

**MINUTES OF THE May 30, 2023, MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO.17**

A meeting for **May 30, 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 9:30 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**. Commissioner **DON GILKEY** was unable to attend. Also, present were District legal counsel David Manley of Coveler & Peeler, P.C., the District's Administrative Assistant Becky Cox, Katy Norris of RIT Financial, Fire Chief Sean Richardson, Chief James Cone, Chief Todd Smith, Chief Richard Saul, Gary Morrison, Amanda Coveler, Alita Valerio, and James Roberts. David Slattery of Slattery and Tackett Architects.

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. ADCOCK** to approve the minutes for the April 25, 2023 regular meeting. Motion carried by a vote of 4 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** and seconded by **MR. ADCOCK** 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 4 to 0.

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

There was no action on items 5.

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 the cost for the upcoming annual physicals in the amount of \$49,410. This amount has previously been budgeted just needs approval of the expenditure. A motion to approve the payment for annual physicals at a cost of \$49,410

was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. Motion carried by a vote of 4 to 0.

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

Chief Richardson informed the Board of several items that have been replaced and the older items are no longer needed for the Fire Department. A motion to approve putting these items on the auction website was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. Motion carried by a vote of 4 to 0.

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

No Action was taken.

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

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.

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.

Mr. Slattery informed the Board Station 83 project is ready to be closed out. He presented a change order on this project for a credit of \$61,946.31. Then there is one final pay request on this project of \$15,307.0 which will close this project out. A motion to accept the credit and approve the pay request of \$14,307.00 was made by **MR. BLASDELL** and seconded by **MR. GIFFIN**. Motion carried by a vote of 4 to 0.

He reported there was a pre-construction conference on the water line project at Station 81 on Monday of last week. He presented pay request 1 on this project in the amount of \$14,400. A motion to approve pay request 1 in the amount of \$14,400 was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. The motion carried by a vote of 4 to 0.

The project for the Maintenance Facility is progressing well. He has two pay requests the first is pay request number 5 for the work done in April in the amount of \$353,846.27 this has been approved by the architect. Pay request 6 in the amount \$252,710.70 is for work done in May and is pending architect approval. A motion to approve pay request 5 now and then pay request 6 once it is approved by the architect was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. Motion carried by a vote of 4 to 0.

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

Ms Coveler reported she has been getting information concerning the healthcare carrier for the next year. She reported that if the Department stays with United Health Care (“UHC”) the cost would only go up 2.9%. However, if she obtains quotes from other carriers then then UHC would increase 8.9%. She recommends staying with United Healthcare. A motion to keep UHC for the healthcare insurance for the fire department was made by **MR. GRIFFIN** and seconded by **MR. ADCOCK**. Motion carried by a vote of 4 to 0.

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

No action taken.

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

No action taken.

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 taken.

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

No action taken.

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

No action taken.

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

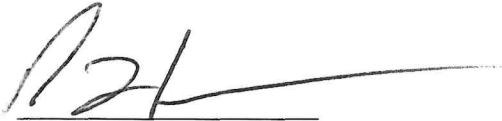
No action taken.

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

The next regular meeting will be held June 27, 2023, at 9:30 a.m.

19. Adjournment.

There being no further business brought before the Board, the meeting adjourned at 10:20 a.m.



Secretary of Board