

**MINUTES OF THE NOVEMBER 29, 2022, MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO.17**

A meeting for **NOVEMBER 29, 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 9:34 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 Becky Cox Administrative Assistant for the Fire Department, 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 Mike Todd, Gary Morrison, Alita Valerio, Steven Tusing, J. Foster, Vincenzo Lasabri, Austin Martinez 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 meeting. **MR. BLASDELL** made a motion, seconded by **MR. GRIFFIN** to approve the minutes for the October 25, 2022 regular meeting. Motion carried by a vote of 4 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. Next, Ms. Katie Norris with RIT Financial 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 two CD's that are maturing to be cashed in and the funds be moved to Texas Class. After review and consideration, the Motion carried by a vote of 4 to 0.

There was no action required on item 5.

Chief Richardson informed the Board that in his discussions with the provider of the Brush truck the Department plans to purchase next year he was informed that it be best to go ahead and submit a purchase order in the amount of \$234,778 to get in line for the truck. These funds will not be actually paid out until next year when it is budgeted. A motion to approve issuing the purchase order was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. Motion carried by a vote of 4 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. No action was taken.

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

1. All the reviews for the easement have been completed and signed by the City of Houston. He feels this project will be shorter than initially planned.

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

1. All the permits have been approved.
2. He presented a change order adding an additional \$145,881.67 to the project. This includes 2 items. The first is the Harris County Storm Water changes in the amount of \$40,000. The remainder of this change order amount will cover raising the height of the bays by 4 feet and widening some of the doors to accommodate the work area in this facility. A motion to approve the changes order in the amount of \$145,881.67 was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. Motion carried by a vote of 4 to 0.

The Board then addressed items 11 through 14. A motion to retain the law firm for delinquent taxes as in previous years was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. Motion carried by a vote of 4 to 0.

Ms. Coveler gave a report on the promotions and job openings as of now. She also reported she is going through the handbook with the Chiefs and making recommendation for changes as necessary. No action required at this time.

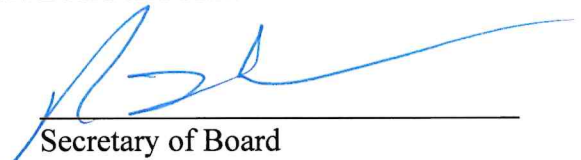
Mr. Griffin advised the Board the real estate person he is working with is waiting on a letter of intent to offer to purchase some property in the area. No action required at this time.

No action required on item 17.

The Board adjourned the general meeting at 10:19 a.m., and went into closed session for items 18 through 20. The Board reconvened for the general meeting at 10:34 a.m.

The next regular meeting will be held December 27, 2022, at 9:30 a.m. There being no further business brought before the Board, the meeting adjourned at 10:36 a.m.

There was a luncheon following the meeting for the Board and staff.


Secretary of Board