

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 3
Minutes of the Meeting Held on June 16, 2025

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

COMMISSIONERS PRESENT

Danny Twardowski
Patty Diehl
Robert Carvell
Cody Herring

OTHERS IN ATTENDANCE

Dave Ferguson, District's Chief of EMS/EMS Director
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
Scott Webb, District Chief
David Slattery, Slattery Tackett Architecture
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
Joseph Ellis, District Auditor from McCall Gibson Swedlund Barfoot, PLLC
Employees/members of HCESD 3

Agenda Item No. 1

The meeting was called to order by Commissioner Twardowski at 8:30 a.m.

Agenda Item No. 2

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

Agenda Item No. 3

Joseph Ellis from McCall Gibson Swedlund Barfoot Ellis PLLC presented to the Board the Districts 2024 Audit. Mr. Ellis stated that McCall Gibson Swedlund Barfoot Ellis PLLC gave an unmodified clean opinion to the District, which is the highest opinion. Mr. Ellis went over the total revenue and total expenditures, payables, fund balance, management, notes to financial statement, supplementary information including TCDRS. Commissioner Herring made a motion to approve the District's 2024 Audit report as presented. The motion was seconded by Commissioner Diehl and the question called. The motion passed by a vote of 4 to 0. For more detailed information regarding the District's 2024 Audit, see the 2024 Audit report on file with the District.

Agenda Item No. 4

The Board reviewed the meeting minutes for the regular meeting held on May 12, 2025 and the special meeting held on May 27, 2025. Commissioner Carvell made a motion to approve the regular meeting

held on May 12, 2025 and the special meeting held on May 27, 2025 as presented. The motion was seconded by Commissioner Diehl and the question called. The motion passed by a vote of 4 to 0.

Agenda Item No. 5

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 Carvell 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 4 to 0.

Agenda Item No. 6

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. 7

To review and act on records management issues, including records management policies, personnel, procedures, schedules and disposition of documents in accordance with applicable statutes and Texas State Library and Archives Commission guidelines. Legal Counsel Krystine Ramon presented to the Board that the District must have on file with the Texas State Library and Archives Commission a policy of their records management program and designate by resolution a Records Management Officer and a Records Liaison Officer. Ms. Ramon recommended that the Records Management Officer be the Board Secretary and the Records Liaison Office be an employee. Commissioner Carvell made a motion to approve the records management policy as presented and approve Board Secretary Patty Diehl as the Records Management Officer and Assistant Chief of Administration Jenni Talley as the Records Liaison Officer. The motion was seconded by Commissioner Herring and the question called. The motion passed by a vote of 4 to 0.

Agenda Item No. 8.

To review and discuss 2025 Tax Setting. Legal Counsel reviewed the upcoming tax setting procedures with the Board. No action was taken.

Agenda Item No. 9

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 seventy-five (175) calls for the month of May. Chief informed the Board there was an increase in the number of "no" transports. Chief presented a performance report from Emergicon and the District's collection rate at twenty-one (21%) percent. New protocols and guidelines on May 20th and 22nd, became effective to cover five (5) new medications and the introduction of video laryngoscopy as well as other new equipment. The next department wide training dates will be July 21st, July 22nd and July 24th with Dr. Robinson, which will include adult shock management, cardiac arrest and post-resuscitation care. Training for the new Zoll monitors has been

completed. Chief informed the Board that District employees participated in cadaver labs at the UT McGovern Medical School. The EMS Supervisor vehicle has been officially replaced with the new Expedition that was authorized by the Board. This vehicle is the second of the three approved by the Board to enter service. The Assistant Chief vehicle is currently at the upfitter and should follow in the coming weeks. District Chief Scott Webb informed the Board that Safety Vision has begun installation and should be completed by the end of July. Annual physicals have begun for the District. District Chief Webb ordered rescue jackets and are currently in production. District Chief Webb stated there were no injuries reported for the current month. No action was taken.

Agenda Item 10

To review, discuss and take action on the purchase of radios for the District. Chief Ferguson presented to the Board a proposal from Motorola for the purchase of two new Motorola radios for the two ambulances ordered from Frazer. Chief informed the Board that by replacing these radios rather than using the radios in the retiring vehicle, the District will phase out the last of the old technology. Commissioner Carvell made a motion to approve the proposal from Motorola to purchase two radios for the two new ambulances for sixteen thousand four hundred and forty-five dollars and ninety-eight cents (\$16,445.98). The motion was seconded by Commissioner Diehl and the question called. The motion passed by a vote of 4 to 0.

Agenda Item 11

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 Brookstone Construction has set a GMP for twelve million (\$12,000,000). Mr. Slattery informed the Board that the next step would be to unpaue the project. Mr. Slattery informed the Board that civil engineering has been submitted to Harris County for the offsite detention pond. Mr. Slattery informed the Board that the two Committees from each Board will meet to discuss real estate and construction in the first week of July. No action was taken.

Agenda Item No. 12

The Board then discussed the contract with the District's Medical Director. Commissioner Carvell made to approve the Medical Director contract 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. 13

The Board next discussed District policies and procedures. Human Resources and Chief Ferguson presented a joint policy 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. Commissioner Herring made a motion to approve the joint policies as presented between the Districts. The motion was seconded by Commissioner Diehl and the question called. The motion passed by a vote of 4 to 0.

Agenda Item No. 14

To review and discuss setting up Commissioner's District emails. Assistant Chief of Administration Jenni Talley went over with the Board to make sure their District's email was set up. No action was taken.

Agenda Item No. 15

The Board went into Closed Session under Government Code, Section 551.071, to consult with legal counsel at 9:43 a.m. and came out of closed session at 11:15 a.m.

Agenda Item No. 16

The Board went into Closed Session under Government Code, Section 551.072, to discuss real estate matters at 9:43 a.m. and came out of closed session at 11:15 a.m.

Agenda Item No. 17

The Board chose not to go into Closed Session under Government Code, Section 551.074, to discuss personnel matters.

Agenda Item No. 18

The Board then discussed real estate matters. Commissioner Herring made a motion to approve going forward with the property purchase at 17774 Rosehill Rd. The motion was seconded by Commissioner Carvell and the question called. The motion passed by a vote of 4 to 0.

Agenda Item No. 19

The Board then discussed personnel matters. Commissioner Carvell made a motion to approve the job posting of Operations Coordinator. The motion was seconded by Commissioner Diehl and the question called. The motion passed by a vote of 4 to 0.

Agenda Item No. 20

The Board set the meeting date for their regular meeting on July 14, 2025 at 8:30 a.m.

Agenda Item No. 21

Commissioner Carvell 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 11:23 a.m.

Secretary of the Board