

**MINUTES OF THE MARCH 28, 2023, MEETING OF THE  
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO.17**

A meeting for **March 28, 2023** 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.

**1. Call meeting to order.**

The meeting was called to order at 9:33 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., David Salettery, the District's architect, Katy Norris of RIT Financial, Fire Chief Sean Richardson, Deputy Chief James Cone, District Chief Stephen Tusing, Gary Morrison, Amanda Coveler, Alita Valerio, and James Roberts

**2. To receive public comment.**

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

**3. To approve the Minutes of prior meeting(s).**

**MR. BLASDELL** made a motion, seconded by **MR. GILKEY** to approve the minutes for the February regular meeting. Motion carried by a vote of 5 to 0.

**4. To review and act on financial matters, including financial report, investments, Investment Policy, accounts, depository security, resolutions for account access, and to pay bills.**

A Motion was made by **MR. BLASDELL**, seconded by **MR. ADCOCK**, to accept the financial report as presented, approve payment of bills included therein and approve investment actions included therein, including moving \$1 mm to the Schwab account. After review and consideration, the Motion carried by a vote of 5 to 0.

**5. To review and act on amendments/revisions to District 2023 budget.**

No action was taken.

**6. To review and take action to approve the purchase of capital assets, including apparatus/vehicles, equipment, tools and communications equipment.**

Chief Richardson presented to the Board a proposal from Municipal Emergency Services for SCBA bottles in the amount of \$15,829.80. A Motion was made by Mr. **BLASDELL**, seconded by Mr. **GILKEY** to approve the purchase. After discussion, Motion carried by a vote of 5 to 0.

**7. To review and act on disposition of surplus and/or salvage property.**

No action.

**8. To review and act on District obligations, including retiring obligations or incurring obligations for construction, real estate, vehicles and equipment.**

No action.

**9. To receive a report from Fire Chief on Fire Department activity.**

Chief Richardson and members of the department made verbal and multi-media reports. No action was taken.

**10. To review, discuss and act on any issues related to the repairs, improvement, and construction of District facilities, including engaging construction services, change orders and construction payments.**

David Slattery reported he continues to work with the City of Houston to get the water tap permit for Station 81 and has provided everything they have asked for to date. He reported the maintenance building project is ongoing and on track for an August completion date. He presented a Pay Application request in the amount of \$139,038.50. A motion to make the pay request presented pending architect approval was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. Motion carried by a vote of 5 to 0.

**11. To review and act on personnel matters, including action on hiring, retention, policies, duties, and benefits.**

No action.

**12. To review and act on real estate, including but not limited to purchase, sale, platting, or permits.**

A Motion was made by Mr. **BLASDELL**, seconded by Mr. **GRIFFIN** to approve the Quit Claim Deed transferring to Rushwood Homeowners Association, any rights held by the District in the following: 0.46409 acre tract of land out of Reserve "G," as shown on the plat of Rushwood Subdivision, Section One (1), an addition in Harris County, Texas according to the map or plat thereof recorded in Volume 209, Page 137 of the Map Records of Harris County, Texas and being out of Section Eight (8), Block Four (4), Washington County Railway Company, Abstract 1192, Harris County, Texas, said 0.46409 acres being more particularly described by metes and bounds in Exhibit A attached hereto and fully incorporated herein by reference. Motion carried by a vote of 5 – 0.

**13. To review and act on any matters regarding dispatch, communications or mutual aid agreements with other agencies.**

No action.

- 14. To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or on matters which require confidentiality under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas and Tax Code §323.3022 to discuss sales tax matters.**

No action.

- 15. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.**

The Board went into closed session at 10:22 a.m. to discuss personnel matters. The Board came out of closed session at 11:00 a.m.

- 16. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.**

No action.

- 17. To review, discuss and act regarding matters discussed in the Closed Session.**

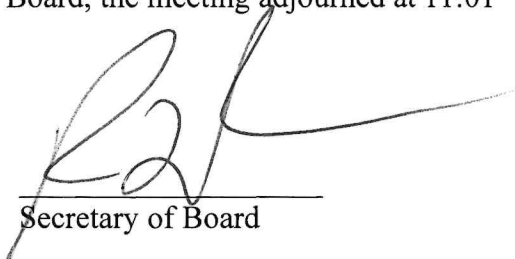
A Motion was made by Mr. **BLASDELL**, seconded by Mr. **ADCOCK** to approve the compensation package discussed in closed session. After discussion, the Motion carried by a vote of 5 – 0.

- 18. To set the date of the next regular meeting.**

The next meeting was scheduled for April 25, 2023 at 9:30 a.m.

- 19. Adjournment**

There being no further business brought before the Board, the meeting adjourned at 11:01 a.m.

  
Secretary of Board