

**MINUTES OF THE APRIL 30, 2024, MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 17**

A meeting for **APRIL 30, 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, DON GILKEY** and **KENNETH ADCOCK**. Also, present were District legal counsel David Manley of Coveler & Peeler, P.C., Katy Norris of RIT Financial, Greg Booth from Texas Regional Bank, 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, Assistant Chief Richard Saul, 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 March 2024 meeting 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 5 to 0. Mr. Manley advised the Board of some changes required to the minutes from the February 2024 meeting. After review **MR. BLASDELL** made a motion to accept the amendments and seconded by **MR. GRIFFIN**. Motion carried by a vote of 5 to 0.

4. To review, discuss and take action to grant exemptions for 2024.

After discussion a motion was made by **MR. BLASDELL** to set the exemptions as the previous year. Homestead exemption at 0%, over 65 at \$75,000 and disability at \$75,000. This motion was seconded by **MR. ADCOCK**. 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. GILKEY** to accept the financial report as presented and approve payment of bills included therein. Motion carried by a vote of 5 to 0. **MR. HAYSLIP** informed the Board that due to the number of

checks written each month and the due dates of these bills it is necessary to meet mid-way during the month to approve the checks written and sign the checks. The meeting for this will be the second Tuesday of each month therefore the next meeting to sign checks will be May 14, 2024, at 9:30 A.M.

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 the following items for approval to purchase:

- Quote from Metro Fire for hoses and nozzles in the amount of \$18,452.00.
- Quote from Metro Fire for hoses and nozzles and various equipment in the amount of \$19,399.00.
- Quote from MES miscellaneous equipment including a cutter and spreader tool for a total of \$41,488.81.
- Quote from MES for hose repair for a total of \$9,741.84.
- Quote from Siddons Martin Equipment for large diameter hoses and various firefighting equipment for a total of \$49,557.31.
- Quote from Delta Fire and Safety for a Rescue Litter at a cost of \$1,053.50.
- Quote from Advanced Rescue Systems for Strut and side jack set for an amount of \$9,086.00.
- Quote from Promaxima Manufacturing for stair builds for the exercise rooms at each station in the amount of \$19,280.00.
- Quote from ESO platform in the amount of \$8,040 per year.
- Quote from Geotab Sourcewell for harness connections and cameras for a total of \$3,729.24 then a monthly cost for the telematics of \$554.00
- Quote for a Hippo Hopper to be used by Maintenance for a total cost of \$2,809.09.
- Purchase of a floor drill press in the amount of \$5,621.43 and a Hydraulic Press for \$6,475.64 from Grainger for the Maintenance Department.

The total of all capital assts for this month is \$174,652.74. A Motion to approve the items listed was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. The Motion passed by a vote of 5 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.

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.**

Mr. Slattery advised the Board the Platt information for the property on Holtman is being prepared and sent to the City of Houston and Harris County. The bid notice for this project should go out before the next regular meeting. It will be a competitive sealed bid. Harris County does have a project concerning the drainage on Holtman Street. This should not impact the property owned by the District. He has received the final report from Alpha Testing concerning the floor in Station 81. They recommend more testing on the ground level water and soil. The tests will be repeated and reviewed every 4 months for the next year to insure there is no more settling. This testing will cost \$15,200. A motion was made by **MR. BLASDELL** to approve the \$15,200 for further testing, seconded by **MR. GRIFFIN**. Motion carried by a vote of 5 to 0. Mr. Slattery explained he wants to go ahead and prepare an application to the City of Houston requesting water from the City for the Maintenance facility. When approved this will make the transition of the other buildings and Training Field much easier as the lines will already be in place and just have to tie those facilities to the line. A motion to authorize Slattery and Tackett to prepare this application and present it to the City of Houston was made by **MR. GRIFFIN** and seconded by **MR. HAYSLIP**. Motion carried by a vote of 5 to 0. He reported the new dedication plaques will be ready this next month.

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

Ms. Coveler reported Grace and Guidance came out and gave presentations to all the shifts. The response was very positive and there are several utilizing the program already. She is still working with brokers on quotes on the workman's comp insurance. The switch to The Hartford for long- and short-term disability went into effect on the 1st of this month.

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.

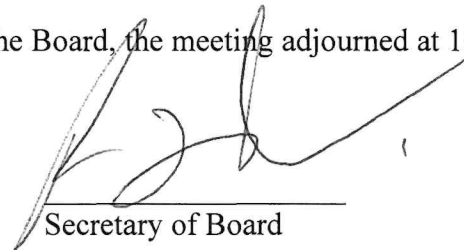
No closed session required.

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

The next regular meeting will be held on Wednesday May 29, 2024 at 9:30 a.m.

- 20. Adjournment.**

There being no further business brought before the Board, the meeting adjourned at 10:32 a.m.



Secretary of Board