

**MINUTES OF THE OCTOBER 26, 2021 MEETING OF THE  
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO.17**

A meeting for **October 26, 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, EVERETT GRIFFIN, DON GILKEY** and **KENNETH ADCOCK**. 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 September 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 5 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. The financial report was presented by Randy Parr. 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 5 to 0.

The Board then discussed item 5 to adopt an investment poly for the next year. The Board then discussed this item and decided to continue with the current policy. A motion was made by **MR. GRIFFIN** to continue with the same investment policy. Seconded by **MR. BLASDELL**. Motion carried by a vote of 5 to 0.

The Board then discussed item 6. Chief Richardson advised the Board he is watching the benefits item to see if it changes from the original projected amount. There are some subcategories that are under budget approximately \$100,000. He advised the Board there will be some capital requests next month that this amount can help to fund. He presented the Department's Budgetig

Policy. A motion to approve the Budget Policy was made by **MR. BLASDELL**, seconded by **MR. GILKEY**. Motion carried by a vote of 5 to 0.

The Board then considered item 7 of the agenda. Chief Richardson advised the Board of the need for a forklift to be utilized on the Training Field. The amount for this equipment will be \$30,000. A motion was made by **MR. BLASDELL** to approve the purchase of a forklift for \$30,000, seconded by **MR. GRIFFIN**. Motion carried by a vote of 5 to 0. Chief Richardson then advised the Board the security cameras are not functioning well. He presented three proposals: To replace the system on just the Fire Field at a cost of \$11,394.80. The second is for Station 81 for a cost of \$8,708.71. The third is for the Administration Building for a proposed cost of \$5,113.34. His recommendation is to replace the entire system for an estimated cost of \$25,000. After discussion the Board approved to replace the entire system and include Station 83 for a total amount up to \$35,000. A motion to approve the \$35,000 was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. Motion carried by a vote of 5 to 0.

Chief Richardson addressed item 8 regarding surplus and salvage. He informed the Board there is 25 sections of 3-inch hoses no longer in use. He proposed to donate this hose to the Fire Training School at Lone Star College. A Motion to approve the donation to Lone Star was made by **MR. BLASDELL** and seconded by **MR. GILKEY**. **MR. GRIFFIN** abstained from the vote. 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. Chief Smith provided a summary of training activities, and Gary Morrison presented the Fleet Report. Chief Richardson gave the response report for the month. Alita Valerio gave a report on the Public Relations activities. Todd Smith gave a report on training. No action required.

The Board then addressed item 11 concerning projects for the District facilities. Mr. Slattery advised the Board the inside construction on Station 83 has begun. This renovation is still scheduled for before Christmas. Bass Construction is experiencing some delivery issues, but they are working around these issues. They should begin the masonry work later this week. He presented Pay Request number 5 in the amount of \$123,039.25 pending architect certification. A Motion to approve Pay Request 5, pending architect certification, was made by **MR. BLASDELL**, and seconded by **MR. ADCOCK**. After review and consideration, the Motion carried by a vote



of 5 to 0. The flag project at Station 82 has received the civil permit from the county. Fire code permit should be completed by next week and then the project can continue. He reported he has heard from the City of Houston concerning the water line to Station 81 and that the comments have been reviewed and revised by the civil engineer. The comments from Harris County have just been received and the revisions should be complete by next week. He hopes to have bids by next month on this project. He has been meeting with the fire department personnel concerning the Maintenance Building. He advised the Board MMP engineering has a proposal of \$40,000 to complete the engineering. If that is acceptable, he can bring the engineering forms to the next meeting. A Motion was made by **MR. ADCOCK** to approve an amount up to \$45,000 for MMP Engineering for the Maintenance Building, seconded by **MR. BLASDELL**. Motion carried by a vote of 5 to 0.

The Board then addressed Agenda item 12. No action required. Ms. Coveler advised the Board there will be postings for 2 positions due to resignations.

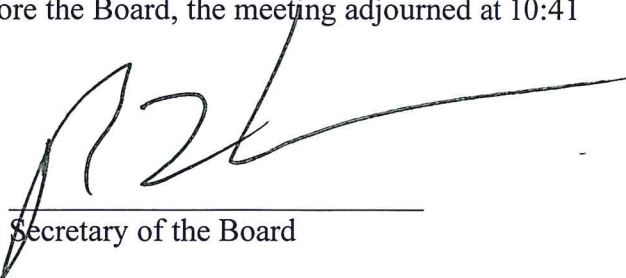
No action required on item 13.

Chief Richardson advised the Board they are still working through a few issues on communications. They are working with ESD 11 on some programming issues and the cell phones. He reported Proximity has helped with the response times. There is an issue with Purvis that is currently being worked out.

The Board had no closed session issues.

The next meeting will be on Tuesday November 30, 2021, 2021 at 9:30 A.M. The Board also scheduled the December meeting for December 21, 2021 at 9:30 AM.

There being no further business brought before the Board, the meeting adjourned at 10:41 P.M.



Secretary of the Board