

**MINUTES OF THE JANUARY 28, 2025 MEETING OF THE  
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 17**

A meeting for **JANUARY 28, 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.**

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, DON GILKEY, ROBIN HAYSLIP, and EVERETT GRIFFIN** was unable to attend. Also, present were District legal counsel David Manley of Coveler & Peeler, P.C., Katy Norris 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 meetings were reviewed and a Motion was made by **MR. BLASDELL** to accept the minutes as presented. Seconded by **MR. GILKEY**. Motion carried by a vote of 4 to 0.

**4. The terms of the evergreen audit engagement with McCall Gibson Swedlund Barfoot PLLC.**

After review and discussion, a motion was made by **MR. BLASDELL** to accept the terms of the evergreen audit engagement with McCall Gibson Swedlund Barfoot PLLC. Motion seconded by **MR. ADCOCK**. Motion carried by a vote of 4 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. ADCOCK** to accept the financial report as presented and approve payment of bills included therein. Motion carried by a vote of 4 to 0.

**6. To conduct an annual review of the District's Investment Policy and take any necessary action.**

After discussion and review a Motion was made by **MR. BLASDELL** to keep the investment policy as it currently stands. Seconded by **MR. ADCOCK**. Motion carried by a vote of 4 to 0.

**7. To review and act on amendments/revisions to District budgets.**

Chief Richardson advised the Board he had received quotes on the equipment required for the new generator. The best quote was \$90,000. He requested this be adjusted in the proper category. A motion to approve this expenditure was made by **MR. BLASDELL** and seconded by **MR. HAYSLIP**. Motion carried by a vote of 4 to 0.

**8. 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: quote from Elliott Electrical Supply for a wall pack light for Station 82 in the amount of \$2,109.44. A quote from Fire Station Furniture.com for 6 new recliners in the amount of \$6,738.49. A quote from Grace Industries, Inc. in the amount of \$4,424.00 for 4 NFPA Compliant Wireless Stand-alone TPASSA radios. A quote from John Deere to purchase a John Deere Gator in the amount of \$19,961.27. A quote from Spring Klein Auto & Truck to refinish the generator to match the existing generators in the amount of \$5,712.63. An estimate from McIntosh Electric LLC to retrofit all the lights in the Administration Building in the amount of \$12,915.00. A quote from Keiser Engineering Human Performance for a Force machine and Force Machine Hammer in the amount of \$5,521.57. A quote from Delta Fire & Safety, Inc. for 8 toxic suppression EV Security Blankets to be used on EV vehicles in the amount of \$7,592.00. A quote from United Rentals for a transformer mill panel to be utilized with the new generator in the amount of \$2,787.71. A quote from BD Electric to provide and install a 400 Amp 3 and MTS docking station for the generators for all 4 stations in the amount of \$89,880.00. A Motion to approve these expenditures in the total amount of \$157,642.11 was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. Motion carried by a vote of 4 to 0.

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

Chief Richardson reported the last surplus items sold and did bring in some funds for the Department. He advised the Board that he will be posting the flat bottom boat, motor and trailer, old thermal imaging cameras, some old modems from the trucks and the Old 81 Tanker truck. He did specify the bidding on the truck will begin at \$50,000. A motion to approve the sale of the surplus items listed was made by **MR. BLASDELL** and seconded by **MR. GILKEY**. Motion carried by a vote of 4 to 0.

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

No action was taken.

11. **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.

12. **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 that the civil review had some comments that have been addressed and resubmitted for approval. This should take 2 to 3 weeks and hopefully no further comments to be addressed. The revisions on the water line project should be available by the end of this week and submitted to Harris County for review. This review should take 2 to 3 weeks. He presented the extension of the contract agreement between his firm and the District with no changes from previous year. A Motion to approve the extension of the contract was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. Motion carried by a vote of 4 to 0.

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

Discussion only no action required.

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

No action. **MR. HAYSLIP** did request that the Chief and his staff be investigating what area might need a station in the future.

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

No action.

16. **Review annual conflicts of interest requirements under Local Government Code 176.003 and 171.004.**

Mr. Manley reviewed the requirements under local government code 176.003 171.004. No action required.

- 17. Review and discuss access to personal information under the Public Information Act including review of sections 552.024, 552.117 and 552.1175.**

Mr. Manley reviewed the requirements under the PIA 552.024, 552.117 and 552.1175. No formal board action required.

- 18. 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.

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

The Board went into closed session at 10:18 to review personnel matters. The Board came out of closed session at 10:47 a.m.

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

No action

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

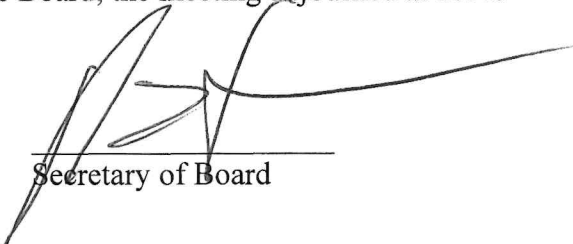
No action

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

The next regular meeting will be held on Tuesday, February 25, 2025, at 9:30 a.m. The mid-month bill payment meeting will be February 11, 2025, at 9:30 A.M.

- 23. Adjournment.**

There being no further business brought before the Board; the meeting adjourned at 10:48 p.m.

  
Secretary of Board