

**MINUTES OF THE SEPTEMBER 24, 2024, MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 17**

A meeting for **SEPTEMBER 24, 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 9:30 A.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 and Aaron Espinosa 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 Steven Tusing, 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. ADCOCK**. Motion carried by a vote of 5 to 0.

4. To review and take action on matters relating to an election to be held on November 5, 2024.

A Motion was made by **MR. BLASDELL**, seconded by **MR. GRIFFIN**, to approve the contract with Harris County to conduct the election. Motion carried by a vote of 5 to 0. Mr. Manley did inform the board the election payment would be approximately \$60,000.

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. GRIFFIN** to accept the financial report as presented and approve payment of bills included therein. Motion carried by a vote of 5 to 0.

- A Motion was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN** to add Everett Griffin, Kenneth Adcock, Don Gilkey, David Manley and Katie Norris to all existing Texas Regional Bank accounts listed under Harris County Emergency Service District No. 17, and to approve the related resolution regarding same. Motion carried by a vote of 5 to 0.

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 an invoice from United Rentals for a standby generator in the amount of \$19,718.00. He explained the computer in the training room were out of date and purchased 5 from Costco for \$449.00 each for a total of \$2,249.95. He presented a quote from Metro Fire for a Support Lower Cab Mount Lock Down in the amount of \$3,529.96. He also mentioned the purchase of smoke alarms for the October Smoke Alarm challenge for \$3,500 which is already in the budget. The total of the capital asset purchases for the month is \$28,997.91. A motion to approve these expenditures of \$28,997.91 was made by **MR. BLASDELL** and seconded by **MR. GILKEY**. Motion carried by a vote of 5 to 0.

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

Chief Richardson advised the Board the following items are surplus and will go up for auction on the website. The items include old boat rescue tools, computers from the training lab, out of date Verizon phones and 3rd eye equipment. Motion to approve the sale of the surplus items was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. Motion carried by a vote of 5 to 0.

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 civil plans for the Holtman property have been submitted to Harris County. He has a mylar of the plat for that property to be presented to the City of

Houston. It will require a signature once the engineering is updated and any necessary changes are made. A motion was made by **MR. GRIFFIN** to authorize **MR. HAYSLIP** to sign this document. Motion was seconded by **MR. BLASDELL**. Motion carried by a vote of 5 to 0. The engineering by the City of Houston for the water line should be completed by the end of October.

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

Discussion only no action required. Ms. Coveler explained the new rating system on the performance evaluations for the year.

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

No action required at this time.

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

Chief Richardson explained to the Board that Northwest Fire Department has backed out of the radio platform. He is hopeful that Humble will decide to join this group to offset the loss of monetary commitment from Northwest Fire Department. With the loss of Northwest, the cost for Little York will be increased. The original cost was set at \$98,696 and the new estimated cost will be \$123,370.50. A motion to authorize this increase in cost was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. Motion carried by a vote of 5 to 0.

15. **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.

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

No action.

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

No action.

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


No action.

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

A meeting to approve payment of mid-month bills is scheduled for October 8, 2024, at 2:00 P.M. The next regular meeting will be held on Tuesday, October 29, 2024, at 9:30 A.M.

20. Adjournment.

There being no further business brought before the Board, the meeting adjourned at 10:34 a.m.



Secretary of Board