

**MINUTES OF THE OCTOBER 29, 2024, MEETING OF THE  
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 17**

A meeting for **OCTOBER 29, 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**, **KENNETH ADCOCK**, and **ROBIN HAYSLIP**. Commissioners **DON GILKEY** and **EVERETT GRIFFIN** were unable to attend. 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 Chiefs Richard Saul and 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. ADCOCK**. Motion carried by a vote of 3 to 0.

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

No action required at this time. Chief Richardson advised the Board of the efforts being made in the community to make the residents aware of the election and the response has been positive. No action taken.

**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 3 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 that will be purchased rather than the generator approved last month in the amount of \$22,534.48. This generator will have a larger watt capacity to run the entire station if needed. He then presented a proposal from MACO for additional painting on the training structure. This proposal was in the amount of \$6,300. The total cost for both proposed purchases would be \$28,834.48. A motion to approve both purchases was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. Motion carried by a vote of 3 to 0.

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

There is no salvage or surplus at this time. No action required.

**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 concerning the Holtman project that one of the civil permits has been approved by the County. As soon as the city approves the plans, he will begin the competitive sealed bid process if approved by the Board. He explained what this entails, and a Motion was made by **MR. BLASDELL** to authorize Mr. Slattery to proceed with a competitive sealed bid for the construction project on the Holtman property and **MR. HAYSLIP** seconded. Motion carried by a vote of 3 to 0. Mr. Slattery hopes to have the approvals by the next meeting so he can proceed with the project. The water line extension project is on track to have the engineering complete with the approvals of the county and city. He plans on this project to begin in December and completed in February 2025. He reported on the foundation at Station 81. He informed the Board that testing to date has not been able to identify the source of the water (potable or ground). They are reviewing the results from the first slab evaluation and will issue a final report once completed next

month and the engineers will issue a letter with possible solutions. He stated the amount of water under the foundation is concerning. There will be two more surveys in the future to evaluate the situation. He is also meeting with Gary Morrison about the air conditioning problems to hopefully come up with a good solution.

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

Mr. Manley advised the Board and Department that the Governor has signed into law a ban on various Chinese software providers on any government entity computers, phones etc. A motion to adopt the policy banning the use of the identified providers on District equipment was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. Motion carried by a vote of 3 to 0. Chief Cone advised the Board this has already been addressed. Ms. Coveler reported the yearly performance reviews should be completed by mid-December. She advised the Board that she had contacted people from the last round of eligible candidates to fill the vacancy made by losing one firefighter. The first candidate has already found a job and turned down her offer. The second candidate she contacted accepted the position.

**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.**

Discussion only. No action required.

**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.**

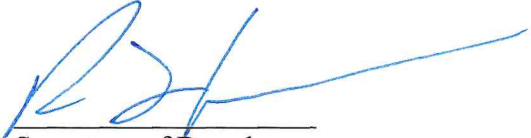
No action.

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

The November meeting will also include a lunch and is set for November 19, 2024 at 11:00 A.M. Since this meeting is earlier than usual in the month there is no need to have a mid-month meeting to review bills and sign checks. The Board decided to go ahead and set the date for the December meeting for December 16, 2024 at 9:30 A.M. This meeting is also early in the month and there will be no mid-month meeting in December.

**20. Adjournment.**

There being no further business brought before the Board, the meeting adjourned at 10:39 a.m.



Secretary of Board