

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 3
Minutes of the Meeting Held on November 10, 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

Christy Graves, HCESD 3 Interim EMS Chief
Jason DeVries, HCESD 21 Fire Chief
Jenni Talley, District's Assistant Chief of Administration
Lori Grogg, District Office Manager
Dr. Heather Robinson, District's Medical Director
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
Angela Zacharias, Human Resources
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

The Board reviewed the meeting minutes for the regular meeting held on October 6, 2025 and October 23, 2025. Commissioner Diehl made a motion to approve the October 6, 2025 and October 23, 2025 meeting minutes as presented. The motion was seconded by Commissioner Herring and the question called. The motion passed by a vote of 4 to 0.

Agenda Item No. 4

To review, discuss and approve the financial report from District Bookkeeper, including review and approval of District expenses and bills. Randy Parr presented to the Board a new bookkeeper's proposal for three thousand dollars (\$3,000) a month. Commissioner Carvell 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 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. The bills were presented. 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. For a more detailed report, please see on file with the District.

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 7

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 that Station 52 is near completion with Brookstone. Brookstone will present the amended GMP at the November 17, 2025 joint meeting. Mr. Slattery informed the Board that they are waiting on permit statuses and fire code approval. Civil engineering is still in the works regarding the emergency lane/emergency drive. Regarding Station 57, Mr. Slattery will have an update on the November 17, 2025 meeting to determine the CMAR. Three (3) firms will present at the November 17, 2025 meeting, which include Brookstone, Durotech and MACO. No action was taken.

Agenda Item No. 8

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 October, there were two hundred and one (201) calls for assistance. There was a forty nine point six percent (49.6%) increase in calls from last year. There were one thousand six hundred and forty eight (1,648) year to date calls. There were one hundred and eleven (111) medical incidents. There were thirty six (36) trauma incidents, twenty five (25) refusals, three (3) mutual aids and twenty six (26) other miscellaneous. There were twenty (20) pediatric cases and twenty five (25) refused cases. Chief Graves informed the Board that crews have moved back to Station 51. Chief Graves thanked Assistant Chief Talley for all her hard work in coordinating the move to Station 51. Chief Graves presented a standard EMS and full stadium coverage breakdown for providing EMS fees to Tomball ISD for playoff games. Commissioner Carvell made a motion to approve the standby EMS fees to Tomball ISD. The motion was seconded by Commissioner Diehl and the question called. The motion passed 4 to 0. Chief Graves presented to the Board a proposal to use Archive Social (Civic Plus) for up to two thousand four hundred dollars (2,400). Commissioner Herring made a motion to approve the proposal to use Archive Social (Civic Plus) for up to two thousand four hundred dollars (2,400). The motion was seconded by Commissioner Carvell and the question called. The motion passed 4 to 0. Commissioner Carvell thanked the District and Staff for responding to calls in his neighborhood. Chief Graves informed the Board that the District is working on providing meals to those on duty for Thanksgiving.

Agenda Item No. 9

To review, discuss and take action regarding lease agreement for Station 5 with Harris County Emergency Services District No. 15. Chief Graves and Commissioner Carvell met with Fire Chief Joe Sykora and President Terry Whistler for Harris County ESD No. 15. Chief Gaves and Commissioner Carvell provided an update. No action was taken.

Agenda Item No. 10

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 Carvell made a motion to approve the Public Comments Policy as presented. The motion was seconded by Commissioner Diehl and the question called. The motion passed 4 to 0.

Agenda Item No. 11

To review, discuss and take action regarding the replacement and purchase of new poll pads and warranties for District elections. Legal counsel presented to the Board that the District's poll pads are more than six years old and therefore need to be replaced. Ms. Ramon informed the Board that the consortium cost for the District would be four hundred and four dollars (\$404). Legal counsel also informed the Board that the warranties for the election equipment will be extended until 2027 and the consortium cost for the District would be sixteen hundred dollars (\$1,600). Commissioner Carvell made a motion to approve the purchase of the poll pads and extended warranty on the election equipment. The motion was seconded by Commissioner Diehl and the question called. The motion passed 4 to 0.

Agenda Item No. 12

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 12 through 15 together. Commissioner Herring 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 Diehl and the question called. The motion passed 4 to 0.

Agenda Item No. 13

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 12 through 15 together. Commissioner Herring 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 Diehl and the question called. The motion passed 4 to 0.

Agenda Item No. 14

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 12 through 15 together. Commissioner Herring 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 Diehl and the question called. The motion passed 4 to 0.

Agenda Item No. 15

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 12 through 15 together. Commissioner Herring 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 Diehl and the question called. The motion passed 4 to 0.

Agenda Item No. 16

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. 17

To review, discuss and take action on location and designee for May 2, 2026 Commissioner Election. No action was taken.

Agenda Item No. 18

The Board went into Closed Session under Government Code, Section 551.071, to consult with legal counsel at 9:50 a.m. and came out of closed session at 11:34 a.m.

Agenda Item No. 19

The Board went into Closed Session under Government Code, Section 551.072, to discuss real estate matters at 9:50 a.m. and came out of closed session at 11:34 a.m.

Agenda Item No. 20

The Board went into Closed Session under Government Code, Section 551.074, to discuss personnel matters at 9:50 a.m. and came out of closed session at 11:34 a.m.

Agenda Item No. 21

The Board then discussed real estate matters. Commissioner Herring made a motion to approve the lease space at suite 1200 at 17774 Cypress Rosehill Rd, as discussed in closed session. The motion was seconded by Commissioner Carvell and the question called. The motion passed by a vote of 4 to 0.

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 Carvell made a motion to approve creating the position for a Level 1 Emergency Technician. The motion was seconded by Commissioner Herring and the question called. The motion passed by a vote of 4 to 0. Commissioner Carvell made a motion to approve the proposal to reassign and reclassify an employee to a level 1 emergency technician from an EMT. The motion was seconded by Commissioner Diehl and the question called. The motion passed 4 to 0.

Agenda Item No. 23

The Board set the meeting date for their regular meeting for December 15, 2025. No action was taken.

Agenda Item No. 24

Commissioner Herring moved to adjourn the meeting. The motion was seconded by Commissioner Carvell and the question called. The motion passed by a vote of 4 to 0. The meeting was adjourned at 11:38 a.m.

Secretary of the Board