

**MINUTES OF THE OCTOBER 25, 2022, MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO.17**

A meeting for **October 25, 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** and **KENNETH ADCOCK**. **DON GILKEY** was unable to attend. Also, present were District legal counsel David Manley of Coveler & Peeler, P.C., Amanda Coveler of RIT Management Group, Katie Norris of RIT Financial, Fire Chief Sean Richardson, Assistant Chief James Cone, Chief Richard Saul, Gary Morrison, Alita Valerio and James Roberts of the Fire Department, Joseph Ellis, the District's auditor, 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. BLASDELL** made a motion, seconded by **MR. ADCOCK** to approve the minutes for the September, 17, 2022 regular meeting. Motion carried by a vote of 4 to 0.

The Board addressed item 4, to review, discuss and act on 2021 Audit. Mr. Ellis presented the District's 2021 audit, informing them the District received an unmodified opinion. A Motion was made by Mr. **BLASDELL**, seconded by Mr. **ADCOCK** to accept the audit as presented. Motion passed by a vote of 4 – 0.

The Board addressed item 5 of the agenda, to receive and approve the Financial Report, act on investments, investment policy, District depository accounts and to pay District bills. Katie Norris presented the financial report. A Motion was made by **MR. HAYSLIP** and seconded by **MR. ADCOCK** to accept the financial report as presented, approve payment of bills included therein and approve opening an account with Texas Regional Bank (TRB), and move \$5mm to invest in U.S. Treasuries through TRB Wealth Management and Charles Schwab. After review and consideration, the Motion carried by a vote of 4 to 0.

There was no action required on items 6 through 7.

The Board next reviewed item 8, to review and act on disposition of surplus and/or salvage property. A Motion was made by Mr. **HAYSLIP**, seconded by Mr. **ADCOCK** to sell the booster

light bar and siren driver by placing the items up for auction. After review and discussion, the Motion passed by a vote of 4 – 0.

The Board then addressed item 9, to review and act on District obligations. No action taken.

The Board then addressed item 10, 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 11 concerning projects for the district's facilities. Regarding the Little York Fire Station 81 Water Line Project, Mr. Slattery advised the Board:

1. City of Houston is reviewing the meter easement/easement agreement before it can be signed and recorded. The City is also reviewing the engineering drawings for the water meter and backflow preventer devices that will be installed on the 8-inch water line. It is anticipated the City of Houston will use another 2-3 weeks to complete their review/approval of these items.
2. Once the items above are approved, the construction permit will be issued to the utility contractor. A pre-construction conference will be scheduled, and the contractor will have 10 days to start the work.
3. The utility contractor believes he could complete the work in one week, but Mr. Slattery believes one week to complete is overly optimistic.
4. Once the water line installation is complete, Mr. Slattery will begin the application for city water to the Administration Building.

Regarding the Little York Maintenance Facility, Mr. Slattery reported:

1. Harris County Engineering approved the civil drawings on October 13, 2022. His firm immediately requested to have the site development and fire code permits released. He anticipates having permits in hand by end of this week.
2. Maco Construction is confirming the steel delivery date. It appears the steel will be early January, 2023 and construction would need to begin in the next two weeks to be ready for the steel delivery.

Regarding Little York Fire Stations 82 and 83, Mr. Slattery reported:

1. Harris County Engineering issued Certificates of Compliance for the recent projects at these stations. James Cone should sign a copy and post somewhere in the station. There should also be a copy kept on file for future reference.

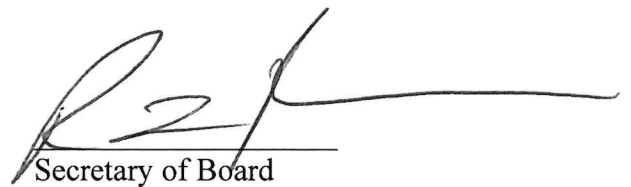
No Board action required on any items at this time.

The Board then addressed items 12 through 14. No action taken.

The Board adjourned the general meeting at 10:37 and went into closed session for items 15 through 17. The Board reconvened for the general meeting at 11:00 a.m.

The Board addressed item 18, to review, discuss and act regarding matters discussed in Closed Session. A Motion was made by Mr. **HAYSLIP**, seconded by Mr. **ADCOCK** to pursue the properties discussed in closed session. After review and discussion, the Motion passed by a vote of 4 – 0.

The next regular meeting will be held November 29, 2022, at 9:30 a.m. There being no further business brought before the Board, the meeting adjourned at 11:15 a.m.



Secretary of Board