

**MINUTES OF THE OCTOBER 24, 2023, MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO.17**

A meeting for **October 24, 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, DON GILKEY, and KENNETH ADCOCK**. Also, present were District legal counsel Krystine Ramon of Coveler & Peeler, P.C., Katy Norris of RIT Financial, the District's Administrative Assistant Becky Cox, James Roberts, David Slattery of Slattery and Tackett, Fire Chief Sean Richardson, Chief James Cone, Amanda Coveler, Gary Morrison Fleet Manager, James Roberts Administrative Staff 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 from the September meeting 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 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.

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. GRIFFIN** to accept the financial report as presented and approve payment of bills included therein. Motion carried by a vote of 5 to 0.

A Motion was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN** to move funds from Schwab to the Regional Bank if the sale of the CD's do not clear in time to meet the debt relief obligation. After review and discussion, the Motion passed by a vote of 5 to 0.

MR. HAYSLIP requested Ms. Norris work with the bank on the dept relief payment that is due in November and see if that payment could be moved to March due to the influx of funds at that time of the year.

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.

There was no action on item 6.

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

There was no action on item 7.

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

There was no action on item 8.

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 advised the Board the Maintenance Facility is substantially complete. He presented pay requests 11 and 12 pending architect approval. Pay request 11 is in the amount of \$40,931.90 and pay request 12 is the retainage amount of \$119,804.01. A Motion was made by **MR. BLASDELL** and seconded by **MR. GILKEY** to approve payment of the two requests pending architect approval. After discussion and consideration, the Motion passed by a vote of 5 to 0. He did state his firm is looking at some items on this project that are beyond the scope of the original plans and will report to the Board at a future meeting about these items.

He then reported on the Waterline project. The project was complete but it was discovered that one of the lines was a 2 inch and should have been a 3-inch line to handle the flow of water. This is being corrected. The water pressure tests show the pressure from the source is sufficient. He presented pay request number 5 in the amount of \$19,997.50. A Motion to approve pay request 5 was made by **MR. BLASDELL** and seconded by **MR. GILKEY**. Motion carried by a vote of 5 to 0.

Mr. Slattery reported that Alpha Testing has been out at Staton 81 and bored through the concrete to determine the stability of the soil underneath since there are cracks in the bay

floor. He will have the results of this testing and present them to the Board at the November meeting.

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

Discussion only. No action required on Item 11.

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

Nothing to report on real estate at this time.

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

Discussion only. No action required on Item 13

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.**

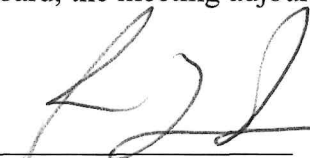
No action taken.

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

The next regular meeting will be held on Monday November 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