

**MINUTES OF THE FEBRUARY 27, 2024, MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 17**

A meeting for **FEBRUARY 27, 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 9:30 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, Fire Chief Sean Richardson, Assistant Chief James Cone, Assistant Chief Todd Smith, 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 cancel the election was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. Motion carried by a vote of 4 to 0.

4. To approve the Minutes of prior meetings.

The minutes from the January 2024 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. **MR. HAYSLIP** informed the Board the loan for a credit line was approved for \$500,000 and should be \$2,000,000. A motion to increase the credit line from \$500,000 to \$2,000,000 was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. Motion carried by a vote of 4 to 0.

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

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

7. 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 by the Department. The first is from Dell Technologies for a laptop computer for a total cost of \$2,163.95. The second request is from LMC Marine Center to purchase a replacement Evacuation Boat, trailer and motor for a total cost of \$39,357.60. An invoice from Just Service US Grease Recycle for a pellet smoker for a total cost of \$7,500.00 was presented. An invoice from Fire Smart Promotions for various Public Relations items needed by the CRR for a total of \$3,309.00. A Motion to approve the items listed at a cost of \$52,330.55 was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. The Motion passed by a vote of 4 to 0.

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

No action required on surplus and salvage.

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

No Action was taken.

10. 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. Mr. Hayslip mentioned a new program he reviewed at Safe-D that will be researched further that would help mapping sales tax and future tax collection projections.

11. 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 advised the Board that Mr. Slattery reported the slab problem in Station 81 will continue to be monitored over the next 12 months to determine if there is any need for further action. The flooring in the Maintenance Facility will also be monitored.

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

Ms. Coveler reported on the month's new hires and a posting for a driver operator. She reported she had received a quote from the EAP for a total of \$3,675.00 that would be in effect from March 31, 2024, to April 1, 2025. A motion to approve this expenditure was

made by **MR. BLASDELL** and seconded by **MR. HAYSLIP**. Motion carried by a vote of 4 to 0. She did inform the Board that since there is also a Mental Health Professional available for the firefighters, she will make a determination before April 2025 if the EAP is still being utilized.

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

Nothing to report on real estate currently.

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

No action required at this time.

Items 15 through 18. To meet in Closed Session.

No closed session required.

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

The next regular meeting will be held on Tuesday March 26,2024 at 9:30 a.m.

- 20. Adjournment.**

There being no further business brought before the Board, the meeting adjourned at 10:13 a.m.



Secretary of Board