

**MINUTES OF THE July 2, 2019 MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO.17**

A meeting for June 2019 was duly called of the **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 17**, which was held **July 2, 2019** at the District's Administration Building located at 10410 Airline Drive, Houston, Texas.

The meeting was called to order at 9:34 AM by **BILL BLASDELL**. Those commissioners present when the meeting was called to order were **ROBIN HAYSLIP, BILL BLASDELL**, and **EVERETT GRIFFIN**. **JESSE LEGG** was unable to attend. Also present were the District's Administrative Assistant Becky Cox, District book keepers Kaye Townley and Carol Morrison of Municipal Accounts and Consulting, District legal counsel David Manley of Coveler & Peeler, P.C, Chief Mike Grove with the Fire Department, Richard Saul and James Cone from the Fire Department, James Roberts Treasurer for the Fire Department and architect David Slattery of Slattery Tackett Architects, LLP.

No action required on item 2 of the agenda.

The Board took action on item 3 of the agenda, and the minutes for the May regular meeting were prepared and presented by Administrative Assistant Becky Cox and Counsel David Manley. A motion was made by **MR. BLASDELL** to waive the reading of the minutes and approve them as presented. Second by **MR. HAYSLIP**. Motion carried by a vote of 3 to 0.

The Board then addressed item 4 of the agenda, receive and approve the Financial Report, action on investments, Investment Policy, action regarding District depository accounts and pay District bills. During the financial report, Ms. Townley provided the Board with a detailed, written report and verbal summary. After review, motion by **MR. BLASDELL** and second by **MR. GRIFFIN** to accept the financial report as presented, approve payment of bills included therein and approve investment actions included therein. The motion carried by a vote of 3 to 0.

The completed 2018 Audit was reviewed and approved. A motion to approve the Audit was made by **MR. HAYSLIP** and second by **MR. BLASDELL**. Motion carried by a vote of 3 to 0.

There was no action required on item 6.

The Board then considered item 7 of the agenda. There was a discussion on the need for water rescue equipment. The plan is to buy a boat and trailer that would be used for fast medical rescues at a cost of approximately \$15,000. The total cost for all the required equipment would be approximately \$35,000. A motion was made by MR. HAYSLIP to approve up to \$40,000 to purchase the boat, trailer and miscellaneous equipment and second by MR. BLASDELL. Motion carried by a vote of 3 to 0. MR. HAYSLIP then presented the old and new bullet proof vests and demonstrated the difference in the weight of each making the newer vests much lighter and comfortable for the firefighters. They each cost approximately \$1,000 and there would need to be 45 purchased. Mr. HAYSLIP made a motion to approve up to \$50,000 to purchase new vests and second by MR. BLASDELL. Motion carried by a vote of 3 to 0. There was a test of the EOC here at the administration building last week and there needs to be some additional equipment purchased and some phone lines need to be moved. This would be at a cost of \$25,000 on just IT items to improve the EOC performance. Also, Mr. HAYSLIP stated that DataVox needs to reconfigure some IT items at Station 84. This would be at a cost of \$30,000. MR. HAYSLIP made a motion to approve \$30,000 for these items and second by MR. BLASDELL. Motion carried by a vote of 3 to 0. MR. HAYSLIP then informed the Board that Counsel needs to work with the Rushwood Homeowners Association to return the property old Station 83 was utilizing. A motion was made by MR. HAYSLIP to authorize counsel to prepare the necessary paperwork to return this property and second by MR. BLASDELL. Motion carried by a vote of 3 to 0. Chief Grove then explained the need to purchase cameras and software that will record everything that is done on the trucks. This would be at a cost of \$2,800 per truck then a \$55 a month fee for the monitoring. This would be a cost of \$8,500 for the year for monitoring. He explained that this will make individuals more accountable for incidences on the trucks. A motion to approve the purchase of the software and the monitoring cost was made by MR. HAYSLIP and second by MR. BLASDELL. Motion carried by a vote of 3 to 0. Mr. Cone explained a need to purchase fire proof file cabinets. He

stated there will need to be 4 purchased. He will investigate the cost and get back with the Board on this purchase.

There is no action required on item 8 District debt. There was discussion that a later date there will be some additions to the training field and Station 83 requires some additional updates.

A motion was made on item 9 to authorize Counsel to prepare and publish the effective Tax rate was made by MR. BLASDELL and second by MR. GIFFFIN. Motion carried by a vote of 3 to 0.

The Board then addressed item 10 to adopt the 2019 District's Investment Policy. Per Counsel there were no major changes from the 2018 Policy. A motion to accept the policy as presented and to name MR. HAYSLIP, Katherine Turner and Mark Burton as the Investment Officers was made by MR. BLADELL and second by MR. GRIFFIN. Motion carried by a vote of 3 to 0.

The Board then addressed item 11, Fire Chief's report on Fire Department activity. Chief Grove made a verbal report. He informed the Board Rehab 83 is still broken and no parts are available at this time. Engine 83 is out of service again and the problem cannot be identified. The pump tests came back as no problems found. The ladder and hoses will be tested later this month. One firefighter was injured with a broken ankle. He is still working on the ISO rating.

The Board then addressed item 12, action on surplus and salvage property. Chief Grove will provide the information to Mr. Manley on the pick-up, rehab and pumper that should be listed in the paper as surplus.

The Board then discussed item 13, repairs, improvements, utilities permits and construction of District facilities. Mr. Slattery reported that Station 81 is in the warranty period, he has the product information books, and DuroTech has been responding well to all concerns. The driveway repairs at 81 are also completed. Mr. Slattery stated that Bass has reported they have completed the warranty work on the concrete at Station 82. He is still waiting for the completion of the warranty items on the sink and the inline booster fan. He stated that these have been authorized and hopefully will be completed by next week to finish up the work at Station 82. Concerning the work scheduled for Station 84, Mr. Slattery stated that he received Counsel's notes on the contract and these are being reviewed by Bass

Construction. He hopes that the work will commence on July 8th. However, if the contract is not back today (July 2, 2019) this will push the commencement date back some. The permits are approved except Harris County needs to see an appraised value showing that this remodel will not raise the property valuation by more than 50%. He stated that the project is way below that amount, but the County wants proof. Mr. Slattery engaged a private firm to complete this projection which may cause the start date to be delayed. He is working on getting the core keys for the Administration Building. There is a discrepancy of where these keys ended up following the construction. It may be necessary to replace all the core keys and hardware. He may request Counsel to prepare a letter to Teal concerning this matter. He then discussed if it would be necessary for the personnel to move out of Station 84 during the remodel. He does not feel it will be necessary and if needed it would be for a very short time frame. He will be meeting with the contractor each week to plan the work for the following week and can advise the Fire Department if there will be a need for them to not utilize the building during any given time.

For item 14 Chief Grove informed the Board he is forwarding information to ESC and then they will be giving a report and recommendations once that information is reviewed.

There was no action on items 15 through 17 as no Closed Sessions were necessary.

The Board then addressed item 18. Chief Grove advised the Board he has checked the prices for Health Insurance for the Department. Winstar would provide the insurance. The Dental and Vision policy would drop in price about \$7,000 per year. This policy does cover orthodontics which the old policy did not. Winstar recommends Blue Cross and Blue Shield. There will be two plans, an HMO and PPO when necessary. The overall price for coverage will be less than the current amount. A motion to approve the proposed health insurance change was made by MR. HAYSLIP and second by MR. BLASDELL. Motion carried by a vote of 3 to 0. Chief Grove will also discuss with Counsel steps to set up some guidelines on background checks for employees.

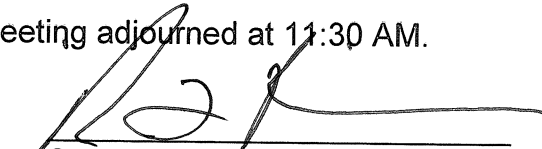
Item 19 was discussed earlier in the agenda.

Concerning item 20 on communications Chief Grove explained there is static on the phones in the Administration Building. AT&T and DataVox are being asked to investigate and correct the problems.

There was no members of the public at the meeting.

The Board set the next regular meeting date for Tuesday July 30, 2019 at 9:30 AM.

There being no further business brought before the Board for the General meeting a motion made, the meeting adjourned at 11:30 AM.



Secretary of the Board