

**MINUTES OF THE NOVEMBER 27, 2023, MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO.17**

A meeting for **November 27, 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 9:31 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**. **ROBIN HAYSLIP** was unable to attend. Also, present were District legal counsel David Manley of Coveler & Peeler, P.C., Katy Norris of RIT Financial, the District's Administrative Assistant Becky Cox, David Slattery of Slattery and Tacket, Fire Chief Sean Richardson, Amanda Coveler, Gary Morrison Fleet Manager, and James Roberts Administrative Staff.

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 October 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 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. Motion carried by a vote of 4 to 0.

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

Chief Richardson advised the Board of some changes to the Budget. He is moving \$50,000 out of the Human Resources to the Building Maintenance account. He is also moving \$10,000 from Training to the Staff/Meeting Meals account. A Motion to approve these budget item changes was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. Motion carried by a vote of 4 to 0. Mr. Hayslip had mentioned at the last meeting a need to set up a line of credit to be used only if necessary. A Motion to set up a line of credit for \$500,000 with Texas Regional Bank was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. Motion carried with a vote of 4 to 0. A Motion to authorize MR.

HAYSLIP to access the line of credit and transfer funds to the District's operating account as necessary was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. Motion carried by a vote of 4 to 0.

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

Chief Richardson stated Mr. Hayslip had requested getting new, matching dedication plaques for all the buildings. The quote for all six buildings will be \$16,887. The Board then discussed that only four buildings do not have a plaque and the other two buildings have plaques that do not need to be replaced. A Motion to order four plaques at an approximate cost of \$13,000 was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. The Motion passed by a vote of 4 to 0.

Chief Richardson stated a need for replacement brake parts in the amount of \$6,825. A Motion to approve the purchase of replacement brake parts was made by **MR. GILKEY** and seconded by **MR. BLASDELL**. Motion carried by a vote of 4 to 0.

Chief Richardson advised the Board that while Engine 83 is being worked on there have been some items not covered by warranty that need to be repaired in the amount of \$13,340.76. A Motion to approve the repairs required for Engine 83 was made by **MR. GILKEY** and seconded by **MR. BLASDELL**. Motion carried by a vote of 4 to 0.

Chief Richardson advised the Board of the need for a ¾ ton pick-up to be used by the Mechanic Crew. He had obtained eight quotes with the best coming from Parkway Chevrolet in the amount of \$69,516. A Motion to approve the purchase of a ¾ ton pick-up truck in the amount of \$69,516 was made by **MR. BLASDELL** and seconded by **MR. GILKEY**. Motion carried by a vote of 4 to 0.

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

Chief Richardson then presented numerous items for surplus:

- 3 Tri-fold paper towel holders
- 7 Kimberly-Clark roll paper towel dispensers
- 3 Turbo flare kits
- 12 Seal beams multiple part numbers
- 1 Hanny Electrical cord reel w/power rewind
- 6 Vetter air bags (3each of 2 different sizes) W/3 air hoses
- 1 Gear grid locker, wall mount type
- 4 Bullard TIC chargers
- 20 Streamlight SL-90 chargers (chargers only)
- 2 Mobile radios – Kenwood
- 36 Kenwood KVC-23 portable radio chargers (chargers only)
- 4 Kenwood KVC – 20L portable radio chargers (chargers only)
- 1 Misc. cabling, Grace adapter, Modem antenna

- 1 Complete Holmatro tool sets (Power unit, hoses (2 pair of reels and 2 loose hoses)
- Spreader, cutter, (3 sizes of rams) (Would like to donate these through the Texas Forestry Service to Plantersville FD.)
- 1 Cascade system (4 Bottles (ASME 6000psi), RSI 100A fill station, loose brackets to Mount bottles) Sell to Klein FD for \$50.00
- 1 Cascade fill station control panel (panel with gauges, valves, regulator assembly)

A Motion was made by **MR. BLASDELL** to approve the salvage/surplus list as presented, seconded by **MR. GILKEY**. After review and discussion, the 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 advised the Board the Maintenance Facility is completed with just a few change items to complete. He presented two pay requests, 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. After discussion and consideration, the Motion passed by a vote of 4 to 0.

Mr. Slattery advised the Board the gas line connected to the existing generators will be upgraded to the existing meter. The water line project is complete. The pressure issue has been resolved. He stated that there should be a pay request for the remainder in the amount of \$18,349.07. A Motion to approve this amount pending architect approval was made by **MR. BLASDELL** and seconded by **MR. GILKEY**. Motion carried by a vote of 4 to 0.

11. **To review and take action on the ratification of a continuing Contract with a private law firm pursuant to §6.30 of the Tax Code for the collection of delinquent District ad valorem property taxes and, providing for the payment of up to 20% of the delinquent taxes, penalties, and interest which are collected by the attorney under said Contract.**

MR. BLASDELL made a motion, seconded by **MR. GILKEY** to ratify the agreement with private law firm for the collection of delinquent taxes, and providing payment of up

to 20% of the delinquent taxes, penalties and interest which are collected by the attorney under said contract. The motion was passed. 4-0.

12. **To review and take action on the imposition of additional penalties on delinquent taxes pursuant to §33.07 of the Tax Code and adoption of a resolution regarding same for taxes.**

MR. BLASDELL made a motion, seconded by **MR. GILKEY** to impose an additional penalty on delinquent taxes pursuant to §33.07 of the Tax Code and adoption of a resolution regarding same for taxes. The motion was passed. 4-0.

13. **To review and take action on the imposition of additional penalty on delinquent taxes to defray costs of collection by the District's delinquent tax attorney, pursuant to §33.08 of the Tax Code and adoption of a Resolution regarding the same.**

MR. BLASDELL made a motion, seconded by **MR. GILKEY** to impose an additional penalty on delinquent taxes to defray costs of collection pursuant to §33.08 of the Tax Code and adoption of a Resolution regarding the same. The motion was passed. 4-0.

14. **To review and take action on the imposition of early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to §33.11 of the Tax Code and adoption of a Resolution regarding the same.**

MR. BLASDELL made a motion, seconded by **MR. GILKEY** to impose an early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to §33.11 of the Tax Code and adoption of a Resolution regarding the same. The motion was passed. 4-0.

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

Discussion only. No action required on Item 15.

16. **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.

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

Discussion only. No action required on Item 17

18. 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.

19. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters,

No action taken.

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

No action taken.

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

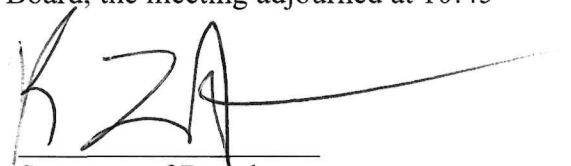
No action taken.

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

The next regular meeting will be held on Wednesday December 20, 2023, at 10:30 a.m.

19. Adjournment.

There being no further business brought before the Board, the meeting adjourned at 10:45 a.m.


Secretary of Board