

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 3**  
**Minutes of the Meeting Held on May 12, 2025**

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

**COMMISSIONERS PRESENT**

Harold McDonald  
Danny Twardowski  
Patty Diehl  
Cody Herring

**OTHERS IN ATTENDANCE**

Dave Ferguson, District's Chief of EMS/EMS Director  
Christy Graves, District's Assistant Chief of EMS  
Jason DeVries, HCESD 21 Fire Chief  
Christopher Reyes, HCESD 21 Assistant Chief  
Jenni Talley, District's Assistant Chief of Administration  
Lori Grogg, District's Office Manager  
Dr. Heather Robinson, District's Medical Director  
Scott Webb, District Chief  
David Slattery, Slattery Tackett Architecture  
Randy F. Parr, District Bookkeeper with Randall F. Parr  
Lisa Covington, District Bookkeeper  
Angela Zacharias, District's HR  
Krystine N. Ramon of Coveler & Peeler, P.C., District's Legal Counsel  
Employees/members of HCESD 3

**Agenda Item No. 1**

The meeting was called to order by Commissioner McDonald at 8:35 a.m.

**Agenda Item No. 2**

The Board opened the floor for public comments. There were no public comments.

**Agenda Item No. 3**

The Board recognized the participants of the District's Supervisor Academy. Chief Ferguson informed the Board that the District had its first (1<sup>st</sup>) Annual Supervisor Academy. Assistant Chief Christy Graves presented to the Board that the Academy included Brian Faught, Chuck Baker and Jennifer Thomas and the Academy included conflict resolution and how to handle such conflicts.

**Agenda Item No. 4**

The Board reviewed the meeting minutes for the special meeting held on April 3, 2025, the regular meeting held on April 9, 2025 and the special meeting held on April 17, 2025. Commissioner Herring made a motion to approve the special meeting held on April 3, 2025, the regular meeting held on April 9, 2025

and the special meeting held on April 17, 2025 as presented. The motion was seconded by Commissioner Twardowski and the question called. The motion passed by a vote of 4 to 0.

#### **Agenda Item No. 5**

The Board then discussed designating the Harris County Tax Assessor-Collector's Office to prepare the District's No New Revenue Tax Rate and related tax rate calculations for 2025, and to authorize District Counsel to publish the necessary 2025 Tax Rate setting notices. Legal Counsel Krystine Ramon presented to the Board that each year, the District must designate a Tax Assessor to calculate the District's tax rates and that such notices must be published. Commissioner Twardowski made a motion to designate the Harris County Tax Assessor-Collector's Office to prepare the District's No New Revenue Tax Rate and related tax rate calculations for 2025, and to authorize District counsel to publish the necessary 2025 Tax Rate setting notices. The motion was seconded by Commissioner Diehl and the questions called. The motion passed by a vote of 4 to 0.

#### **Agenda Item No. 6**

The Board reviewed the District's monthly Financial Statements prepared by Randall F. Parr. Full reports on the deposits and expenditures for each of the District's accounts for the past 30-day period were reviewed. Mr. Parr 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. Mr. Parr went over the District's debt service. Commissioner Herring 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 Diehl and the question called. The motion passed by a vote of 4 to 0.

#### **Agenda Item No. 7**

To review, discuss and take any necessary action on amendments to the District's 2025 Budget. There were no amendments at this time. No action was taken.

#### **Agenda Item No. 8**

The Board then reviewed an operations report from EMS Chief Dave Ferguson and take any necessary action related to his report including review and approval of any agreements and/or contracts. Chief Ferguson stated that there were one hundred and sixty eight (168) calls for the month of April. The average response time was six minutes and fifty-one seconds (6:51). Assistant Chief Graves said that a new hire academy will begin in April with one (1) paramedic and two (2) part-time paramedics. The new equipment from Zoll will arrive at the end of the month and training will begin with the new equipment. Chief Ferguson recognized Elisa Perez and John Krispin for their hard work and assistance on a call. Chief informed the Board that Human Resources did a salary survey for the District. Chief proposed to the Board a two dollar (\$2) an hour salary increase for hourly employees or six thousand six hundred (\$6,600) for employees annually for salary employees. Chief recommended to the Board that with the call volume, he does not think it is substantial to have a fourth (4<sup>th</sup>) ambulance and to staff three (3) full time ambulances. Chief presented to the Board to add an operations coordinator position to the District and presented a job description. Chief informed the Board that Frazer agreed to push the delivery of one of the ambulances for next January/February. Chief informed the Board that the District has its first annual easter egg hunt this past April for District employees and families. Annual physicals will start on May 19<sup>th</sup>.

Extrication Jackets have been ordered. Safety Vision has been ordered and will be installed. No action was taken.

**Agenda Item 9**

The Board then received a report from the real estate/construction committee to review any updates from the District's Architect related to the future station on Mueschke Road. David Slattery with Slattery Tackett Architect presented to the Board for Station 52 that the civil drawings were submitted to Harris County for permitting. Mr. Slattery presented to the Board a proposal from UES in the amount of thirteen thousand one hundred dollars (\$13,100) to conduct alpha testing on the Station 52 property. No action was taken on the UES proposal. Commissioner Herring made a motion to pause the Station 52 (Mueschke) project and Brookstone Construction to not move forward at this time. The motion was seconded by Commissioner Diehl and the question called. The motion passed by a vote of 4 to 0.

**Agenda Item No. 10**

The Board then discussed a tax refund for ESD employees. No action was taken.

**Agenda Item No. 11**

The Board next discussed the contract with Human Resources. Legal Counsel Krystine Ramon presented to the Board the changes to the Amended Contract with Organizology for Human Resource Services. Commissioner Diehl made a motion to approve the amended contract with Human Resources, Organizology. The motion was seconded by Commissioner Twardowski and the question called. The motion passed by a vote of 4 to 0.

**Agenda Item No. 12**

The Board then discussed the contract with the District's Medical Director. No action was taken.

**Agenda Item No. 13**

The Board next discussed District policies and procedures. Human Resources and Chief Ferguson presented a District policy regarding complaint procedure and three joint policies between the District and ESD 21 including an Inter-Agency Personnel investigation policy between the District and ESD 21 regarding complaints, an Employment Eligibility hiring policy between the District and ESD 21 and a Dormitory policy between the District and ESD 21. Legal Counsel asked the Board for more time to review such policies before action. No action was taken

**Agenda Item No. 14**

The Board went into Closed Session under Government Code, Section 551.071, to consult with legal counsel at 9:41 a.m and came out of closed session at 12:36 p.m.

**Agenda Item No. 15**

The Board went into Closed Session under Government Code, Section 551.072, to discuss real estate matters at 9:41 a.m and came out of closed session at 12:36 p.m.

**Agenda Item No. 16**

The Board went into Closed Session under Government Code, Section 551.074, to discuss personnel matters at 9:41 a.m and came out of closed session at 12:36 p.m.

**Agenda Item No. 17**

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

**Agenda Item No. 18**

The Board then discussed personnel matters. Commissioner Herring made a motion to approve the allowance of two hundred dollars (\$200) in lieu of a tax refund to District employees. The motion was seconded by Commissioner Diehl and the question called. The motion passed by a vote of 4 to 0. Commissioner Twardowski made a motion to approve a two dollar (\$2) an hour raise for hourly employees or six thousand six hundred (\$6,600) for employees annually for salary employees. The motion was seconded by Commissioner Diehl and the question called. The motion passed by a vote of 4 to 0. Commissioner Twardowski made a motion to approve the position of an operations coordinator. The motion was seconded by Commissioner McDonald and the questions called. The motion died for lack of a majority, 2 to 2. Commissioner Diehl made a motion to not hear an appeal of an employees as discussed in closed session. The motion was seconded by Commissioner Herring and the question called. The motion passed by a vote of 4 to 0.

**Agenda Item No. 19**

The Board set the meeting date for their regular meeting on June 16, 2025 at 8:30 a.m.

**Agenda Item No. 20**

Commissioner McDonald moved to adjourn the meeting. The motion was seconded by Commissioner Diehl and the question called. The motion passed by a vote of 4 to 0. The meeting was adjourned at 12:56 p.m.

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Secretary of the Board