

**MINUTES OF THE DECEMBER 16, 2024, MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 17**

A meeting for **DECEMBER 16, 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 9:35 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 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 Todd Smith, 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 prior meeting were reviewed and a Motion was made by **MR. BLASDELL** to accept the minutes as presented. Seconded by **MR. HAYSLIP**. Motion carried by a vote of 4 to 0.

4. 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 4 to 0. A Motion was made by **MR. BLASDELL** to authorize **MR. HAYSLIP** to access and utilize the funds available through the Line of Credit as needed for purchases and bill payment. The motion was seconded by **MR. GRIFFIN** and the motion carried by a vote of 4 to 0.

5. To review and act on amendments/revisions to District 2024 budget.

No action required at this time on amendments/revisions to District 2024 budget.

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

Chief Richardson presented a quote from AWDS in the amount of \$21,120.00 to purchase updated modems for the trucks. A quote in the amount of \$11,842.86 from Bell & McCoy to retrofit all the lights in the Administration Building was presented. A Motion to approve these expenditures in the total amount of \$32,962.86 was made by **MR. BLASDELL** and seconded by **MR. HAYSLIP**. Motion carried by a vote of 4 to 0.

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

No surplus or salvage at this time.

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

No action was taken.

- 9. 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. No action taken.

- 10. 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 property is the same as last month no changes. He stated he met with the civil engineer concerning the water line project and there were some comments and changes made on the project. He hopes the permit for this project will be ready near the first of the year.

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

Discussion only no action required.

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

No action.

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

No action.

Items 15 through 17. To meet in closed session.

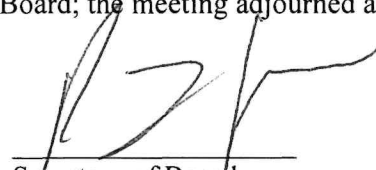
No closed session required.

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

The next regular meeting will be held on Tuesday, January 28, 2025, at 9:30 A.M. The mid month bill payment meeting will be January 14, 2025, at 9:30 A.M.

24. Adjournment.

There being no further business brought before the Board; the meeting adjourned at 10:08 A.M.



Secretary of Board