

**MINUTES OF THE AUGUST 24, 2020 MEETING OF THE  
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO.17**

A meeting for **August 24, 2020** was duly called of the **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 17**, which was held at the District's Administration Building located at 10410 Airline Drive, Houston, Texas. This meeting will include the tax rate for the year.

The meeting was called to order at 9:30 a.m. 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 of Coveler & Peeler, P.C, Carol Morrison of Municipal Accounts and Consulting, David Slattery of Slattery Tackett Architects, Amanda Coveler of RIT Management Group, Interim Chief Gary Morrison, Chief James Cone, Sean Richardson, Pablo Hinjosa, Tim Mazzel and James Roberts, with the Fire Department.

The Board opened the floor to receive public comment and conduct a public hearing/open forum to allow interested parties to address the Board of Commissioners and be heard regarding the proposed property tax rate setting. There were no members of the public present. Being no further comment, the Hearing was concluded at 9:38

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

The Board then addressed item 4 the 2021 Budget. **MR. HAYSLIP** explained the differences from the original budget and the new proposed budget. After discussion a motion was made by **MR. HAYSLIP** to accept the new proposed 2021 budget as presented and seconded by **MR. BLASDELL**. The motion carried by a vote of 5 to 0.

The Board then reviewed the possible tax scenarios prepared by Mr. Manley. After review and discussion, a motion to accept an Ad Valorem Tax Rate of .099044/\$100 was made by **MR. BLASDELL** and seconded by **MR. GILKEY**. Motion carried by a vote of 5 to 0.

Since the tax rate accepted for the year requires no election a motion was made by **MR. BLASDELL** to cancel the tax rate election and seconded by **MR. ADCOCK**. Motion carried by a vote of 5 to 0.

The Board addressed item 7 of the agenda, to approve the July 24, 2020, and August 5, 2020 Minutes. The minutes for July 24, 2020 and August 5, 2020 were presented by Ms. Cox and Mr. Manley. A Motion to accept the minutes was made by **MR. BLASDELL** and seconded by **MR. GILKEY**. Motion carried by a vote of 5 to 0.

The Board then addressed item 8 of the agenda, to 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. BLASDELL** 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. HAYSLIP** informed the Board he and Ms. Townley have talked about moving \$1,000,000 from Texas Class to CD's. He is also working with Sales Tax Assurance to make reports available online so they can review what is being done each month by this organization. He also informed the Board they are working at having the Bookkeepers report available on SharePoint so they can review this report prior to the meeting each month.

The Board took no action on item 9 concerning amendments to the District Budget.

The Board next addressed item 10 and heard from Interim Chief Morrison that he is in the process of regrading the apparatus. In doing this he is going to set up a committee to review the needs of the Department for the next few years. He plans to have this committee named and active by mid-2021 and then have apparatus ordered to be delivered by the end of 2022. He feels this will be a ladder truck and a pumper truck. He will keep the Board informed on the progress of this committee. No action is required at this time.

**MR. HAYSLIP** advised that if the schedule Chief Morrison suggested is followed, the first payment will not be due until near the end of 2023. He also stated that Station 83 needs some renovations and the interest rates are so low it would be an advantage to refinance Station 82 and the renovations added to the existing loan. No action required.

The Board then addressed item 12, Fire Chief's report on Fire Department activity. Interim Chief Morrison made a verbal and written report. No action required. Several items concerning training were discussed. Chief Morrison gave information concerning a Boat Class for 10 people that would be at a cost of \$5,000. Chief Richardson said there is in house training for the boats, but this course would be a great advantage to utilizing them in disasters. A Motion to approve the

cost of the Boat Training up to \$5,000 was made by **MR. BLASDELL** and seconded by **MR. GILKEY**. After review and discussion, the Motion carried by a vote of 5 to 0. Then Chief Morrison explained that the F250 has some electrical wiring issues that must be corrected. He is in contact with Siddons Martin and the estimate to have everything corrected is \$11,000. After review and discussion, a Motion was made by **MR. HAYSLIP** and seconded by **MR. GILKEY** to approve up to \$11,000 for the changes required. Chief Morrison then told the Board he has contacted Focal Point to work with the Fire Department employees in group, and one-on-one meetings about professionalism, leadership, vision, values and mission plans. They will also work with the employees on how to handle changes within the Department and to remove conflict and stress, the cost of this will be \$9,000 to \$11,000. A Motion to approve up to \$11,000 to hire Focal Point was made by **MR. GLIKEY** and seconded by **MR. HAYSLIP**. After review and discussion, the Motion carried by a vote of 5-0

**MR. BLASDELL** attended a zoom meeting with the County OEM and our District signing on to the County Emergency Response Plans. **MR. BLASDELL** made a motion, seconded by **MR. HAYSLIP** to approve signing the County's Response Plan pending Legal Review.

The Board took no action on agenda item 13.

Mr. Manley informed the Board the 2 surplus Tahoes will be listed for sale in the paper on August 26, 2020.

The Board then addressed item 14 and received a report from Mr. Slattery regarding the status of outstanding items related to construction. Mr. Slattery reported Bass Construction will be out to complete the punch list next week. There is a balance of \$201,901.01 and after everything is completed there should be a surplus of \$95,000 remaining on the project. The training field survey was completed late last week and will start with civil engineers next week. The water application with the city is still pending review. As soon as he has approval on the water line, it should take about 4 weeks to get all the documents ready for city water. No action required at this time.

The Board then addressed items 16. Ms. Coveler explained the need to change from 403B to 457 for retirement savings. She explained 403B is no longer valid for the Department's status. She has found a company ICMARC that is non profit and has less charges due to it being non-profit. She discussed the possibility of the Department matching 3 to 5% of the savings each individual puts into the plan. This would increase the participation. There may be some fees to

roll over from AXE to ICMARC. It will be up to the Board if there will be any kind of a match on the employees amount input into the savings program. She provided written information for the members to review and this will be discussed at next month's meeting. **MR. HAYSLIP** stated since it was the Board's responsibility to know the 403B was not valid, it might be necessary to cover any fees to roll over to the new plan. Then Disability plans were discussed. The insurance covers some of the amount from the workman's comp coverage which only covers 70%. Ms. Coveler suggested it might be best to switch to a long-term disability program for full time employees. This would be from VFIS. This will be looked at next month. Chief Richardson suggested establishing an HRA type of account the employees could contribute to and have funds they could access as they needed them They could deposit the amount they would like to have in this account and if not used it can be rolled over the next year if unused. This suggestion will be reviewed.

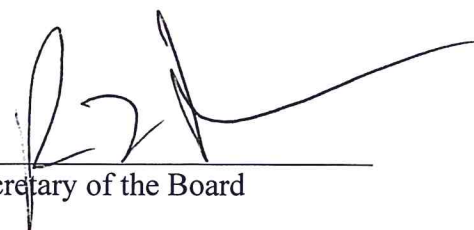
No action required on items 17 to 19.

**MR. HAYSLIP** informed the Board that ESD 11 wants to house an ambulance at Station 83 and 84 and would also like to consider having one at Station 82 at a later date. They proposed to pay \$1,000 a month for each Station . Chief Cone explained the alert system they would require and the need for storage and dormitory space. A Motion to approve ESD 11 putting one (1) ambulance in Station 83 and one (1) ambulance in Station 84, with them paying \$1,000/month for each station made by **MR. HAYSLIP** and seconded by **MR. GILKEY**. After review and discussion, the Motion carried by a vote of 5 to 0.

The Board then went into closed session at 11:21 a.m. to discuss personnel matters. The Board came out of executive session at 12:28.

The Board reconvened the general meeting at 12:28. The next meeting will be on September 24, 2020 at 9:30AM.

There being no further business brought before the Board for the August 24, 2020 meeting, the meeting adjourned at 12:32 PM.



Secretary of the Board