

**MINUTES OF THE MAY 31, 2022, MEETING OF THE  
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO.17**

A meeting for **May 31, 2022**, 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, DON GILKEY, EVERETT GRIFFIN, and KENNETH ADCOCK**. Also, present were District legal counsel David Manley of Coveler & Peeler, P.C., the District's Administrative Assistant Becky Cox, Randy Parr of RIT Financial, Amanda Coveler of RIT Management Group, Fire Chief Sean Richardson, Chief James Cone, Chief Todd Smith, Chief Stalling, Gary Morrison, and James Roberts.

The Board opened the meeting to public comment, there was no public in attendance.

The Board addressed item 3, to approve the minutes of the last meetings. **MR. BLASDELL** made a motion, seconded by **MR. ADCOCK** to approve the minutes for the April meeting. Motion carried by a vote of 5 to 0.

The Board addressed item 4 of the agenda, to receive and approve the Financial Report, act on investments, investment policy, District depository accounts and to pay District bills. Randy Parr presented the financial report. A Motion was made by **MR. HAYSLIP** 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.

The Board next addressed agenda item 5, to review and amend the 2022 budget. A motion to approve the following budget revisions was made by **MR. BLASDELL** and seconded by **MR. GILKEY**:

- 64100 Salary changed from \$512,393.00 to \$450,000.00.
- 64120 Hourly from \$0 to \$58,393.00.
- 64125 Admin OT from \$0 to \$4,000.00.
- 64220 Unscheduled Overtime from 206,000.00 to \$0.
- 64215 Scheduled Overtime \$428,660.00 to \$509,660.00.
- 64225 Sick \$24,720.00 to \$ 74,720.00.
- 64250 Holiday Regular \$51,500.00 to \$126,500.00.
- 64320 Weekend Pay \$61,800.00 to \$447.84.

- 64310 Hourly \$182,034.00 to \$243,386.16.
- 90202 Station 82 Renovations \$233,333.90
- 90203 Capital Expense Station 83 \$754,430.37
- 90401 Pierce Enforcer Pumper and Tanker \$890,553.81

Motion passed with a vote of 5 to 0.

There was no action on items 7 and 8.

The Board then addressed item 9, Fire Chief's report on Fire Department activity. Chief Richardson and members of the department made verbal and multi-media reports.

The Board then addressed item 10 concerning projects for the district's facilities. Mr. Slattery commented on the Flag Plaza Ceremony on Memorial Day and how well it turned out. He advised the Board that permits and paperwork have been approved by the City of Houston and Harris County for the water line from City of Houston water to Station 81. He plans the pre-bid meeting for June 15<sup>th</sup> and to provide a recommendation of contractors to the Board at the June meeting. The cost estimate for this project is \$160,757.00. Station 82 renovations are complete but there may be a couple of punch items still outstanding and he will verify that these are completed. He submitted Pay Request 3 in the amount of \$82,395.67. A motion to approve this pay request was made by **MR. BLASDELL** and seconded by **MR. HAYSLIP**. Motion carried by a vote of 5 to 0. He reported Station 83 still has a few outstanding items such as the metal panels being installed on the exterior. He presented Pay request 11 in the amount of \$18,475.60. A motion to approve this pay request was made by **MR. HAYSLIP** and seconded by **MR. BLASDELL**. Motion carried by a vote of 5 to 0. The Maintenance Facility Building drawings have been submitted for permits and he expects to get the approval later this week. He hopes for a pre bid conference on June 14, 2022, at 10:30, with bid date of June 22, 2022 at 2 PM, and a recommendation to be presented to the Board at the June Meeting.


The Board next addressed item 11, to review and act on personnel matters. Ms. Coveler informed the Board she has been working on getting bids for the Workman's Comp Insurance. She presented information from Texas Mutual and Benchmark (formerly 7710). After studying these proposals, it will be best to change to Benchmark. A motion to move Workman's Comp to Benchmark was made by **MR. GILKEY** and seconded by **MR. BLASDELL**. Motion carried by a vote of 5 to 0. She then presented the cost for a sick policy in the amount of \$35,783. A motion

was made by **MR. BLASDELL** and seconded by **MR. GILKEY** to authorize Ms. Coveler to go ahead with the purchase of this policy. Motion carried by a vote of 5 to 0.

No action required on items 12 and 13.

The Board did not require a closed session this month.

The next meeting will be held June 28, 2022, at 9:30 a.m. There being no further business brought before the Board, the meeting adjourned at 10:48 A.M.



Secretary of Board