

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 3**  
**Minutes of the Meeting Held on December 15, 2025**

LOCATION: Fire Station No. 1, 19000 FM 2920, Tomball, Texas 77377

COMMISSIONERS PRESENT

Danny Twardowski

Patty Diehl

Robert Carvell – arrived at 8:40 a.m.

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

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 8:31 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 November 10, 2025 and joint meeting held on November 17, 2025. Commissioner Herring made a motion to approve the November 10, 2025 and November 17, 2025 meeting minutes 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. 4**

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 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 4 to 0. For a more detailed report, please see on file with the District.

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

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 6**

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 to the Board an evergreen audit engagement letter from McCall Gibson Swedlund Barfoot Ellis for auditing services for 2025. Ms. Ramon informed the Board that the anticipated cost is between twenty five thousand dollars (\$25,000) and twenty nine thousand dollars (\$29,000). Commissioner Carvell made a motion to approve the evergreen audit engagement letter from McCall Gibson Swedlund Barfoot Ellis for auditing services for 2025. The motion was seconded by Commissioner Herring and the question called. The motion passed 4 to 0.

#### **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 for Station 52, he is still waiting on permits for existing sewer. The Fire Code permit has been completed. Regarding Station 57 the schematic design is ongoing, and some demolition would begin prior to construction. 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 November there were one hundred and eighty one (181) calls with one hundred and fifty eight (158) patients, including four (4) mutual aids. There were nineteen (19) cancelled calls, with one hundred and twenty two (122) transports, and a projected total year call volume of eighteen hundred (1,800). There were two (2) paramedics that were hired and will be attending new hire academy. Chief Graves went over mechanical issues with ambulances. Chief Graves recommended to the Board to trade in the Ram ambulance for a new ambulance. Chief Graves informed the Board that she would get with Stryker to see what would be given for a trade in. Chief Graves informed the Board that the District participated in Parade of Lights and won first (1<sup>st</sup>) place. Commissioner Carvell made a motion to approve trading in Ambulance 52 to purchase a new ambulance. The motion was seconded by Commissioner Diehl and the question called. The motion passed 4 to 0. District Chief Scott Webb presented to the Board the need to archive social media content for the District in accordance with TSLAC for record retention. Chief Webb presented a proposal from Civil Plus previously called Archive Social for two hundred and fifty dollars (\$259) a year with the next year at three hundred and forty dollars (\$340). Commissioner Herring made a motion to approve the proposal from Civic Plus. The motion was seconded by Commissioner Carvell and the question called. The motion passed 4 to 0.

#### **Agenda Item No. 9**

To review and act to approve the purchase, funding, financing and payment for capital assets, including construction, vehicles, EMS apparatus and equipment and for non-capital items and expenses. Chief Graves presented a proposal to purchase five (5) new MDCs for five (5) ambulances. Commissioner

Herring made a motion to approve the proposals to purchase five (5) news MDCs for five (5) ambulances. The motion was seconded by Commissioner Carvell and the question called. The motion passed 4 to 0.

**Agenda Item No. 10**

To review, discuss and take action regarding lease agreement for Station 5 with Harris County Emergency Services District No. 15. Legal counsel presented the signed agreement with Harris County Emergency Services District No. 15 with an increase of fifty two thousand dollars (\$52,000) per year. Commissioner Diehl made a motion to approve the lease agreement for Station 5 with Harris County Emergency Services District No. 15 for fifty two thousand dollars (\$52,000) per year. The motion was seconded by Commissioner Carvell and the question called. The motion passed 4 to 0.

**Agenda Item No. 11**

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. 12**

To review and act regarding the removal of an Emergency Services District Commissioner due to absences under Texas Health and Safety Code §775.042. No action was taken.

**Agenda Item No. 13**

The Board went into Closed Session under Government Code, Section 551.071, to consult with legal counsel at 9:52 a.m. and came out of closed session at 11:45 a.m.

**Agenda Item No. 14**

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

**Agenda Item No. 15**

The Board went into Closed Session under Government Code, Section 551.074, to discuss personnel matters at 9:52 a.m. and came out of closed session at 11:45 a.m.

**Agenda Item No. 16**

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

**Agenda Item No. 17**

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. No action was taken.

**Agenda Item No. 18**

The Board set the meeting date for their regular meeting for January 12, 2026. No action was taken.

**Agenda Item No. 19**

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 11:46 a.m.

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Secretary of the Board