0. Chief DeVries presented a maintenance contract for three thousand two hundred and fifty-two dollars (\$3,252) from Coolers Incorporated for Station 51, Station 53 and Station 54 for the Station's ice machines. Commissioner Kleb made a motion to approve the maintenance contract from Coolers Incorporated for Station 51, Station 53 and Station 54 for each Station's ice machine for a total of three thousand two hundred and fifty-two dollars (\$3,252). The motion was seconded by Commissioner LeBlanc. The motion passed by a vote of 4 to 0.

- 13) 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 informed the Board that she reviewed the proposals and provided edits. Commissioner Kleb made a motion to approve the three (3) joint policies between the District and Harris County Emergency Services District No. 3 (1) Complaint/Investigation between the Districts (2) Dorm Policy and (3) Rehiring between the Districts as presented. The motion was seconded by Commissioner LeBlanc. The motion passed 4 to 0.
- 14) 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.
- 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. No action was taken.
- 16) 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 to consult with legal counsel.
- 17) 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 to deliberate real estate matters.
- 18) To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters. The Board did not go into Closed Session to discuss personnel matters.
- 19) To review, discuss and take action regarding any real estate matters. No action was taken.
- 20) To review, discuss and take action regarding personnel matters. No action was taken at this time.
- 21) To set meeting date for July 2025. The Board confirmed the next meeting date for June 8, 2025 at 8:30 a.m.
- 22) 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 10:29 a.m.