HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 21
Minutes of the Meeting Held on September 9 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
Jennifer Talley, District's Assistant 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 8:30 a.m. James Oswalt, David Flower, Naomi Kleb, Nolan Butterfras 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 August 12, 2025 regular meeting and the August 25, 2025 special meetings. 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 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.

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, discuss and take action on matters related to Station 3 on Becker Road. Chief DeVries informed the Board that the water drains in the back of the building down spouts are not going into the French drain. Chief presented a proposal from Texas Turf Management to repair the grade to help move the water away from the building and towards existing drainage inlets in the amount of eight thousand ninety five dollars ($8,095.00). Commissioner Kleb made a motion to approve the proposal from Texas Turf Management to repair the grade to help move the water away from the building and towards existing drainage inlets in the amount of eight thousand ninety five dollars ($8,095.00). The motion was seconded by Commissioner LeBlanc. The motion passed 4 to 0 with Commissioner Butterfras abstaining.

7) 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 is almost complete with a final walkthrough happening this week. Mr. Slattery presented payment application two (2) for MACO for Station 51 in the amount of one hundred thousand twenty six dollars and sixty eight cents ($107,026.68). Commissioner Kleb made a motion to approve pay application two (2) for MACO for Station 51 in the amount of one hundred thousand twenty six dollars and sixty eight cents ($107,026.68). The motion was seconded by LeBlanc. The motion passed 5 to 0. Mr. Slattery informed the Board there have been additional scopes of work added to Station 51 including exterior and interior painting, sign change and a change order for the A/C in the amount of nineteen thousand nine hundred and eighteen thousand and forty eight seconds ($19,918.48). Station 52 is nearly complete and should be completed by the end of September. Station 52 should be breaking ground on January 2026. The GMP documents should be ready by September 30th with amendments to be presented at the November meeting. Mr. Slattery stated civil plans have been submitted to Harris County. Regarding Station 57, the schematic design began and there was a pre-submittal conference for Construction Manager at Risk (CMAR), which nine (9) contractors attended. The opening of proposals will be on September 17, 2025.

8) 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 August there were one hundred and seventeen (117) calls. There were eight (8) fire calls, fifty five (55) EMS calls and fifty four (54) other calls. The average time out of the station was two minutes and two seconds (2:02) and an average travel time of ten minutes and thirty six seconds (10:36). Chief DeVries presented a

proposal from Plastix Plus LLC for interior storage cabinet with two (2) shelves for up to five thousand five hundred ($5,500) and a proposal from Metro Fire for graphics for Station 52 in the amount of seven thousand dollars ($7,000). Commissioner Kleb made a motion to approve the proposal from Plastix Plus LLC and Metro Fire. The motion was seconded by Commissioner LeBlanc. The motion passed 5 to 0. Chief DeVries informed the Board that there were two hundred and sixty four point ninety seven (264.97) training hours total for the District with ten point five (10.50) per person. Five (5) members will be attending the first (1st) Swiftwater rescue class on September 17, 2025 through September 19, 2025 in New Braunfels. Tower 53 is at Metro to be painted. The 2014 Rosenbauer is completed and was delivered on September 8, 2025. Engine 53 is waiting for graphics and Engine 52 is getting its graphics re-done. Chief informed the Board that Station 51 is near occupancy and Station 54 is completed. The District attended Tunnels to Towers on Saturday, September 6, 2025 along with Cy-Fair. Assistant Chief Talley presented a gym membership program from Planet Fitness for a single gym use at fourteen dollars ($14) or a twenty five dollar ($25) option for each member to use at any of the planet fitness gyms. Commissioner Hardy made a motion to approve the twenty five dollar ($25) option for each member to use at any of the planet fitness gyms. The motion was seconded by Commissioner Flower. The motion passed by a vote of 4 to 1, with Commissioner Kleb voting against the motion.

9) 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.

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 presented for surplus one (1) 20212 Chevrolet Tahoe and for salvage two (2) Scott thermal image cameras with one (1) charger and batteries and one (1) cutters edge. Commissioner Kleb made a motion to approve the items designated as surplus and salvage as presented. The motion was seconded by Commissioner LeBlanc. The motion passed 5 to 0.

11) 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 9:48 a.m. and came out of closed session at 10:40a.m.

12) 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 9:48 a.m. and came out of closed session at 10:40a.m.

13) 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.

14) To review, discuss and take action regarding any real estate matters. Commissioner Kleb made a motion to terminate the letter of intent on the real estate property off of Cypress Rosehill Rd as discussed in closed session. The motion was seconded by Commissioner LeBlanc. The motion was approved 5 to 0.

15) To review, discuss and take action regarding personnel matters. No action.

16) To set meeting date for October 2025. The Board confirmed the next regular meeting will be October 7, 2025 at 8:30 a.m.

17) 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 10:42 a.m.