

**MINUTES OF THE JUNE 2020 MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO.17**

A meeting for **June 2020** was duly called of the **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 17**, which was held **June 30, 2020** at the District's Administration Building located at 10410 Airline Drive, Houston, Texas.

The meeting was called to order at 9:32 AM by **BILL BLASDELL**. Those commissioners present when the meeting was called to order were **ROBIN HAYSLIP, BILL BLASDELL, KENNETH ADCOCK, DON GILKEY** and **EVERETT GRIFFIN**. Also present were the District's Administrative Assistant Becky Cox, District legal counsel David Manley and Ira Coveler of Coveler & Peeler, P.C, Brian Toland of McCall, Gibson, Swedlund, Barfoot PLLC, Chief Mike Grove, Chief Gary Morrison, Chief James Cone, Sean Richardson, Aaron Ford and James Roberts, with the Fire Department.

Mr. Manley administered the oath of office to **MR. BLASDELL** and **MR. GRIFFIN**.

The Board discussed District Officers. A motion was made by **MR. GRIFFIN** and seconded by **MR. ADCOCK** to keep the officer assignments as is with Bill Basdell President and Robin Hayslip Secretary/Treasurer. Motion carried by a vote of 5 to 0.

The Board opened the meeting to public comment, but no members of the public were present. The Board did take this opportunity to say good-bye to Chief Grove and thank him for the job he has done for the Fire Department over the years. He expressed his gratitude to the Board for the experience of working with them over the years.

The Board addressed item 5 of the agenda, to approve the Minutes of prior meeting(s). The minutes for May were presented by Ms. Cox and Mr. Manley. A motion to accept the minutes was made by **MR. HAYSLIP** and seconded by **MR. GILKEY**. Motion carried by a vote of 5 to 0.

The was no action necessary on item 6 of the agenda. This item will be removed from future agendas.

The next item was to receive a presentation from Cypress Creek EMS, regarding the placement of a medic crew at Station 84 and Station 83. There was no representative from Cypress Creek EMS at the meeting. The Board then discussed the request and reviewed several issues including space at each Station, the instability of the ESD and Cy-Creek EMS organization .A motion was made by **MR. HAYSLIP** and seconded by **MR. GILKEY** to deny the request at this time but possibly consider it at a later date. Motion carried by a vote of 5 to 0. Further discussion

informed the Board that this was ESD11 making the request not the EMS. The main problem the EMS has at this point is one of the buildings they utilize is in need of a great deal of repair and they are unable to get the landlord to make the necessary repairs. **MR. HAYSLIP** said he will attempt to meet with ESD 11, especially since the plans to renovate Station 83 later this year would be impacted by this decision. It was noted that some of the changes in the leadership have helped with the problems of instability.

The Board then addressed item 8 of the agenda, receive and approve the Financial Report, action on investments, Investment Policy, action regarding District depository accounts and pay District bills. The financial report was in written form and presented by Carol Morrison. A Motion was made by **MR. HAYSLIP** and seconded by **MR. GILKEY** 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 5 to 0.

Mr. Toldan then presented the Draft 2019 audit. He stated it was an excellent audit. After review, the Board signed the approval letter accepting the audit as prepared. A motion to accept the audit was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. Motion carried by a vote of 5 to 0.

The Board then addressed item 10 the District's 2020 Investment Policy. A motion was made by **MR. HAYSLIP** to approve the District's 2020 Investment policy, seconded by **MR. BLASDELL**. Motion carried by a vote of 5 to 0.

Mr. Manley then advised the Board that it is time to calculate the next year's tax rates. A motion to designate Coveler and Peeler, P.C. to calculate the tax rate and advise the Board of any further action required on their part for setting the rate for 2020 was made by **MR. BLASDELL** and seconded by **MR. HAYSLIP**. Motion carried by a vote of 5 to 0.

The Board then discussed items 12 through 14 together. Chief Morrison explained the cost for the technology provided by Global Traffic Technologies, LLC is already in use by multiple entities. The cost to equip the trucks and intersections which are not yet equipped with this technology will be approximately \$60,000. A motion was made by **MR. HAYSLIP** and seconded by **MR. BLASDELL** to approve a cost of up to \$70,000 to equip the trucks and intersections with this technology. Motion carried by a vote of 5 to 0. A motion was then made by **MR. HAYSLIP** to enter into an Interlocal Agreement with Harris County in conjunction of installing the GTT traffic signal pre-emption equipment in the District's intersections. This was seconded by **MR.**

BLASDELL and the motion carried by a vote of 5 to 0. A motion was then made by **MR. HAYSLIP** to enter into an interlocal agreement with TxDot relating to the traffic pre-emption system and seconded by **MR. BLASDELL**. Motion carried by a vote of 5 to 0.

No action required on item 15.

The Board next addressed item 16 and heard from Chief Morrison about the need for some capital asset purchases. He asks for approval to purchase the Purvis alerting system at Station 82 that keeps track of time of runs. A motion to approve \$60,000 for this system was made by **MR. HAYSLIP** and seconded by **MR. BLASDELL**. Motion carried by a vote of 5 to 0. Chief Morrison then explained the need for a transfer switch at Station 84 for a cost of \$15,000. A motion to approve this purchase was made by **MR. HAYSLIP** and seconded by **MR. GRIFFIN**. Motion carried by a vote of 5 to 0.

No action required in item 17 of the agenda.

The Board then addressed item 18, Fire Chief's report on Fire Department activity. Chief Morrison made a verbal and written report. No action required.

The Board took no action on agenda items 19 and 20.

The Board then discussed agenda item 21, to review and act on the disposition of surplus and/or salvage property. A motion was made by **MR. BLASDELL**, seconded by **MR. GILKEY** to place an ad in the paper to sell the 2 surplus Tahoes. Motion carried by a vote of 5 to 0.

The Board then addressed item 22, to review, discuss and take action on any issues related to the repairs, improvement, utilities, permits and construction of District facilities, including engaging construction services, change orders and construction payments. Mr. Slattery gave the Board a report on repairs and improvements on the stations. He stated the signage has been installed and still needs electrical work at Station 84. The punch list has not been completed at this time due to Covid 19 restrictions. There will be at least another week delay on the punch list. The surveying of the Training Field has been done and the permits are in progress.

The Board then addressed item 23, to review, discuss and take action on any issues related to retirement plans or benefits for volunteers. **MR. HAYSLIP** then gave information to the Board regarding the retirement plan. The percentage that must be paid by the Board changes. He discussed with TCDRS about a standard percentage rate above the current rate. This would then give a surplus in the account if the rate increased over the next few years. He stated that it is much easier to budget for a constant amount rather than one that changes very frequently. This will give

the fund a surplus in the future. A motion to change the percentage at a cost for the year of \$40,000 to \$45,000 was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. Motion carried by a vote of 5 to 0.

No action required on items 24 and 25.

The Board then addressed agenda item 26, to review and take action on any matters regarding dispatch, communications or mutual aid agreements with other agencies. Chief Cone explained he has met with the Comm Center and they will be going to a standardized billing system. This will double our cost however it does give stability to their business insuring the Comm Center will still be able to provide their needed service to the Department.


The next regular meeting is scheduled for July 28, 2020 at 9:30 AM.

The Board adjourned the regular meeting at 11:05 for closed session on items 28 through 30.

The Closed session meeting adjourned at 12:13 and the regular meeting reconvened.

The Board then addressed item 31. The Board announced that Chief Gary Morrison will be the Interim Fire Chief of the Department with a salary of \$96,000.

There being no further business brought before the Board for the General meeting, the meeting adjourned at 12:15 AM.


Secretary of the Board