

**MINUTES OF THE AUGUST 29, 2023, MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO.17**

A meeting for **August 29, 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, EVERETT GRIFFIN, and KENNETH ADCOCK**. Commissioners **ROBIN HAYSLIP** and **DON GILKEY** were unable to attend. Also, present were District legal counsel David Manley of Coveler & Peeler, P.C., the District's Administrative Assistant Becky Cox, James Roberts, Katy Norris of RIT Financial, Brian Toland of McCall Gibson Swedlund Barfoot PLLC, David Slattery of Slattery and Tacket, Fire Chief Sean Richardson, Chief James Cone, Chief Todd Smith, Amanda Coveler, Chief Richard Saul, Gary Morrison, and Public Relations for the Department Gemalie Perez.

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 meetings.

The minutes will be presented at next month's meeting.

4. To review, discuss and act on the District's 2022 Audit.

Mr. Toland presented the draft of the District's 2022 Audit. After review and discussion, a Motion was made by **MR. BLASDELL** to accept the draft and approve as the 2022 Audit. Seconded by **MR. ADCOCK**. Motion carried by a vote of 3 to 0.

5. 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. GRIFFIN** 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 3 to 0.

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

There was no action on item 6.

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

Chief Richardson advised the Board that new lockers were needed for Station 81 at a cost of \$23,625.00. This amount was included in the budget. A Motion was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. After review and consideration, the Motion carried by a vote of 3 to 0.

- 8. To review and act on disposition of surplus and/or salvage property,**

Chief Richardson advised the Board that the new radios are now in service and some of the old will be retained for training purposes. He stated there are 20 extra that he would like to sell to Westfield Fire Department as they have a need for the radios. A Motion to sell the 20 radios to Westfield Fire Department for a fair market value of \$20 was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. Motion carried by a vote of 3 to 0.

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

No Action was taken.

- 10. 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. Chief Richardson introduced the new staff member Gemalie Perez.

- 11. 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 advised the Board the Maintenance Facility is almost complete, with substantial completion sometime next week. They are still waiting on CenterPoint to install the gas line. He presented a pay request from MAACO of \$174,534.02 pending architect certification. A Motion to approve the pay request pending architect approval was made by **MR. BLASDELL** and seconded by **MR. GIFFIN**. Motion carried by a vote of 3 to 0.

He then reported on the waterline project. As of last week, the bacteria test had failed and further tests must be done before the City will approve it for use. Those tests are scheduled. He presented a pay request from Macer in the amount of \$5,278.20. A Motion to authorize payment in the amount of \$5,278.20 was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. Motion carried by a vote of 3 to 0.

He is working on proposals for sign modifications and dedication plaques for station 82. Regarding the new property, there is a charge for Civil Engineering \$15,650 and platting of \$10,310. A motion to approve the civil engineering and re-platting cost in the amounts

of \$15,650 and \$10,310 was made by **MR. GRIFFIN** and seconded by **MR. BLASDELL**. Motion carried by a vote of 3 to 0.

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

No action required.

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

No action taken.

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

No action taken. Chief Richardson did explain they are working on the mutual aid channel and that CyCreek EMS did release a channel to Little York but no other departments at this time.

- 15. 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.

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

No action taken.

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

No action taken.

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

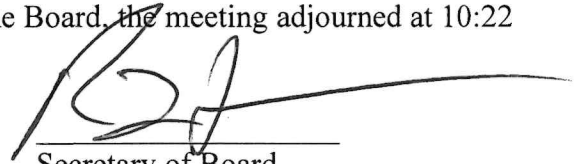
No action taken.

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

The next regular meeting will be held September 26, 2023, at 9:30 a.m.

20. Adjournment.

There being no further business brought before the Board, the meeting adjourned at 10:22 a.m.



Secretary of Board