

**MINUTES OF THE JANUARY 30, 2024, MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 17**

A meeting for **January 30, 2024**, 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 9:32 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., Katy Norris of RIT Financial, the District's Administrative Assistant Becky Cox, David Slattery of Slattery and Tacket, Fire Chief Sean Richardson, Assistant Chief James Cone, Assistant Chief Todd Smith, Assistant Chief Richard Saul, Volunteer for the Department Keisha Robinson, Gemalie Perez CRR Coordinator, 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. Review and take action on matters relating to calling an election to be held on May 4, 2024.

A motion to approve an Order calling for an election under Texas Health and Safety Code Section 775.0345, approving and appointing an Agent for the Election; appointing an Early Voting Clerk and Deputy Early Voting Clerk; establishing and designating Election Precincts and Polling places; establishing and designating Early Voting Polling Places; adopting Form of Notice of District Election; and a contract with Hart InterCivic, Inc. and KNOWiNK for election services, was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. The motion carried by a vote of 4 to 0.

4. To approve the Minutes of prior meetings.

The minutes from the December 2023 meeting were reviewed and a Motion was made by **MR. BLASDELL** to accept the minutes as presented. Seconded by **MR. ADCOCK**. Motion carried by a vote of 4 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.

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. The loan for a credit line for \$2,000,000 is in place if needed in the future.

6. To review, discuss and take action regarding review of the terms of the evergreen audit engagement with McCall Gibson Swedlund Barfoot PLLC.

After discussion a Motion was made by **MR. BLASDELL** to renew the audit engagement with McCall Gibson Swedlund Barfoot PLLC and was seconded by **MR. ADCOCK**. Motion carried by a vote of 4 to 0.

7. To review, discuss and take action on interlocal lease agreement with Harris County ESD 11.

After discussion a motion was made by **MR. BLASDELL** to continue with the interlocal lease agreement with Harris County ESD 11 for the 2024 year, seconded by **MR. ADCOCK**. Motion carried by a vote of 4 to 0.

8. To conduct the annual review of the District's Investment Policy and take any necessary action.

A Motion was made by **MR. HAYSLIP**, seconded by **MR. BLASDELL** to keep the Investment Policy as it currently stands. Motion carried by a vote of 4 to 0.

9. To review and act on amendments/revisions to District 2024 budget.

No action required at this time on amendments/revisions to District 2024 budget.

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

Chief Richardson presented several items that are needed for the Fleet Management group. The first is from Tirelink for a total cost of \$2,469.17 for additional tires. The second request is from Beasley Tire for needed items for a total cost of \$4,904.45. An invoice from Elliot Electric Supply for a total cost of \$15,149.59 was presented. An estimate from Northwest Communications, Inc. for required radio equipment for a total cost of \$6,121.70 was presented. An estimate from Setcom Rugged Solutions America, LLC for various communications equipment for a total cost of \$4,517.63 was presented. Then an estimate for a scanning device for Fleet Management for a total cost of \$3,995.00. A Motion to approve the the items listed at a cost of \$37,157.54 was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. The Motion passed by a vote of 4 to 0.

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

Chief Richardson listed several items for surplus sale as follows: extra baseboard strips, florescent lights, some cord reels, several EMS bags and 6 recliners from the old station.

A motion to approve the selling the foregoing as surplus was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. Motion carried by a vote of 4 to 0.

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

No Action was taken.

13. **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 required.

14. **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 dedication plaques are ordered. He is currently working on the septic system problem. He has contacted the City of Houston requesting additional water to handle other buildings at the 10410 Airline location. He received the report on the foundation cracks in Station 81. The tests do not show any structural problems and advised a need to possibly put so sample wells to test the moisture in the soil. He also said they are advising to conduct an elevation survey for a year to gather more data on this problem. No action required at this time.

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

Ms. Coveler advised the Board of the process of retaining some volunteers and some new Firefighters. She reported the process went very smoothly and was very impressed how the Department handled the testing and interviews. Several volunteers have started working at the Department in various capacities. She said seven (7) offers have been sent out to the prospective Firefighters. She advised the Board she has been checking into retaining Grace and Guidance to offer more help to the Firefighters for emotional support. There would be a \$10,000 retainer and the Firefighters could reach out for support and would be able to talk to someone immediately rather than as it is currently having to wait up to two (2) weeks for help. After discussion, a Motion was made by **MR. BLASDELL**, seconded by **MR. GRIFFIN** to authorize the retainer of \$10,000 to see how the program works. Motion carried by a vote of 4 to 0.

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.**

A Motion to approve the interlocal agreement with ESD 1 was made by **MR. HAYSLIP** and seconded by **MR. ADCOCK**. Motion carried by a vote of 4 to 0.

Items 18 through 21. To meet in Closed Session.

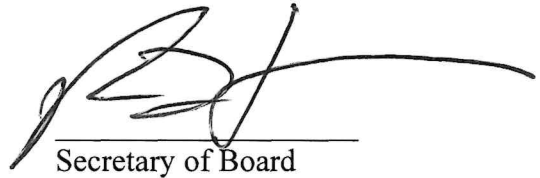
Adjourned at 10:30 AM to meet in closed session. Closed session adjourned at 11:41 a.m.

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

The next regular meeting will be held on Tuesday February 27,2024 at 9:30 a.m.

- 19. Adjournment.**

There being no further business brought before the Board, the meeting adjourned at 11:42 a.m.



Secretary of Board