

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 21
Minutes of the Meeting Held on August 12, 2025

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

COMMISSIONERS PRESENT

James 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
Christy Graves, Assistant EMS Chief of ESD 3
Jennifer Talley, District's Assistant Chief of Administration
Lori Grogg, Office Manager
Merrill McGrubs, Realtor
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 8:31 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 receive a presentation from First Response Clinic. Syndey Beverly with First Response Clinic presented to the Board the annual physicals the firefighters completed. Ms. Beverly went over the tests that were done and how the firefighters measured on the health scale. No action was taken.
- 4) To approve the Minutes of prior meeting(s). Commissioner Kleb made a motion to approve the meeting minutes from the July 8, 2025 regular meeting and the July 31, 2025 special meeting. The motion was seconded by Commissioner LeBlanc. The motion passed by a vote of 5 to 0.
- 5) To propose the District 2026 Budget. Randall F. Parr, the bookkeeper presented the District 2026 Budget he worked on. Commissioner Kleb made a motion to approve the District 2026 proposed Budget. The motion was seconded by Commissioner LeBlanc. The motion passed by a vote of 5 to 0. For more detailed information concerning the proposed budget, see the budget on file with the District.
- 6) 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 and approve the listed expenses including bills. 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.

- 7) To review and take any necessary action on amendments to District 2025 Budget. There were no amendments at this time. No action was taken.
- 8) To review and discuss newspaper postings for the 2025 Tax Rate public hearing. No action was 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 the kitchen drain/grease trap was backed up and when the plumbers came out, they found in the drain, clay, a brick and other debris down the drain left over from construction. Chief informed the Board that the plumber removed the items from the drain, and it is now working. Chief informed the Board that other debris of clay and bricks was also found in the oil separator. Chief DeVries also informed the Board that while conducting training for the Tower, crews found that the roof was not fully completed in areas and was patched. Chief informed the Board that they also found a missing roof jack and one cap missing on the roof. Chief presented to the Board a proposal from EPSC for roof repairs to fix the caulk penetrations for three thousand five hundred dollars (\$3,500) and for replacing the breakers with surge protectors for two thousand four hundred (\$2,400). Commissioner Kleb made a motion to approve the proposals from EPSC for roof repairs to fix the caulk penetrations for three thousand five hundred dollars (\$3,500) and for replacing the breakers with surge protectors for two thousand four hundred (\$2,400). The motion was seconded by Commissioner LeBlanc. The motion passed 5 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. Mr. Slattery presented to the Board that Station 51 should be completed the first week of September. Mr. Slattery presented pay application no. 1 for Station 51 to MACO for forty four thousand one hundred and fifty four dollars and ninety four cents (\$44,154.94). Commissioner Kleb made a motion to approve pay application no. 1 to MACO for Station 51 to MACO for forty four thousand one hundred and fifty four dollars and ninety four cents (\$44,154.94). The motion was seconded by Commissioner LeBlanc. The

motion passed 5 to 0. Mr. Slattery informed the Board that the programming for Station 57 has been completed and will start with the schematic design. The GMP amendment will be presented at the May 2026 meeting and construction to start in June. The proposals for Construction Manager at Risk will be sent out for solicitation this week. Regarding Station 52, the construction documents are almost complete with a GMP amendment to be presented at the November 2025 meeting. Mr. Slattery informed the Board that Weisner Engineering will be looking at the pond and drainage at Station 53. Mr. Slattery presented a proposal from UES for seventeen thousand nine hundred dollars (\$17,900) to conduct a survey on the slab evaluation for Station 53. Commissioner Kleb made a motion to approve the proposal from UES for seventeen thousand nine hundred dollars (\$17,900) to conduct a survey on the slab evaluation and authorize Assistant Chief Jenni Talley to sign the agreement. The motion was seconded by Commissioner LeBlanc. The motion passed 5 to 0.

- 12) To receive an operations report from Fire Chief Jason DeVries and take any necessary action related to his report. Assistant Chief Christopher Reyes presented that for the month of July the average turnout time was one minute and twenty six seconds (1:26). The average from last November until now was one minute and thirteen seconds (1:13). The travel time was seven minutes and five seconds (7:05) on average for the last three months. There were fifty eight percent (58%) fire calls and forty two percent (42%) were EMS. There were one hundred and sixteen (116) calls total with five (5) structure fires. Chief DeVries informed the Board that there was a total of two hundred and ninety one point five (291.5) total training hours for all shifts with an average of eleven point sixty six (11.66) per firefighter. Captain Dillon Smith coordinated water-related emergencies with firefighters in bodies of water to self-extricate. Chief will be going to Metro to finalize the equipment and mount on the two (2) new engines on August 18, 2025. Chief gave an update to the Board regarding apparatuses status. Chief informed the Board that Station 51 is set to be completed in the first (1st) part of September. Station 54 has had some warranty work done, but it has been completed. Station 53 is having roof repairs fixed, septic and grease trap issues repaired. Chief DeVries thanked Battalion Chief Aguilar and Assistant Chief Reyes for their assistance on a CPR call. On August 19, 2025, the District assisted the Robert Road Elementary to help clear the walkway down Zube for students. Chief informed the Board that the Tomball ISD is extremely appreciative of the work ESD 21 had provided to them on safety and security with their lockdown drills.
- 13) To review, discuss and take action regarding the Motorola maintenance contract for the Mach Alerting System. Chief DeVries presented to the Board two proposals from Motorola Solutions, a proposal for Mach alerting system for fourteen thousand eighteen dollars and fifty six cents (\$14,018.56) and an insurance proposals for handheld radios in the amount of three thousand four hundred and eighty dollars (\$3,480). Commissioner Kleb made a motion to approve both proposals from Motorola for Mach

alerting system for fourteen thousand eighteen dollars and fifty six cents (\$14,018.56) and an insurance proposal for handheld radios in the amount of three thousand four hundred and eighty dollars (\$3,480). The motion was seconded by Commissioner LeBlanc. The motion passed 5 to 0.

- 14) To review, discuss and take action regarding approval of the contract with A1. Chief DeVries presented to the Board a proposal from A1 Installations for door card access for Station 54 in the amount of four thousand six hundred and fourteen dollars (\$4,614). Commissioner Kleb made a motion to approve the proposal from A1 Installations for door card access for Station 54 in the amount of four thousand six hundred and fourteen dollars (\$4,614). The motion was seconded by Commissioner LeBlanc. The motion passed 5 to 0.
- 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. Chief DeVries presented additional items needed for housing at Station 51 for fifteen thousand five hundred and forty dollars (\$15,540.00). Commissioner Kleb made a motion to approve the additional items for housing at Station 51 for fifteen thousand five hundred and forty dollars (\$15,540.00). The motion was seconded by Commissioner LeBlanc. The motion passed 5 to 0.
- 16) 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 six (6) adapters, eight (8) airbags, six (6) inch piercing nozzle, 2-6 duo safety fiberglass pike poles, and 2-10 duo safety fiberglass pike poles. Chief DeVries presented for surplus one (1) supervac gas fan and one (1) commercial maytag gas dryer. Commissioner Kleb made a motion to approve the items designated as salvage and surplus as presented. The motion was seconded by Commissioner LeBlanc. The motion passed 5 to 0.
- 17) To review, discuss and take action regarding PTO. Assistant Chief Talley presented to the Board that during the transition when the District became the Direct Provider, the employees who transferred from Rosehill Fire Department were not given their original start date to use for PTO. Commissioner Kleb made a motion to approve the original start date of employees for PTO and approve the maximum PTO in year to be four hundred and eighty (480). The motion was seconded by Commissioner LeBlanc. The motion passed 5 to 0.
- 18) 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 11:01 a.m. and came out of closed session at 11:22 a.m.
- 19) 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.

- 20) To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters. The Board went into closed session at 11:01 a.m. and came out of closed session at 11:22 a.m.
- 21) To review, discuss and take action regarding any real estate matters. No action was taken.
- 22) To review, discuss and take action regarding personnel matters. Commissioner Kleb made a motion to approve the pay scales adjustments of employees as discussed in closed session. The motion was seconded by Commissioner LeBlanc. The motion passed 5 to 0.
- 23) To set meeting date for September 2025. The Board confirmed the next meeting date for the adoption of the tax rate will be on August 25, 2025 at 8:30 a.m, a joint meeting with ESD 3 on August 25, 2025 at 9:00 a.m. and a regular meeting for September 9, 2025 at 8:30 a.m.
- 24) 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 11:24 a.m.