

**MINUTES OF THE February 25, 2020 MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO.17**

A meeting for **February 2020** was duly called of the **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 17**, which was held **February 25, 2020** at the District's Administration Building located at 10410 Airline Drive, Houston, Texas.

The meeting was called to order at 9:30 AM by **BILL BLASDELL**. Those commissioners present when the meeting was called to order were **ROBIN HAYSLIP, BILL BLASDELL, KENNETH ADCOCK** and **EVERETT GRIFFIN**. Also present were the District's Administrative Assistant Becky Cox, District bookkeeper Carol Morrison of Municipal Accounts and Consulting, District legal counsel David Manley of Coveler & Peeler, P.C, Chief Mike Grove, James Cone, Gary Morrison, Timothy Mazeil and James Roberts, with the Fire Department and Architect David Slattery of Slattery Tackett Architects, LLP.

The Board opened the meeting to public comment, but no members of the public were present.

The Board addressed item 3 of the agenda. A motion to cancel the order for an election as presented was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. After review and consideration, the Motion carried by a vote of 4 to 0.

The Board addressed item 4 of the agenda. The January minutes 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. Seconded by **MR. ADCOCK**. After review and consideration, the Motion carried by a vote of 4 to 0.

The Board then addressed item 5 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. Morrison provided the Board with a detailed, written report and verbal summary. A Motion was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN** to accept the financial report as presented, approve payment of bills included therein and approve investment actions included therein. After review and consideration, the Motion carried by a vote of 4 to 0.

The Board then discussed item 6 of the agenda concerning the budget. **MR. HAYSLIP** advised the Board of a need to increase the Professional Services item by \$100,000. This will cover the Human Resources work that will be performed by Paycor. These funds will come from the contingency fund. A motion to approve this amendment to the Budget was made by **MR. HAYSLIP** and seconded by **MR. BLASDELL**. After review and consideration, the motion carried by a vote of 4 to 0.

There was no action required on items 7 and 8.

The Board then addressed item 9, Fire Chief's report on Fire Department activity. Chief Grove made a multimedia report. No action required.

The Board then discussed surplus and salvage. The Department has some surplus gear and the best option is to send it to the Texas Forest Service and they can distribute the gear to Departments that need these items and do not have the funds to purchase them. Motion to donate the gear was made by **MR. HAYSLIP** and seconded by **MR. ADCOCK**. After consideration the motion carried by a vote of 4 to 0.

The Board then discussed item 11, repairs, improvements, utilities permits and construction of District facilities. Mr. Slattery informed the Board the walk through on Station 84 was on February 13th and a punch list was created. The substantial completion was on February 15, 2020. There are still 2 outstanding items the building signage and waiting for the carbon monoxide sensors. There should be a change order presented at next month's meeting and the final pay request will be presented then also. There was a leak detection test done on the area that had previously been repaired and there are no leaks.


MR. HAYSLIP informed the Board he is looking for an administrator for either 457, 403B or 401K program for the Department. There is no action on this item at this time. He also stated there will be a survey for the eligible employees to indicate which program they would prefer.

The Board had no closed session required for items 13 through 15.

There was no action required on items 16 through 18.

The Board set the next regular meeting date for Tuesday March 31, 2020 at 9:30 AM.

There being no further business brought before the Board for the General meeting a motion made, the meeting adjourned at 10:20 AM.



Secretary of the Board