

**MINUTES OF THE January 28, 2020 MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO.17**

A meeting for **January 2020** was duly called of the **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 17**, which was held **January 28, 2020** at the District's Administration Building located at 10410 Airline Drive, Houston, Texas.

The meeting was called to order at 9:37 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 bookkeepers Kaye Townley and Carol Morrison of Municipal Accounts and Consulting, District legal counsel David Manley of Coveler & Peeler, P.C, Chief Mike Grove, Gary Morrison, Steven Tusing 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 approve 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 December 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. Townley 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. Chief Grove explained the personnel budget will go over for the year and that he plans to give part time employees overtime and holiday pay to keep the coverage required for serving the District. He also plans to add 6 more full time employees. The payroll budget is expected to increase by \$260,000, which will also result in an increase in the insurance payments. If part time employees work more than 30 hours, they will get health insurance. These changes will help to get more trucks out and help on the overtime pay.

The Board then considered agenda item 7. Assistant Chief Morrison informed the Board that 2 additional Tahoes are being purchased along with the one already purchased. This will be at a cost of \$122,996 for 2 completely outfitted Tahoes. A motion to approve the purchase was made by **MR. HAYSLIP** and seconded by **MR. BLASDELL**. After review and consideration, the Motion carried by a vote of 4 to 0. These will be purchased from Siddons-Martin Apparatus, through the Tarrant County Cooperative Purchasing Program. A motion was made by **MR. HAYSLIP** to approve the use of Tarrant County Cooperative Purchasing Program and seconded by **MR. GRIFFIN**. After review and consideration, the Motion carried by a vote of 4 to 0.

There is no action required on item 8- District debt.

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 took no action on agenda item 10, there was discussion only. Assistant Chief Morrison explained one truck that had been considered surplus has now been put back in service after the transmission was repaired. There were 2 trucks traded in for \$10,000 that will go towards the purchasing of the 2 Tahoes previously discussed. Assistant Chief Morrison has gone through a grading process of all the existing trucks and apparatus. He explained how this will keep everyone apprised of the need for new vehicles in the future. There are several that are considered grade 4 and these will be replaced over the next 2 years.

The Board then discussed item 11, repairs, improvements, utilities permits and construction of District facilities. Mr. Slattery informed the Board the renovations on Station 84 should be completed that day. There are a couple of small things lingering and these will not interfere with the daily operations at the station. There will be a punch

list walk through today or next week. The leak detection crew should go and check that situation next week. There are two pay requests from Bass. Pay Request No. 6 (\$13,755.48) and Pay Request No. 7 (\$39,914.50). Both have been certified and approved for payment. A motion to approve both pay requests was made by **MR. BLASDELL** and seconded by **MR. HAYSLIP**. After review and consideration, the Motion carried by a vote of 4 to 0. The signage is still not delivered and there are some additional controls and carbon dioxide detectors needed in the bays that are not yet delivered and installed. He projects that out of the remaining balance of \$255,661.10, approximately \$75,000 or more will not be used, leaving \$180,000 owed on the project.

Mr. Manley then presented an overview of the proposal received from RIT Management Group to assume responsibility for management of the District's Human Resources department, including hiring, onboarding, payroll processing and leave management. There will be a fee of \$6,500 for the initial set up, and \$4,125 monthly thereafter. The payroll processing and tax deposits will actually be accomplished through a third-party vendor, Paycor. There will be a separate initial set up fee of \$3,375 fee, with monthly fees thereafter to be approximately \$20 per employee. Mr. Manley reported that he was successful in negotiating a significant reduction in their normal monthly fee and a waiver of the first month's fee entirely. This will take 6 to 8 weeks to get set up and running. A Motion to accept the proposal from RIT was made by **MR. HAYSLIP** and seconded by **MR. BLASDELL**. After review and consideration, the Motion carried by a vote of 4 to 0.

Concerning item 13 the retirement benefits require no action and Chief Grove informed the Board the cost had gone down some.

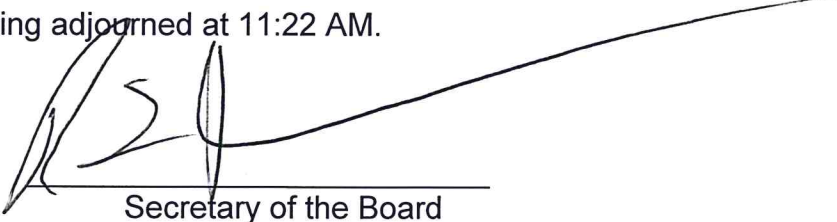
The Board had no closed session required for items 14 through 16.

For item 17 Chief Grove presented the Board with his letter of intent to retire as of May 31, 2020. The letter was accepted by the Board thanking him for his dedication to the Department for all his years of service.

There was no action on items 17 and 18.

The Board set the next regular meeting date for Tuesday February 25, 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 11:22 AM.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

Secretary of the Board