

**MINUTES OF THE JUNE 25, 2024, MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 17**

A meeting for **JUNE 25, 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 9:34 A.M. by **BILL BLASDELL**. Those commissioners present when the meeting was called to order were **BILL BLASDELL**, **EVERETT GRIFFIN**, and **KENNETH ADCOCK**. Commissioners **HAYSLIP** and **GILKEY** were unable to attend. Also, present were District legal counsel David Manley of Coveler & Peeler, P.C., Katy Norris of RIT Financial, David Slattery from Slattery and Tackett, the District's Administrative Assistant Becky Cox, Fire Chief Sean Richardson, Assistant Chief James Cone, Assistant Chief Todd Smith, Amanda Coveler, Gary Morrison Fleet Manager, CRR Manager Gemelia Perez, 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 prior meetings were reviewed and a Motion was made by **MR. BLASDELL** to accept the minutes as presented. Seconded by **MR. GRIFFIN**. Motion carried by a vote of 3 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 3 to 0.

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 presented a proposal from Crew Heating and Cooling in the amount of \$4,571.00 for a Lennox 3 Ton Single Stage Air Conditioner for Station 82 to replace existing air conditioner. A motion to approve the purchase of the Lennox Air Conditioner

was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. Motion carried by a vote of 3 to 0.

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

No action required on surplus and salvage. Discussion only.

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 advised the Board the Holtman project is waiting for civil review of the platting and should be completed next week. He plans to have the bids for this project ready to present at the September 24, 2024, meeting. He will send the documents to Mr. Manley for review. He advised the Board the City of Houston has approved the expanded water capacity for the fire protection at the property at Airline Dr. He expects the project to take 2 years to complete before there is sufficient capacity to provide water to the entire property. He needs approval for a cost of \$7,904 plus a \$32.00 administrative fee to proceed with this project. A motion was made by **MR. GRIFFIN** to approve the expenditure and seconded by **MR. BLASDELL**. Motion carried by a vote of 3 to 0. He requested approval of a maximum of up to \$30,000 to begin the engineering work on the water line to the Maintenance Facility. A Motion to approve a maximum of \$30,000 to begin this project was made by **MR. GRIFFIN** and seconded by **MR. BLASDELL**. Motion carried by a vote of 3 to 0. He explained they are still investigating the septic problem being experienced by EMS 1 and believe that it is caused from some storm water changes made during the building of the Maintenance Facility. They are still working on a final solution to this issue. He did explain that EMS 1 facility cannot be added to the existing septic system utilized by the Fire Department as it is at capacity.

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

Ms. Coveler advised the Board that she received the cost of renewal with VFIS for a total cost of \$167,978. This is an increase over last year's cost but is in line with the claims that were paid out by VFIS last year. A motion was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN** to accept the proposal from VFIS. Motion carried by a vote of 3 to 0. She then discussed the new hire procedure, and the end result was 5 new firefighters chosen out of the 19 applicants. She advised the Board of the meetings with all of the Captains to

standardize leadership and field training. This is all being added to the Best Practices for the Department.

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

No action required at this time.

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

Chief Richardson advised the Board that there is a need for a signature on the Interlocal Agreement with East Tex Fire Department and the other departments that are part of the Harris County Emergency Corp Communications group. A motion to approve the Interlocal Agreement was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. Motion to approve carried by a vote of 3 to 0. The document was provided to **MR. BLASDELL** for signature.

- 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.

- 15. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.**

No action.

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

No action.

- 17. To review, discuss and take action regarding matters discussed in the Closed Session.**

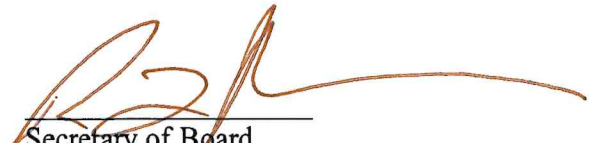
No action.

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

The next regular meeting will be held on Tuesday, July 23, 2024, at 9:30 a.m.

- 19. Adjournment.**

There being no further business brought before the Board, the meeting adjourned at



Secretary of Board