

**MINUTES OF THE FEBRUARY 25, 2025 MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO.17**

A meeting for **February 25, 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 9:33A.M. by **BILL BLASDELL**. Those commissioners present when the meeting was called to order were **BILL BLASDELL, DON GILKEY, KENNETH ADCOCK, EVERETT GRIFFIN**, and **ROBIN HAYSLIP**. 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. Seconded by **MR. GILKEY**. Motion carried by a vote of 5 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 5 to 0. Ms. Norris advised the Board the Wells Fargo Bank account is being closed due to excessive fees.

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

Chief Richardson advised the Board the cascade on the Rehab will have to be repaired and the estimated cost is \$70,000. The money will be moved from the staff vehicles category to a new category for this expenditure item 90325. A motion to approve this budget change was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. Motion carried by a vote of 5 to 0.

- 6. 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: A quote from CREW Heating & Cooling for replacement air conditioner for the Maintenance Facility in the amount of \$6,611.00. Quote from Prime Intelligent Technology Solutions to upgrade IT hardware in the amount of \$4,481.56. An invoice from Amazon Prime for 14 desktop computers and 14 Monitors for a total of \$10,597.72. A quote from Docusign for 5 IAM Professional User packets plus 1 Silver Success Pack for a total of \$4,653.00. A quote from MES to repair the Rehab for a total of \$69,141.00. A quote from Zoll Medical Corporation for 3 AED Plus with cover for a total of \$5,958.84. A Motion to approve these expenditures in the total amount of \$101,353.12 was made by **MR. BLASDELL** and seconded by **MR. ADCOCK**. Motion carried by a vote of 5 to 0.

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

Chief Richardson reported there is some scrap metal that will be sold to a scrap yard and all other items will be donated to Helping Hands and the Forestry Service. 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 5 to 0.

- 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.

- 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 the Holtman property required a storm water affidavit to be signed and resubmitted to Harris County. The water line project has no major comments to be addressed, and the engineers are reviewing the capacity letter due to the expiration date of the original capacity letter. He explained the engineers have determined the problem in the buildings with the condensation from the air conditions is the duct work is allowing

condensation to build up in the insulation. These gaps will need to be addressed, and this problem is being worked on. The slab in Staton 81 was retested last week and is currently being compared to the last testing of the slab to see if there are any indications causing the problem in the bay floor.

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.

Discussion only. No action required.

14. 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.

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

The Board went into closed session at 10:27 to review personnel matters. The Board came out of closed session at 10:50 a.m.

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

No action.

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

A motion to approve the payout of PTO as discussed during closed session (Option 1) was made by **MR. BLASDELL** and seconded by **MR. GRIFFEN**. Motion carried by a vote of 5 to 0.

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

The next regular meeting will be held on Tuesday, March 25, 2025, at 9:30 a.m. The mid-month bill payment meeting will be March 11, 2025, at 9:30 A.M. The dates for the April meetings were also discussed and set with the mid-month bill paying meeting being held on April 8, 2025, and the regular monthly meeting set for April 22, 2025, at 9:30 A.M.

23. Adjournment.

There being no further business brought before the Board, a motion to adjourn was made by **MR. BLASDELL**, seconded by **MR GRIFFEN**. Motion carried by a vote of 5 to 0 and the meeting adjourned at 10:53 a.m.


Secretary of Board