

MINUTES OF THE March 31, 2020 MEETING OF THE

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO.17

A meeting for March 2020 was duly called of the **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 17**, which was held March 31, 2020 at the District's Administration Building located at 10410 Airline Drive, Houston, Texas.

The meeting was called to order at 9:35 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 legal counsel David Manley of Coveler & Peeler, P.C, Chief Mike Grove, James Cone, Gary Morrison, Don Gilkey. Steven Tusing and James Roberts, with the Fire Department.

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

The Board addressed item 3 of the agenda. The February 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 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 **MR. HAYSLIP** presented the report prepared by Ms. Morrison provided the Board with a detailed, written report and verbal summary. A Motion was made by **MR. BLASDELL** and seconded by **MR. ADCOCK** 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 5 of the agenda concerning the budget. **MR. HAYSLIP** advised the Board of a need to move \$1,000,000 from the contingency fund into the building fund, \$1,000,000 into the truck fund and \$300,000 for TRS to handle the increases. Also, need to move \$500,000 to cover the COVID 19 disaster expenses. A line item will be started for COVID related expenses, with the hope the funds will be recouped from FEMA. A motion to move these funds from contingency was made by **MR. HAYSLIP** and seconded by **MR. BLASDELL**. After review and consideration, the motion carried by a vote of 4 to 0.

The Board then began discussion on item 6 concerning capital assets. Chief Morrison provided the following list of items that are needed at this time:

Item	Qty	Amount	Total
Refurbish Tanker			\$85,000
Balistic Helmets	32	\$366	\$11,715

Air Packs	5	\$6,232	\$31,161
Bottles	5	\$1,100	\$5,501
Adapter	32	\$45	\$1,430
P100 Filters	32	\$11	\$359
Gear Coat	37	\$1,589	\$58,778
Gear Pants	37	\$1,093	\$40,427
Hose Drying Rack	3	\$1,765	\$5,295
Hose Roller	3	\$455	\$1,365
Drop Tank Lift	1	\$11,284	\$11,284
			\$252,315

A motion to approve the \$252,315 was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. Motion was approved by a vote of 4 to 0. There was then discussion on the need for new air packs and this will be considered at next month's regular meeting once a total is determined.

There was no action required on item 7.

The Board then addressed item 8, Fire Chief's report on Fire Department activity. Chief Grove made a multimedia report. No action required.

The Board then discussed item 9. Chief Grove advised the Board that all stations are on lock down due to the COVID 19. Anyone who walks into the station not feeling well are treated as though they have the virus. The department had three part time and two full time employees that had been quarantined and some have already been released. There are new policies in effect to protect the firefighters, including wearing masks at all calls. He advised the Board he needed \$800 for 200 N95 masks. A motion to approve this purchase was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. After discussion and consideration the motion passed by a vote of 4 to 0.

Chief Grove then presented the draft report from ESCI. ESCI will come back after the draft report has been reviewed by the Department and Board. One item they suggested was to move Station 83 south within in thee to five years. The Board and Chief Grove discussed this and said this would not be necessary due to the mutual aid that handles this area well. No action is required at this time.

There is no action required on item 11 concerning surplus and salvage.

The Board then discussed item 12, repairs, improvements, utilities permits and construction of District facilities. Mr. Slattery sent an email to **MR. HAYSLIP** to present at the meeting concerning this item. He reported everything has finished for Station 84 except for signage and the last items on the punch-list. The station is on lock down and once it is over, everything will be completed. Mr. Slattery and **MR. HAYSLIP** met concerning some small items on the training field. These items include awnings on the storage building, some training props and to redo the retention pond to increase the capability to train boat launches and high water training. This will

be done in stages. Station 83 is still to be worked on at this time. The projects will be looked at individually and then each will depend on the financial situation at the time. No action was required on this item.

No action is required on item 13.

Items 14 and 15 were discussion only.

There was no action required on item 16.

The Board set the next regular meeting date for Friday April 24, 2020 at 9:30 AM.

The Board had no closed session required for items 18 through 21.

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