

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 21
Minutes of the Meeting Held on December 16, 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
Christy Graves, HCESD 3 Interim Chief
Lori Grogg, Office Manager
Scott Webb, District Chief
David Slattery, Slattery Tackett Architects
Randall F. Parr, District Bookkeeper
Lisa Covington, District Bookkeeper
Angie Zacharias, HR
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 9:32 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 minutes. Commissioner Kleb made a motion to approve the October 7, 2025, October 23, 3035 and November 17, 2025 meeting minutes. The motion was seconded by Commissioner LeBlanc. The motion passed 5 to 0.
- 4) To review, discuss and approve a revised proposal for bookkeeping services. Randy Parr presented to the Board a new bookkeeper's proposal for three thousand dollars (\$3,000) a month. Commissioner Kleb made a motion to approve the proposal from Bookkeeper Randy Parr for three thousand dollars (\$3,000) a month. The motion was seconded by Commissioner LeBlanc. The motion passed by a vote of 5 to 0.
- 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 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.

- 6) To review and take any necessary action on amendments to District 2025 Budget. No action was taken.
- 7) To review, discuss and take action on an evergreen audit engagement letter from McCall Gibson Swedlund Barfoot Ellis for auditing services. Legal counsel Krystine Ramon presented an evergreen audit engagement letter from McCall Gibson Barfoot Ellis for 2025 auditing services. Commissioner Kleb made a motion to approve the evergreen audit engagement letter from McCall Gibson Barfoot Ellis for 2025 auditing services. The motion was seconded by Commissioner LeBlanc. The motion passed 5 to 0.
- 8) To review, discuss and take action on Commissioner Compensation Resolution. Legal counsel informed the Board that the current Commissioner Compensation Resolution in effect was for up to one hundred and fifty dollars (\$150) a day. Legal counsel informed the Board that the current law allows for two hundred and twenty one dollars (\$221) a day. Legal counsel presented an updated Commissioner Compensation Resolution to reflect the current law compensation for two hundred and twenty one dollars (\$221) a day. Commissioner Kleb made a motion to approve the Commissioner Compensation Resolution as presented. The motion was seconded by Commissioner LeBlanc. The motion passed 5 to 0.
- 9) To review, discuss and approve Public Comments Policy. Legal counsel presented to the Board a resolution to approve the District's Public Comments Policy. Legal counsel informed the Board that currently, the District does not have a policy. Commissioner Kleb made a motion to approve the Public Comments Policy as presented. The motion was seconded by Commissioner LeBlanc. The motion passed 5 to 0.
- 10) To receive a report concerning real estate and/or property acquisitions and to take action on same. No action was taken.
- 11) To review, discuss and take action on matters related to Station 3 on Becker Road. No action was taken.
- 12) 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. Chief DeVries informed the Board that the awning from Station 2 has been moved to Station 51. The crushed concrete has been placed at Station 51. Regarding the Cumberland project, Chief discussed with the Board

installing an insulated metal building on the property to store ambulances. Chief believes the project should be less than five thousand dollars (\$5,000). Chief discussed with the Board potentially building an Administration office at the Station 51 location. No action was taken.

- 13) To receive an operations report from Fire Chief Jason DeVries and take any necessary action related to his report. Chief DeVries informed the Board that there were nine (9) total members who completed the swiftwater rescue training in New Braunfels. All three (3) shifts have completed live burns at the Cypress Creek Fire Department. Chief stated that there was a peer training course done last week with members of the District. Chief informed the Board that he attended the Fire Chief Academy on October 13, 2025 and the Fire Chiefs Workshop December 8, 2025 through December 10, 2025. Chief informed the Board that the Spartan Engines have arrived and are stocked. Engine 53 is now in service. The 2024 Rosenbauer is currently being evaluated for its frame. The District participated in the Parade of Lights and the Tower won first (1st) place, while the Engine won second (2nd) place. Chief DeVries informed the Board that a TCFP audit was conducted on October 22, 2025. Chief DeVries informed the Board that the total training shifts for the District was six hundred and sixty nine point five (669.5), with an average of twenty seven point nine (27.9) per person. For October there were one hundred and sixty (160) total incidents, with nineteen (19) mutual aids and twenty two (22) mutual aids received. For the month of November there were one hundred and fifty eight (158) total incidents with seven (7) mutual aid and eighteen (18) mutual aids received. District Chief Scott Webb presented a proposal to the Board from Civil Plus formally called Archive Social to help with the District's social media record retention in accordance with TSLAC for three hundred and forty nine (349) a month. Commissioner Kleb made a motion to approve the proposal from Civic Plus for three hundred and forty nine (349) a month. The motion was seconded by Commissioner LeBlanc. The motion passed 5 to 0.
- 14) 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.
- 15) To review and take action on the ratification of a continuing Contract with Linebarger Goggan Blair & Sampson, LLP pursuant to §6.30 of the Tax Code for the collection of delinquent District ad valorem property taxes and providing for the payment of up to 20% of the delinquent taxes, penalties, and interest which are collected by the attorney under said Contract. The Board addressed items 15 through 18 together. Commissioner Kleb made a motion to approve engaging with the law firm Linebarger Goggan Blair & Sampson in accordance with §§6.30, 33.07, 33.08 and 33.11 of the Tax Code for the collection of delinquent District ad valorem property taxes, providing for the payment of up to 20% of the delinquent taxes and imposition of penalty on delinquent taxes. The motion was seconded by Commissioner LeBlanc. The motion passed 5 to 0.

- 16) To discuss and take action on the imposition of additional penalty on delinquent taxes pursuant to §33.07 of the Tax Code and adoption of a Resolution regarding same for taxes. The Board addressed items 15 through 18 together. Commissioner Kleb made a motion to approve engaging with the law firm Linebarger Googan Blair & Sampson in accordance with §§6.30, 33.07, 33.08 and 33.11 of the Tax Code for the collection of delinquent District ad valorem property taxes, providing for the payment of up to 20% of the delinquent taxes and imposition of penalty on delinquent taxes. The motion was seconded by Commissioner LeBlanc. The motion passed 5 to 0.
- 17) To discuss and take action on the imposition of additional penalty on delinquent taxes to defray costs of collection by the District's delinquent tax attorney, pursuant to §33.08 of the Tax Code and adoption of a Resolution regarding same. The Board addressed items 15 through 18 together. Commissioner Kleb made a motion to approve engaging with the law firm Linebarger Googan Blair & Sampson in accordance with §§6.30, 33.07, 33.08 and 33.11 of the Tax Code for the collection of delinquent District ad valorem property taxes, providing for the payment of up to 20% of the delinquent taxes and imposition of penalty on delinquent taxes. The motion was seconded by Commissioner LeBlanc. The motion passed 5 to 0.
- 18) To discuss and take action on the imposition of early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to §33.11 of the Tax Code and adoption of a Resolution regarding same. The Board addressed items 15 through 18 together. Commissioner Kleb made a motion to approve engaging with the law firm Linebarger Googan Blair & Sampson in accordance with §§6.30, 33.07, 33.08 and 33.11 of the Tax Code for the collection of delinquent District ad valorem property taxes, providing for the payment of up to 20% of the delinquent taxes and imposition of penalty on delinquent taxes. The motion was seconded by Commissioner LeBlanc. The motion passed 5 to 0.
- 19) 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 to the Board a list of items as surplus and salvage. Commissioner Kleb made a motion to approve the presented items as listed for surplus and salvage. The motion was seconded by Commissioner LeBlanc. The motion passed 5 to 0.
- 20) 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 10:58 a.m. and came out of closed session at 11:18 a.m.

- 21) 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 10:58 a.m. and came out of closed session at 11:18 a.m.
- 22) To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters. The Board went into closed session at 10:58 a.m. and came out of closed session at 11:18 a.m.
- 23) To review, discuss and take action regarding any real estate matters. Commissioner Kleb made a motion to approve the listing of Mueschke Rd property. The motion was seconded by Commissioner LeBlanc. The motion passed 5 to 0.
- 24) To review and act on personnel matters, including policies, scheduling, evaluations, benefits, compensation, hiring, retention or termination of District employees, including District Fire Chief, command staff, administrative staff, and suppression personnel. Commissioner Kleb made a motion to approve the Assistant Chief Job Posting. The motion was seconded by Commissioner LeBlanc. The motion passed 5 to 0.
- 25) To set meeting date for January 2026. The Board confirmed the next regular meeting will be January 13, 2026 at 8:30 a.m.
- 26) 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 11:19 a.m.