

**MINUTES OF THE JUNE 29, 2021, MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO.17**

A meeting for **June 29, 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, 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, Fire Chief Sean Richardson, Chief James Cone, and Gary Morrison, Alita Guidry, Todd Smith, Richard Saul, and James Roberts, Delia Cordero, Keaton Ognoskie with the Fire Department.

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

The minutes for May 2021 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. HAYSLIP** to accept as presented. Seconded by **MR. BLASDELL**. Motion carried by a vote of 5 to 0.

The Board addressed item 3 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. Chief Cone advised the Board he has cancelled coverage with Dental Select effective yesterday. 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. Manley discussed items 4 through 6, the 2022 Budget process. He stated the tax estimates from Harris County should be available by mid-August. A Motion was made by **MR. BLASDELL** and seconded by **MR. GILKEY** to designate Harris County Tax Assessor-Collector's Office to prepare the District's No New Revenue Tax Rate and related tax rate

calculations for 2021, and to authorize District counsel to publish the necessary 2021 Tax Rate setting notices. Motion carried by a vote of 5 to 0.

There was no action on items 7 through 9.

The Board addressed item 10 surplus/salvage property. Chief Richardson explained there is a golf cart, surplus radios and a generator from Truck 81 that are currently surplus. He stated these can be offered on the website Govdeals.com and will hopefully generate a little income. A motion to approve the surplus and sale of these items was made by **MR. HAYSLIP** and seconded by **MR. BLASDELL**. Motion carried by a vote of 5 to 0.

For item 11 Mr. Hayslip requested that the truck committee review and report on an estimate of when new trucks will be required so the existing trucks can be paid off prior to receiving any new trucks. Mr. Morrison agreed to have the committee work on this project. No action required at this time.

The Board then addressed item 12, 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. She advised the Board that KPRC is interested in doing follow up story with the fire department on their involvement of saving a gunshot victim. The family of the individual wants to be included so they can express their gratitude to the fire fighters for their quick and decisive action in saving this victim. She informed the Board the social media presence for the Fire Department is gaining followers and positive influence for the Department. Todd Smith gave a report on training and stated CPR training will begin shortly. Commissioner Gilkey congratulated the Department on their responsiveness to fires in the recent month. No action required.

The next item for discussion was item 13, the proposed policy related to Harris County business in non-hydranted areas. He explained the policy and how the County is trying to have the Fire Departments responsible for inspecting any dry hydrant every year. This is not something the Fire Department wants to become responsible for. Chief Richardson will draw up the proposal for Little York Fire Department that will require the business owners to have their own water supply for firefighting, and present it at next month's meeting.

The Board then addressed item 14 concerning projects for the District facilities. Mr. Slattery advised the Board that the project for Station 83 will begin next Tuesday. The steel


delivery is confirmed for August 16th. There have been supply chain issues for steel products. Mobilization for this project will begin on July 6th and an estimated completion date of December 15, 2021. The building will be available for use in the beginning of the project as the first parts of the project are on the exterior. The next construction meeting is scheduled for July 7, 2021, and twice a month after that date. He presented pay request 1 which included Bonds and Insurance for a total of \$19,370.50. This pay request has been certified and will be sent to Mr. Manley for a bank draft for the payment. A motion to approve the pay request 1 was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. Motion carried by a vote of 5 to 0. He then proceeded to the project at Station 82. He advised the Board there were 3 bid proposals for this project. All three companies meet the 80 or above criteria ranks. Therefore, the next qualifying criteria would be cost. Maaco came in with the lowest bid at \$319,746. He explained this company is owned by a Veteran who really wanted this project, resulting in the lower bid. He recommends the contract be awarded to Maaco Construction. It will take 75 days to complete and will begin mid-August with a mid-October completion. A motion to approve the contract with Maaco Construction for the flagpole plaza at Station 82 was made by **MR. BLASDELL**, seconded by **MR. GILKEY**. Motion carried by a vote of 5 to 0. He will also be presenting a proposal for equipment testing for \$10,000 for this project at the next meeting. He proceeded to discuss the water line project for Station 81. There are 2 sets of drawings on this project, one from the City of Houston and one from Harris County, which are at the City and County offices at the present.

There was no action required for items 15 through 18.

The Board then adjourned to closed session at 10:33 for items 19 through 21. Closed session adjourned at 11:08 going back into the regular meeting at that time. No action was taken.

The next meeting will be on Tuesday, July 27, 2021 at 9:30 AM.

There being no further business brought before the Board for the June 29, 2021 meeting, the meeting adjourned at 11:10AM.



Secretary of the Board