

**MINUTES OF THE SEPTEMBER 27, 2022, MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO.17**

A meeting for **September 27, 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 9:31 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 legal counsel David Manley of Coveler & Peeler, P.C., the District's Administrative Assistant Becky Cox, Amanda Coveler of RIT Management Group, Katie Norris of RIT Financial, Fire Chief Sean Richardson, Chief James Cone, Chief Richard Saul, Justine Burris, Alita Valerio and James Roberts of the Fire Department and David Slattery of Slattery and Tackett Architects.

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. HAYSLIP** made a motion, seconded by **MR. GILKEY** to approve the minutes for the August 23, 2022, regular meeting and the August 23, 2022, Special 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. BLASDELL** and seconded by **MR. GILKEY** to accept the financial report as presented, approve payment of bills included therein and approve the resolution presented allowing David Manley and Katie Norris access to the District's bank accounts. After review and consideration, the Motion carried by a vote of 5 to 0.

There was no action required on items 5 through 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. No action was taken.

The Board then addressed item 10 concerning projects for the district's facilities. Mr. Slattery advised the Board the water line project contracts are signed, and the water meter easement should be recorded today so the contractor can get the operational permit. Preconstruction conference should be next week. There are going to be some modifications made on the

Maintenance Facility Building plans. The contractor sent a request to change the size of the fan. In the process of making this change it was realized there would be a problem with vertical clearance with the fan, so the plans have changed to make the building 4 feet taller to accommodate the fan. There were a few other changes due to county requirements. Everything has been reviewed except the storm water permit these should be completed soon. After the completion of Station 82 and 83, a photographer was sent to take photographs to be used as examples for Slattery and Tackett. No action required on any items at this time.

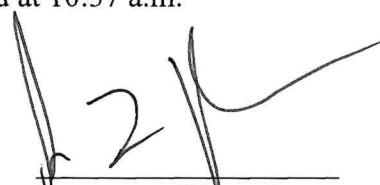
The Board then addressed items 11 and 12. Ms. Coveler spoke of the audit being near completion and that Ms. Norris was replacing Mr. Parr. She also mentioned the Lieutenant opening is available within the department for current firefighters. **MR. GRIFFIN** advised the Board the realtor is still looking at properties in the area. No action at this time.

The Board then discussed item 14 the Memorandum of Understanding amongst Harris County First Responders regarding Active Shooter and Hostile Event incidents. Chief Richardson explained to the Board this is a Memorandum of Understanding to establish what agency would be in command at an active shooter event. A motion to approve the Memorandum was made by **MR. GILKEY** and seconded by **MR. BLASDELL**. Motion carried by a vote of 5 to 0.

The Board adjourned the general meeting at 10:17 and went into closed session for items 15 through 17.

The Board reconvened for the general meeting at 10:35. A motion was made to approve an offer of employment to Amanda Coveler with the terms discussed in the closed session. Motion carried by a vote of 5 to 0.

The next regular meeting will be held October 25, 2022, at 9:30 a.m. There being no further business brought before the Board, the meeting adjourned at 10:37 a.m.



Secretary of Board