

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 3
Minutes of the Meeting Held on February 9, 2026

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

COMMISSIONERS PRESENT

Danny Twardowski – arrived at 9:46 a.m
Robert Carvell
Patty Diehl
Cody Herring

OTHERS IN ATTENDANCE

Christy Graves, HCESD 3 Interim EMS Chief
Jason DeVries, HCESD 21 Fire Chief
Jenni Talley, District’s Assistant Chief of Administration
Lori Grogg, District’s Office Manager
Scot Webb, District Chief
Randy F. Parr, District Bookkeeper with Randall F. Parr
Lisa Covington, District Bookkeeper
Krystine N. Ramon of Coveler & Peeler, P.C., District’s Legal Counsel
Angela Zacharias, Human Resources
Katie Briggers and Richard Fletcher, HdL
Employees/members of HCESD 3

Agenda Item No. 1

The meeting was called to order by Commissioner Carvell at 8:33 a.m.

Agenda Item No. 2

Zach Ward thanked the District and its Commissioners for using Station 52 for training on behalf of Shift A.

Agenda Item No. 3

To receive a presentation from Frazer and take any necessary action. Tony Veil from Frazer presented to the Board. Mr. Veil said the lead time for ordering a new chassis is thirteen (13) to fourteen (14) months. Mr. Veil informed the Board that two (2) ambulances have been ordered and will be delivered in 2026. No action was taken.

Agenda Item No. 4

To receive a presentation from HdL and take any necessary action. Katie Briggers and Richard Fletcher from HdL presented the type of services that HdL can provide to assist the District, which included a property tax portal and a comprehensive community insight portal. No action was taken.

Agenda Item No. 5

To elect Board Officers for the 2026 Term. No action was taken.

Agenda Item No. 6

To review and discuss annual conflicts of interest requirements under Local Government Code §176.003 (Conflicts Disclosure Statement Required) and §171.004 (Affidavit and Abstention from Voting Required). The Commissioners indicated there were no annual conflicts. No action was taken.

Agenda Item No. 7.

To review and discuss access to personal information under the Public Information Act, including review of sections 552.024, 552.117 and 552.1175. No action was taken.

Agenda Item No. 8

To review, discuss and take action on the District's Investment Policy. Legal counsel advised that there have been no substantive changes, either to legislation or policy; therefore, no alterations were recommended to change the District's Investment Policy. The Board acknowledged the statutory requirement for periodic adoption of the investment policy. Commissioner Diehl to approve the continued use of the District's Investment Policy. The motion was seconded by Commissioner Herring and the question called. The motion passed by a vote of 3 to 0.

Agenda Item No. 9

The Board reviewed the meeting minutes for the regular meeting held on January 12, 2026, and the special meeting held on January 22, 2026. Commissioner Herring made a motion to approve the regular meeting held on January 12, 2026, and the special meeting held on January 22, 2026 as presented. The motion was seconded by Commissioner Diehl and the question called. The motion passed by a vote of 3 to 0.

Agenda Item No. 10

The Board reviewed the District's monthly Financial Statements prepared by Lisa Covington. Full reports on the deposits and expenditures for each of the District's accounts for the past 30-day period were reviewed. Ms. Covington went over the total cash and balances along with the total interest received, shared costs with Harris County ESD No. 21, and costs of Station expenses. Ms. Covington went over the District's debt service. The bills were presented. Commissioner Diehl made a motion to approve the monthly Financial Statement as presented and that a copy be placed with the District's records and to approve the District expenses and bills as presented and as listed on the Check Detail Report. The motion was seconded by Commissioner Herring and the question called. The motion passed by a vote of 3 to 0. For a more detailed report, please see on file with the District.

Agenda Item No. 11

To review, discuss and take any necessary action on amendments to the District's 2026 Budget. Randy Parr presented a budget amendment proposal to reflect the loan that wasn't taken out for the Administration Building and reflect the new loan taken out in 2026 for Station 52. Commissioner Herring made a motion to approve the amendment to the 2026 budget as presented. The motion was seconded by Commissioner Diehl and the question called. The motion passed by a vote of 3 to 0. For a more detailed report, please see the amendment on file with the District.

Agenda Item 12

No action was taken.

Agenda Item No. 13

To receive an operations report from EMS Chief and take any necessary action related to Chief's report, including review and approval of any agreements and/or contracts. EMS Chief Christy Graves presented to the Board that for the month of January there were one hundred and sixty nine (169) calls for assistance. There were one hundred and forty four (144) patient encounters, one hundred and eighteen (118) patient transports. Call volume was down overall from January of 2025. For the month of January there were twenty three (23) patient refusals and twenty (20) pediatric calls. Chief Graves presented to the Board that she prepared a three (3) year business plan for the District. Chief Graves informed the Board that the District took delivery of the Frazer ambulance, which is at the Administrative Building waiting on a power load. Chief Graves informed the Board that the District has secured a storage unit for the ambulance. No action was taken.

Agenda Item No. 14

To review and act to approve the purchase, funding, financing and payment for capital assests, including construction, vehicles, EMS apparatus and equipment and for non-capital items and expenses. Commissioner Herring made a motion to approve the Letter of Intent (LOI) agreement for ordering a new ambulance and authorize Chief Graves to sign the LOI. The motion was seconded by Commissioner Diehl and the question called. The motion passed by a vote of 3 to 0.

Agenda Item No. 15

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.

Agenda Item No. 16

To review, discuss and take action on Commissioner vacancy. No action was taken.

Agenda Item No. 17

To set meeting date for March 2026. The next regular meeting is set for March 9, 2026 at 8:30 a.m.

Agenda Item No. 18

The Board chode not to go into Closed Session under Government Code, Section 551.071, to consult with legal counsel.

Agenda Item No. 19

The Board chose not to go into Closed Session under Government Code, Section 551.072, to discuss real estate matters.

Agenda Item No. 20

The Board went into Closed Session under Government Code, Section 551.074, to discuss personnel matters at 10:06 a.m. and came out of closed session at 10:40 a.m.

Agenda Item No. 21

The Board then discussed real estate matters. No action was taken.

Agenda Item No. 22

The Board then discussed personnel matters, including policies, scheduling, evaluations, benefits, compensation, hiring, retention or termination of District employees, including District EMS Chief, command staff, administrative staff, and medical personnel. Commissioner Herring made a motion to approve the increase in salary for the Assistant Chief of District Administration and Office Manager as discussed in closed session. The motion was seconded by Commissioner Diehl and the question called. The motion passed by a vote of 4 to 0.

Agenda Item No. 23

To set meeting date for March 2026. The next regular meeting is set for March 9, 2026 at 8:30 a.m.

Agenda Item No. 24

Commissioner Diehl moved to adjourn the meeting. The motion was seconded by Commissioner Herring and the question called. The motion passed by a vote of 4 to 0. The meeting was adjourned at 10:45 a.m.

Secretary of the Board