

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

A meeting for **May 2020** was duly called of the **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 17**, which was held **May 26, 2020** at the District's Administration Building located at 10410 Airline Drive, Houston, Texas.

The meeting was called to order at 9:39 a.m. by **BILL BLASDELL**. Those commissioners present when the meeting was called to order were **ROBIN HAYSLIP, BILL BLASDELL, KENNETH ADCOCK, EVERETT GRIFFIN** and **DON GILKEY**. Also present were the District's Administrative Assistant Becky Cox, District legal counsel David Manley of Coveler & Peeler, P.C, District bookkeepers Kaye Townley and Carol Morrison of Municipal Accounts and Consulting, David Slattery from Slattery Tackett, Chief Mike Grove, Gary Morrison, James Cone, 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, to approve the Minutes of prior meeting(s). The minutes from the March 31, 2020, April 24, 2020 and special meeting on May 14, 2020 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 to appoint a new District Commissioner to fill a vacant position. A motion was made by **MR. BLASDELL** to appoint Mr. Gilkey to the open Commissioners position. Seconded by **MR. HAYSLIP**. Motion carried by a vote of 4 to 0. Oath of office was administered by Mr. Manley to **MR. GILKEY**.

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. The financial report was in written form and presented by Ms. Townley. She also presented a letter that required signatures for a new account to cover payroll. There will be 2 months of salary available in this account at all times. A Motion was made by **MR. HAYSLIP** and seconded by **MR. BLASDELL** to accept the financial report as presented, approve payment

of bills included therein, approval of the new account for payroll included therein and approve investment actions included therein. After review and consideration, the Motion carried by a vote of 5 to 0. **MR. HAYSLIP** discussed the Vehicle Repair and Maintenance Projection given out by Assistant Chief Morrison. The PUC is being put back into service which is causing the maintenance budget amount to rise. Chief Morrison requested a budget increase of \$150,000 to handle the needed repairs and maintenance for the year.

No action required on item 6.

The Board then discussed and acted on item 7 capital assets. The Department is looking at attaining a ventilation simulator. There will be more information at the next meeting on this item. There is a need for 60 air packs at a cost of \$320,000. A motion to approve \$325,000 to be used to purchase the air packs was made by **MR. HAYSLIP** and seconded by **MR. BLASDELL**. Motion carried by a vote of 5 to 0. The old air packs will be given to the Texas Forestry Service to allocate to other departments as needed.

No action required on item 8.

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

The Board took no action on agenda items 10 through 13, there was discussion only.

The Board then addressed item 14. Mr. Slattery reported that Bass Construction can now return to complete the punch list. They are trying to get everyone scheduled to complete the project. One item has not been changed concerning the carbon monoxide sensors in the bays this will be handled at a later date. There should be approximately \$85,000 still to complete the job and there will be some unused funds from the contract, hopefully this will complete soon. He met last week with **MR. HAYSLIP** on some items concerning the Training Field facility and having the water changed to City Water. No definite plans to proceed on these projects are ready at this time.

No action required on item 15.

Mr. Manley advised the Board there are some time clock problems with reporting the payroll and this will be changing to another company with a different time clock system. A motion to approve entering into an agreement with TimeClock Plus, with an initial fee of \$7,419 was made by **MR. HAYSLIP** and seconded by **MR. BLASDELL**. Motion carried by a vote of 5 to 0.

No action on item 17.

The Board next addressed agenda item 18, to review and take action on any matters regarding dispatch, communications or mutual aid agreements with other agencies. Chief Grove informed the Board to expect a bill for \$3,000 for a new antenna in the near future. No action taken.

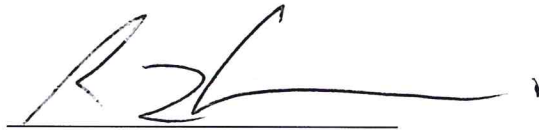
The next regular meeting is scheduled for June 30, 2020 at 9:30 AM.

The Board adjourned the regular meeting at 10:43 for closed session on items 20 through 22.

The Closed session meeting adjourned at 11:25 and the regular meeting reconvened.

There was no action required from the Closed Session Meeting.

There being no further business brought before the Board for the General meeting, the meeting adjourned at 11:28 AM.



Secretary of the Board