

**MINUTES OF THE JULY 25, 2023, MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO.17**

A meeting for **July 25, 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 9:41 A.M. by **BILL BLASDELL**. Those commissioners present when the meeting was called to order were **BILL BLASDELL, EVERETT GRIFFIN, DON GILKEY** and **KENNETH ADCOCK**. Commissioner **ROBIN HAYSLIP** 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, and Amanda Coveler.

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 June 27, 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 advised the Board that VFIS assessed and paid \$33,000 for the damages done on Station 83. He has an estimate to repair this damage for \$30,690.32 which will be completely covered by the insurance check. A Motion was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. After review and consideration, the Motion carried by a vote

of 4 to 0. Chief Richardson then advised the Board of the need for hiring the services of Alpha Testing for the required concrete work on Station 81 at a cost of \$13,200. A Motion was made to authorize the hiring of Alpha Testing Services by **MR. BLASDELL** and seconded by **MR. GILKEY**. After review and consideration, the Motion carried by a vote of 4 to 0. He then advised the Board of the need to move the Gas Tracker system to Array System 3 at a cost of \$10,205 which is already included in the budget. A Motion to approve this expenditure was made by **MR. BLASDELL** and seconded by **MR. GILKEY**. After review and consideration, the Motion carried by a vote of 4 to 0. Chief Richardson informed the Board that Station 84 is in need of a new refrigerator. A Motion to approve this purchase and sell the old refrigerator 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,

No action was taken.

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.

Chief Cone reported for Mr. Slattery on the ongoing projects. The waterline project is waiting on a final inspection at this time before the water can be hooked up. He presented a pay request #3 from Macer that has already been certified by the architect in the amount of \$90,144.55. A Motion to approve the pay request #3 was made by **MR. BLASDELL** and seconded by **MR. GIFFIN**. Motion carried by a vote of 4 to 0. He then reported the Maintenance Facility Project is expecting substantial completion toward the end of next month. He presented pay request #8 from Maaco in the amount of \$256,542.55 pending architect's certification. A Motion to authorize payment #8 after architect's certification in the amount of \$256,542.55 was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. 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 the open enrolment has been completed and went well. She advised there were 17 applicants for the CRR job, which was narrowed down to 7, and that those be interviewed on Friday. Mr. Manley explained there are some new laws going into effect, but he feels the Department is already in compliance with these. No action taken on this item.

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.**

Chief Richardson explained they are working with other agencies to go to a unified system between 3 towers. All the new radios have been distributed and there is a possibility Westfield may purchase the old radios to upgrade to the unified system. 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.

There will be a public hearing meeting on August 23, 2023, at 9:30 regarding the District's 2023 tax rate. The next regular meeting will be held August 29, 2023, at 9:30 a.m.

19. Adjournment.

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



Secretary of Board