

**MINUTES OF THE MAY 27, 2025, MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO.17**

A meeting for **May 27, 2025**, 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 9:31A.M. by **BILL BLASDELL**. Those commissioners present when the meeting was called to order were **BILL BLASDELL, EVERETT GRIFFIN, KENNETH ADCOCK, DON GILKEY, and ROBIN HAYSLIP.** 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, Assistant Chief Stallings, Amanda Coveler, 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 regular meeting were reviewed and a Motion was made by **MR. BLASDELL** to accept the minutes. Seconded by **MR. GRIFFIN**. Motion carried by a vote of 5 to 0.

4. To review, discuss and act on proposal from Hdl Companies related to tax matters.

A Motion to engage Hdl was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. Motion carried by a vote of 5 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 5 to 0. The Board then discussed the line of credit to be utilized as required. A Motion to extend the line of credit for the next year was made by **MR. GRIFFIN** and seconded by **MR. BLASDELL**. Motion carried by a vote of 5 to 0.

- 6. To designate the Harris County Tax Assessor-Collector's Office to prepare the District's No New Revenue Tax Rate and related tax rate calculations for 2025, and to Authorize District counsel to publish the necessary Tax Rate setting notices.**

A Motion to authorize Harris County Tax Assessor-Collector's Office to prepare the District's No New Revenue Tax Rate and related tax calculations for 2025, and to authorize District counsel to publish the necessary Tax Rate setting notices was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. Motion carried by a vote of 5 to 0.

- 7. To review and act on amendments/revisions to District budgets.**

No action taken

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

No action taken.

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

Chief Richardson advised the Board the Smart Board, the teleconference phone and miscellaneous cords from the conference room will be listed on GovDeals.com for auction. A Motion to approve the selling of the listed items was made by **MR. BLASDELL** and seconded by **MR. HAYSLIP**. Motion carried by a vote of 5 to 0.

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

No action taken.

- 11. 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.

- 12. 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 that he received a letter from the structural engineer concerning the floor in Station 81. Once he has reviewed the various options he will get with the Board. The AC repairs for the Administration Building have been done. Harris County is still questioning the water retention for the Holtman Property. They have sent more documentation with questions and Mr. Slattery has a conference call scheduled with Harris County on Wednesday to try and explain that this is just an extension to the existing property, not a whole new piece of property. Chief Richardson questioned if the fence part of the project could be pulled from the overall project so that that work could commence. Per Mr. Manley, that would

be acceptable. Mr. Slattery will go ahead and make the fence a separate job and get back with Chief Richardson and the Board and as to when it could be done.

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

Ms. Coveler introduces the Paycom Representative. She explained that Paycor has been bought out by Paychex. She stated Paycom is a much more user friendly system for the employees. She explained many of the features this system offers. She presented the proposal to change to Paycom with a startup fee of \$3,164 and a yearly fee of \$31,000 that will be divided up into bi-weekly payments corresponding to the payroll. A Motion to move to Paycom was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. Motion carried by a vote of 5 to 0.

Ms. Coveler then explained that the old 403 plan was rolled over to the 457 plan. The 457 plan has a clause that in emergency situations the employee can withdraw some of the funds for their use. The original agreement did not cover the funds that have been rolled over from the 403 plan. She requests that this be amended so that all the funds are available to the employees for emergency utilization. A motion to approve this change was made by **MR. GRIFFIN** and seconded by **MR. BLASDELL**. Motion carried by a vote of 5 to 0.

Ms. Coveler explained the major medical cost quote for the next year has increased by 25%. She is working on trying to find a more reasonable carrier with the same coverage. Workman's Comp policy has increased for the coming year to \$203,606 through Texas Mutual, which is an increase of \$19,295. A Motion to accept the increase for the next year was made by **MR. GRIFFIN** and seconded by **MR. HAYSLIP**. Motion carried by a vote of 5 to 0.

The property insurance will be \$201,425 which is an increase of \$22,707. This is in line with the property value increases. A Motion to approve the property insurance as made by **MR. HAYSLIP** and seconded by **MR. GRIFFIN**. Motion carried by a vote of 5 to 0.

Ms. Coveler informed the Board the District could provide an additional \$50,000 term life policy for employees at a cost of \$20,871. A motion to provide the term insurance and approve this cost was made by **MR. HAYSLIP** and seconded by **MR. GRIFFIN**. Motion carried by a vote of 5 to 0

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

No action taken.

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

No action taken.

The Board went into closed session at 10:20 a.m to discuss a personnel matter.

16. 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.
17. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.
18. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.

The Board came out of closed session at 10:20 a.m. to discuss a personnel matter.

19. To review, discuss and take action regarding matters discussed in the Closed Session.

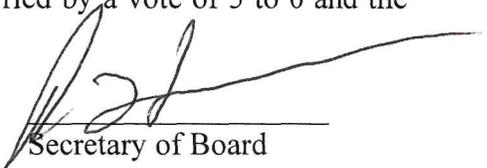
No action.

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

The next regular meeting will be held on Tuesday, June 24, 2025, at 9:30 a.m. The mid-month bill payment meeting will be June 10, 2025, at 9:30 A.M.

21. Adjournment.

There being no further business brought before the Board, a motion to adjourn was made by **MR. BLASDELL**, seconded by **MR GRIFFIN**. Motion carried by a vote of 5 to 0 and the meeting adjourned at 10:57 a.m.


Secretary of Board