

**MINUTES OF THE SEPTEMBER 26, 2023, MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO.17**

A meeting for **September 26, 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, EVERETT GRIFFIN, ROBIN HAYSLIP** 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, James Roberts, David Slattery of Slattery and Tacket, Fire Chief Sean Richardson, Chief James Cone, Chief Todd Smith, Amanda Coveler, Chief Richard Saul, Gary Morrison Fleet Manager, and 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 from the previous two meetings were reviewed and a Motion was made by **MR. BLASDELL** to accept the minutes as presented. Seconded by **MR. KENNETH ADCOCK**. 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.

Ms. Norris from RIT Financial presented the District's financial statements and pending bills. A Motion was made by **MR. BLASDELL** and seconded by **MR. ADCOCK** to accept the financial report as presented and approve payment of bills included therein. After review and consideration, the Motion carried by a vote of 4 to 0.

A Motion was made by **MR. BLASDELL**, seconded by **MR. ADCOCK**, to move all CD's to the District's Schwab investment account. After review and consideration, the Motion carried by a vote of 4 to 0.

A Motion was made by **MR. BLASDELL**, seconded by **MR. ADCOCK**, to approve the purchasing policy as presented. 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 item 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 the second payment on the pumpers in the amount of \$396,059.29 will be due next month. This was approved previously but a Motion to approve this payment was made by **MR. BLASDELL** and seconded by **MR. HAYSLIP**. After review and consideration, the Motion carried by a vote of 4 to 0.

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

Chief Richardson advised the Board there are some items to scrap including network switches and lockers. There are items for surplus including Iphones and a cascade system to be auctioned off. A Motion to scrap these items and auction off the Iphones and cascade system was made by **MR. BLASDELL** and seconded by **MR. HAYSLIP**. 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.

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 advised the Board that as of Friday, the water line had passed inspection by the City of Houston. He is not sure of the date Station 81 will be disconnected from the well and connected to the city water line. No pay request at this time for this project.

He then reported on the Maintenance Facility project. According to Mr. Slattery, the project reached substantial completion last week. a punch list was created after the walk through and a certificate of completion was issued yesterday with the punch list included. The Fire Marshall inspection is scheduled for tomorrow at 10 AM. He presented pay request number 10 from Maaco in the amount of \$108,161.04, which he has certified. A Motion to approve pay request 10 was made by **MR. BLASDELL**, seconded by **MR. GRIFFIN**. Motion carried by a vote of 4 to 0.

Chief Richardson expressed concern with the slab in the Maintenance Facility having substantial cracks. Mr. Slattery has discussed this with Maaco, and they agree to have Alpha Testing retest the slab. Mr. Slattery stated he will work with all parties concerned to ensure there are no lasting problems.

Mr. Slattery informed the Board that his firm is working on the plans with civil engineers on the new property. He also stated they are investigating the sewage problem being experienced with ESD 1 and how best to handle this problem by connecting them to the Department's sewage system.

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

No action required on Item 11.

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

MR. GRIFFIN advised the Board that the person that owns the property adjacent to the new property is also interested in selling their lot. He will be meeting with the real estate person to investigate this further.

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

Chief Cone explained the new contract for dispatch was presented and sent to Mr. Manley for review. The cost per month will go from \$2,200 to \$5,000 per month. This is a good price and will provide 4 towers which will help provide stable dispatching for the Department. He also stated they will begin using Response 360, which they have utilized in the past. Mr. Manley made some revisions and the contract with revisions has been returned to Emergency Corp for approval from their Board. A Motion to approve the new contract with Emergency Corp with the revisions was made by **MR. BLASDELL** and seconded by **MR. HAYSLIP**. Motion carried by a vote of 4 to 0.

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.**

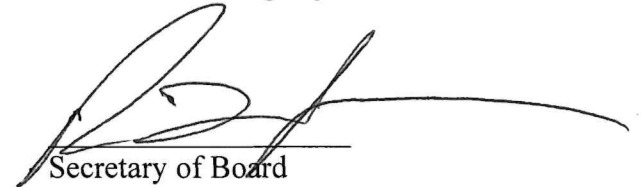
No action taken.

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

The next regular meeting will be held October 24, 2023, at 9:30 a.m.

- 19. Adjournment.**

There being no further business brought before the Board, the meeting adjourned at 10:30 a.m.



Secretary of Board