

**MINUTES OF THE MAY 25, 2021 MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO.17**

A meeting for **May 25, 2021** 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.

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 **BILL BLASDELL, ROBIN HAYSLIP, KENNETH ADCOCK, and EVERETT GRIFFIN**. Commissioner **DON GILKEY** was unable to attend. 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 and Rachelle Parker of RIT Management Group, Bryan Toland from the McCall, Gibson, Swedlund, Barfoot PLLC, Fire Chief Sean Richardson, Chief James Cone, and Gary Morrison, Alita Guidry, Todd Smith, Richard Saul, and James Roberts, with the Fire Department.

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

The minutes for April 2020 were prepared and presented by Administrative Assistant Becky Cox and legal counsel David Manley. The minutes were accepted, and a motion was made by **MR. BLASDELL** to accept as presented. Seconded by **MR. HAYSLIP**. Motion carried by a vote of 4 to 0.

The Board then addressed item three, the preliminary audit. Mr. Toland presented the Draft Audit to the Board. After discussion, a motion was made by **MR. BLASDELL** to accept the audit as presented. Seconded by **MR. ADCOCK**. Motion carried by a vote of 4 to 0.

The Board addressed item 4 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 presented by Carol Morrison. A Motion was made by **MR. BLASDELL** and seconded by **MR. HAYSLIP** 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.

There was no action required on items 5 or 6.

The Board then moved to item 7 concerning purchase of capital assets. Assistant Chief Cone advised the Board of the equipment ordered for Station 83 for a total of \$63,853. This will bring Station 83 up to the same equipment for cleaning uniforms and workout equipment as the other stations. He then advised the Board of a need for concrete work at Station 81 for an amount of \$43,645.50. He then explained the golf cart needs replaced and the best vehicle for this is a Gator at the cost of \$8,586.41. Chief Richardson also informed the Board of a need for replacement equipment for the aerial that is already in the budget. This amount of purchase is \$6,000.97. The PPE needs to be upgraded for structural extraction and wildfire gear. There is a need of 80 sets for \$52,098. These items need to be moved to capital expense. A motion was made to approve these expenditures by **MR. HAYSLIP** and seconded by **MR. BLASDELL**. Motion carried by a vote of 4 to 0.

There was no action required on items 8 or 9.

The Board then addressed item 10, Fire Chief's report on Fire Department activity. Chief Richardson made a verbal and multi-media report. Todd Smith presented the training report. Gary Morrison presented the Fleet Report. Chief Richardson gave the response report for the month. Alita Guidry gave the Public Relations report. Chief Richardson advised the Board the new administrative assistant will start the position tomorrow. No action required.

There was no action required on item 11 concerning COVID-19.

The Board then addressed item 12 concerning projects for the District facilities. Mr. Slattery advised the Board that on the project for Station 83, the permits have been approved and purchased. Bass Construction will mobilize to the site a week from today. The project is scheduled for completion in December, 2021. Station 81 waterline project engineering should be completed this week and presented to the City of Houston and Harris County. He is not certain when this will be approved. He feels it is best to wait to bid this project until the engineering is approved. He hopes to be able to get bids in June and hopefully proposed bids will be presented at the next meeting. He then discussed the Flagpole Plaza a Station 82. He is collecting consultant drawings this week and will present on June 7, 2021 for bidding the project. There are a few inside items being included in this project with the Flagpole Plaza. The permits are moving slowly at this time but he hopes to have a bid on this project by the June meeting so a contract could be approved then.

The Board next addressed Agenda item 13 and Ms. Coveler advised the Board it is time to renew the Workman's Comp policy. There are two companies that have presented offers. One is 7710 which is a cheaper plan but there may be a chance this company could leave Texas due to some legislation. The other offer is from the company Texas Mutual, which is the current carrier for the Fire Department. The 7710 offer is \$113,000 and Texas Mutual \$164,000. The other consideration is that the rebates from Texas Mutual can offset the difference. After discussion, a motion was made by **MR. BLASDELL** to stay with Texas Mutual and seconded by **MR. GRIFFIN**. Motion carried by a vote of 4 to 0.

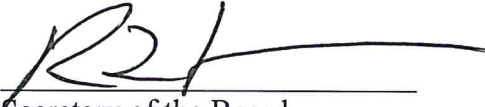
There was no action required for items 14 and 15.

Discussion only for item 16. The plans are to change over to the new communications/dispatch on July 1, 2021. They have determined they can get the dispatch from Harris County if necessary.

The Board then adjourned to closed session at 10:32 for items 17 through 20. Closed session adjourned at 11:22 going back into the regular meeting at that time.

The next meeting will be on Tuesday June 29 , 2021 at 9:30 AM.

There being no further business brought before the Board for the May 25, 2021 meeting, the meeting adjourned at 11:25 PM.



Secretary of the Board
