

**MINUTES OF THE NOVEMBER 30, 2021, MEETING OF THE  
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO.17**

A meeting for **November 30, 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 9:32 A.M. by **BILL BLASDELL**. Those commissioners present when the meeting was called to order were **BILL BLASDELL, ROBIN HAYSLIP, EVERETT GRIFFIN**, and **KENNETH ADCOCK**. Commissioner **DON GILKEY** was unable to attend. Also, present were District's Administrative Assistant Becky Cox, District legal counsel David Manley of Coveler & Peeler, P.C., Randy Parr of RIT Financial, Amanda Coveler of RIT Management Group, David Slattery of Slattery Tackett Architects, Fire Chief Sean Richardson, Chief James Cone, Gary Morrison, Todd Smith, Alita Valerio, 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 October Regular Meeting were presented. A Motion was made by **MR. BLASDELL**, seconded by **MR. HAYSLIP** to accept the minutes as presented. After review and consideration, the Motion carried by a vote of 4 to 0.

The Board addressed item 4 of the agenda, to receive and approve the Financial Report, take action on investments, investment policy, District depository accounts and to pay District bills. Randy Parr presented the financial report. A Motion was made by **MR. BLASDELL** and seconded by **MR. ADCOCK** 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 item 5 revisions to the District budget.

Mr. Manley then explained to the Board that new election regulations require the election equipment to be updated to a newer version. He advised the Board the best course of action will be to continue working within the pool of other ESDs as they have been the last several years. A Motion to participate in the pool and to contribute to the purchase of new election equipment was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. Motion carried by a vote of 4 to 0.

The Board then considered item 7 of the agenda. Chief Richardson advised the Board of the fire department have been trying out some different thermal imaging cameras. They have found one model that is smaller and works very well. The personnel also like this particular model. Each camera cost \$13,275 and there is a need for 20 cameras. He stated the money is already allocated in the budget for the purchase. A Motion was made by **MR. BLASDELL** to purchase 20 thermal imaging cameras and seconded by **MR. ADCOCK**. Motion carried by a vote of 4 to 0.

Chief Richardson addressed item 8 regarding surplus and salvage. He informed the Board there is currently 2 command units removed from trucks and water fountains removed from Station 83 that can be posted on the Government Surplus database. He did advise that this year the Fire Department has been able to recoup approximately \$9,000 through surplus and salvage items. A Motion to approve the sale of the command units and water fountains was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. The vote carried by a vote of 4 to 0.

There was no action required on item 9.

The Board then addressed item 10, Fire Chief's report on Fire Department activity. Chief Richardson made a verbal and multi-media report. Alita Valerio gave a report on the Public Relations activities. She advised everyone of new Facebook and Instagram pages that have been established. Chief Smith proved a summary of training activities, and Gary Morrison presented the Fleet Report. Todd Smith gave a report on training. Chief Richardson gave the response report for the month. No action required.

The Board then addressed item 11 concerning projects for the District facilities. Mr. Slattery advised the Board the project at Station 83 is well underway. The crews are starting the sheetrock and painting this week. It is scheduled to be completed by December 23, 2021. There will be some minor items that will need completing after that date, but it will not affect the crews moving back in and utilizing the station. He presented pay request number 6 in the amount of \$240,543.80 pending architect approval. A Motion to approve the pay request 6 pending his approval was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. Motion carried by a vote of 4 to 0. As of yesterday, the permits for the work at Station 82 have been issued. He then explained the various options of start dates on this project. It was decided after discussion that the project can start after the beginning of the new year. This should give a projected completion date of February 19, 2022. He then discussed the project of the new water line for Station 81. Harris County has signed off on everything. The City of Houston had some comments and the revisions

regarding those comments were resubmitted last week. He further explained that since this is all utility work, it will be best to let the civil engineer be over this project instead of him directly. A motion to accept this recommendation was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. Motion carried by a vote of 4 to 0. He will provide a copy of the proposal to Mr. Manley. He stated that concerning the Maintenance Facility, he met with the Fire Department, and they are finalizing details. He will begin the construction documents very soon. He hopes to have the proposals issued in January and have bids by the February meeting to share with the Board. Then that will allow a March start date.

The Board then addressed item 12. A motion to ratify the current continuing Contract with the current law firm pursuant to §6.30 of the Tax Code for the collection of delinquent District ad valorem property taxes and providing for the payment of up to 20% of the delinquent taxes, penalties, and interest which are collected by the attorney under said Contract, was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. Motion carried by a vote of 4 to 0.

The Board then addressed items 13 & 14 together. A motion to impose additional penalties on delinquent taxes pursuant to §33.07 and §33.08 of the Tax Code and adoption of a Resolution regarding same, was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. Motion carried by a vote of 4 to 0.

The Board then addressed item 15. A motion was made to impose an early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to §33.11 of the Tax Code and adoption of a Resolution regarding same, by **MR. BLASDELL** and seconded by **MR. ADCOCK**. Motion carried by a vote of 4 to 0.

No action required on items 16 through 18.

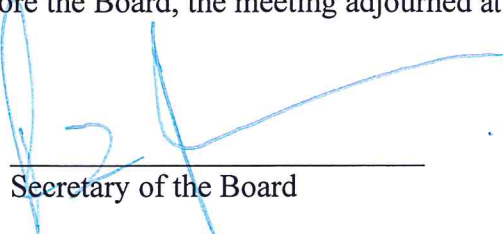
The Board then adjourned at 10:30 to meet in closed session.

The Board reconvened in general session at 11:13 A.M.

A motion was made by **MR. BLASDELL** to accept the changes suggested for the personnel handbook, seconded by **MR. ADCOCK**. Motion carried by a vote of 4 to 0.

The next meeting will be on Tuesday December 21, 2021, 2021 at 9:30 A.M.

There being no further business brought before the Board, the meeting adjourned at 11:15 A.M.



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Secretary of the Board