

**MINUTES OF THE MARCH 26, 2024, MEETING OF THE  
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 17**

A meeting for **MARCH 26, 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 9:31 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, David Slattery of Tackett and Slattery Architects, the District's Administrative Assistant Becky Cox, Fire Chief Sean Richardson, Assistant Chief James Cone, Assistant Chief Todd Smith, District Chief Stallings, 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 February 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.

**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. **MR. BLASDELL** had some questions concerning several items being close to the budget amount this early in the year. Chief Richardson explained he and the staff will be reviewing the quarterly financial report and making adjustments as necessary. No action required, discussion only.

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

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

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

Chief Richardson explained to the Board that several departments are embarking on a combined dispatch system. There will be significant upgrades at each location. All of the surrounding departments will be on this system. The total cost is \$490,720 and will be split between 5 departments. The District's portion will be \$96,144. Chief Richardson has reviewed several budget items to adjust to handle this expense. A Motion to approve the \$96,144 for the dispatch system was made by **MR. BLASDELL** and seconded by **MR. HAYSLIP**. The Motion passed by a vote of 4 to 0.

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

Chief Cone reported there are several old monitors and IT telecom equipment that is now surplus. It will be offered on Gov.deal for purchase. A detailed list will be provided to Mr. Manley. A Motion to approve the sale of these items was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. 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 required.

- 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 informed the Board the Civil Engineers are currently working on the Holman property. He advised that the plaques are in production and will be ready soon. He is currently working on the application to present to the City of Houston to explore the possibility of expanding the water line to other buildings at the Airline location. He reported Alpha Testing will continue to monitor the floor in Station 81 especially along the trench drains to determine if any further action is required . He also reported that in looking at the sanitary system and the possibility of adding ESD 11 to our system since the current system is at capacity. He has determined the problems ESD 11 is having started when the Maintenance facility was built so he is investigating how this problem can be alleviated. No action required on these items.

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

Ms. Coveler reported she is working with VFIS on a solution to revise the current policies to comply with new legislation related to in the line of duty injuries. VFIS has suggested a short and long-term disability policy offered by Hartford to comply with the new law's requirements. The cost will be an additional \$1,500 per month. Ms. Coveler suggests that the Department change over to Hartford to insure compliance. A Motion to approve this change was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. Motion carried by a vote of 4 to 0.

Ms. Coveler further reported the charges from the State of Texas for unemployment has jumped from \$900 to \$1,700 per year. This is a non-negotiable charge.

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

Nothing to report on real estate currently.

**13. 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.***

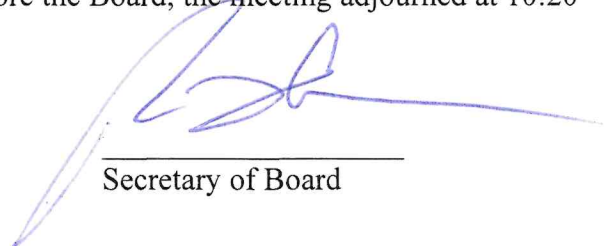
No closed session required.

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

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

**20. Adjournment.**

There being no further business brought before the Board, the meeting adjourned at 10:20 a.m.



Secretary of Board