

**MINUTES OF THE AUGUST 12, 2025, MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 17**

A meeting for **AUGUST 12, 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 and establish a quorum.

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, KENNETH ADCOCK**, and **ROBIN HAYSLIP**. **DON GILKEY** was unable to attend. Also, present were Melissa Wiggins of Coveler & Peeler, P.C., Joseph Ellis of McCall Gibson Swedlund Barfoot Ellis, PLLC, and Chief Sean Richardson and members of his staff.

2. To receive public comment.

The Board opened the meeting to public comment, there was no public in attendance.

2. To receive the District's 2024 Audit presentation and take any necessary related action.

Mr. Ellis presented the District's 2024 Audit, stating an unmodified opinion was being assigned, reflecting no material concerns for the District's financial status or processes. After review, Motion to approve the audit as presented was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. Motion carried by a vote of 4 to 0.

3. To review, discuss and act on matters related to the District's 2025 tax setting process.

Ms. Wiggins then reviewed tax information regarding potential rates for adoption, as well as publication matters regarding available newspapers and costs of publishing the District's required tax notices. Motion to approve publication of the tax notices in the Houston Chronicle was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. Motion carried by a vote of 4 to 0.

4. To review and act on financial matters, including audit, investments, accounts, depository security, lines of credit, resolutions for account access, and to pay bills.

The Board discussed financial matters related to District bills, and paying off an existing loan through Trustmark Bank, prior to its 2026 maturity date. Motion to approve payment of bills and to pay off the Trustmark loan early as discussed was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. Motion carried by a vote of 4 to 0.

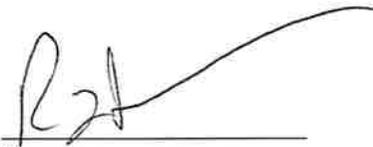
4. To review, discuss and take action to approve purchase requests by the Department.

Chief Richardson presented a quote for a new fire pump through Western States Fire Protection at the District's training facility in the amount of \$5,958. He then presented a quote for a new fence and gate at Station 84 through Custom Security Fence & Iron Works in the amount of \$4,200. After discussion, Motion to approve the purchases as presented was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. Motion carried by a vote of 4 to 0.

Chief Richardson then addressed the District's current purchasing policy, reminding the Board of recent legislative updates allowing for increased purchasing approvals up to \$50,000 for authorized personnel. After discussion, Motion was made by **MR. BLASDELL** and seconded by **MR. ADCOCK** to approve the District's purchasing policy authorizing expenditures up to \$50,000 for emergency purchases, and \$10,000 for capital expense items by Chief Richardson, with approval required through regular channels for other District personnel. Motion carried by a vote of 4 to 0.

5. Adjournment.

There being no further business brought before the Board, Motion to adjourn the meeting at 10.11 a.m. was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. Motion carried by a vote of 4 to 0.


Secretary of Board