

Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

MINUTES OF THE MAY 9, 2016 MEETING

1 The regular meeting was called to order at 7:00 PM at the Klein Volunteer Fire Department (KVFD) Administration Building by Emergency Services District No. 16 (ESD or District) President Robert S. Farrell. Present were ESD members Herb L. Marker, Robert W. Carson, Mike A. Pate, and Steven T. Falkner. Present as guests were KVFD Fire Chief David Bessolo, KVFD President Barry Blum, KVFD Deputy Fire Chief Marcus Melvin, KVFD Third Vice President Linda Benge, KVFD Secretary Wendy Ray, KVFD Interim Treasurer William Gleason, Brad Dill (of BD Realty), and Ira Coveler (of Coveler & Katz P.C.). KVFD Administrator Rich Jones, KVFD District Chief Josh Wenzel, KVFD District Chief Rickey Benge, and KVFD Senior Captain Richard Chapmen arrived respectively at 7:09 PM, 7:22 PM, 7:40 PM, and 8:00 PM.

2 A motion to approve the April 11, 2016 meeting minutes as presented was approved unanimously (Motion: Herb Marker; Seconded: Mike Pate).

3 Unanimously approved were the financial report for the period ending May 9, 2016 as presented, the bills to be paid as presented, and rolling over two certificates of cash time deposits per the recommendation of Bill Russell (of Myrtle Cruz, Inc.). (Motion: Robert Carson; Seconded: Mike Pate).

4 Given below is Brad Dill's report.

Regarding the real estate to be used for fire training:

- the plat is ready to be signed;
- Brad Dill needs to determine whether both the ESD President and ESD Secretary need to sign the plat or whether the ESD President alone needs to sign; and
- Brad Dill and Ira Coveler are communicating with Municipal Utility District (MUD) No. 24 regarding supplying water to the site.

Brad Dill sent a letter to MUD No. 24 concerning the ESD buying the real estate at Station No. 1. However, there is an issue with the deed restriction that needs to be resolved before we can proceed.

Regarding the real estate at Station No. 3:

- the plat for the five acres will not require rejoinders vis-à-vis the adjacent homeowners;
- Brad Dill attended a Memorial Chase Homeowners Association meeting to advise them of the District's intentions regarding the site; the attendees seemed receptive to the District's plans;
- Brad Dill went to a Water Control & Improvement District (WDIC) No. 119 meeting and gave them a letter, copies of which he distributed to the Commissioners, detailing two options for the District to acquire the water plant; and

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- 4 (Cont'd)**
- Brad Dill will visit with the residences in homes that adjoin the property to discuss their fences extending onto the real estate the District recently purchased.

A motion passed unanimously to spend \$2,000 for Thomas Land Surveying to create a plan showing the new Station No. 3's location, which BRW will use while designing the station (Motion: Mike Pate; Seconded: Herb Marker).

- 5** Ira Coveler estimated the following would apply should the Commissioners grant property tax exemptions.

REVENUE LOST PER YEAR	PROPERTY TAX EXEMPTIONS
\$600,000 to \$800,000	20 per cent for homestead exemption
\$300,000 to \$500,000	\$20,000 exemption for persons 65 years old or older
Negligible amount	For the disabled, assuming a \$20,000 exemption

Herb Marker made a motion, which passed and Mike Pate seconded, that the following exemptions will apply starting in the 2017 tax year:

- ten per cent per year property tax exemption on homes with a homestead exemption;
- \$20,000 per year property tax exemption on homes in which persons who are 65 years old or older reside; and
- \$20,000 per year property tax exemption on homes housing those who qualify as a disabled person.

Voting to approve the motion were Robert Farrell, Herb Marker, Mike Pate, and Steven Falkner. Voting to reject the motion was Robert Carson.

- 6** Prior to the meeting, KVFD personnel provided the Commissioners with:
- summaries of tactical, administration, and public relations activities during April;
 - summaries of the payroll and accounting reconciliation for April;
 - KVFD's budget and expenses by category; and
 - the minutes for the KVFD January, February, and March Board meetings.

Key issues provided in the hereabove material included:

- KVFD placed orders for new EVIEW controllers following Harris County ESD No. 11 agreeing to fund their purchase and invoice Ponderosa VFD, KVFD, and Champions FD for their share of the expense.;
- recent flooding and tornado activity kept the Department busy;

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- no units failed to respond;
- KVFD evacuated two assisted living homes because of the flood; including approximately 60 wheelchair dependent citizens;
- KVFD personnel established a rehabilitation area for the evacuees and, along the constable and sheriff officers, supplied them with water and meals;
- KVFD ordered auxiliary equipment for the new vehicles (cost \$15,000);
- the outboard motor on the rescue boat failed and had to be replaced (cost \$7,500); and
- KVFD agreed to sell or lease retired Station No. 5 to Cypress Creek Emergency Management Services.

Barry Blum advised the Commissioners that he and four other KVFD members attended the Fire Department Instructors Conference (FDIC) in Indianapolis, Indiana on April 18 – 23, 2016.

David Bessolo advised the following.

1. Nearly 100 per cent of the hydrant mapping is complete. They are waiting on guidance from the ISO consultant as to what specific information needs to be in the preplans. Mike Pate said he would send the consultant's ISO recommendations to Barry Blum.
2. Mike Pate will talk to the ISO consultant, Mike Pietch, to learn whether he will return to advise personnel about ISO matters.
3. Responding to the flood, the tornado, and normal incidents kept the Department very business. For example, there were 132 responses during a 72-hour period of which 79 were for water rescue or evacuation.
4. He is very proud of the work KVFD did while responding to the flood and tornado.
5. The National Guard responded to the flood, which was the first time they have acted upon an incident within the District.
6. They are working on lessons learned while responding to the flood. One lesson was that having a military vehicle and a boat for evacuating people is necessary for a proper response.

Mike Pate asked David Bessolo whether there was any news concerning Tomball annexing an area within the District. The Chief replied that he discussed the matter with Tomball's Chief, who was not aware of this occurring and therefore had no information about it.

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Other than the previously mentioned hydrant mapping, there were no new developments concerning improving the District's Insurance Services Office (ISO) rating.

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Reviewing, discussing, and taking action on submittals by the Department of request(s) for necessary purchases related to the provision of emergency services pursuant to District Budget was tabled until the June 2016 meeting.

MINUTES OF THE DISTRICT'S MAY 9, 2016 MEETING (Cont'd)

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- 9** Mike Pate stated that Brown Reynolds Watford Architects (BRW) expect to submit the plans for Station No. 8 to Harris County by the end of May 2016.
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- 10** The committee formed to coordinate remodeling Stations No. 1 and No. 2 will hold their kick-off meeting on April 28, 2016. They expect to hold a second meeting in a couple months.
- The trailer to be used at Station No. 2 while the station is remodeled is currently being modified at Boxx Modular. Rich Jones will check with them to see when it will be available.
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- 11** BRW submitted a proposal for a feasibility and programming study of the new Station No. 3. The proposal stipulates the following compensation.
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|----------------------|----------------|
| Site Analysis | \$11,223 |
| Programming | \$2,816 |
| Schematic Design | \$28,056 |
| Conceptual Design | \$8,417 |
| <u>Cost Estimate</u> | <u>\$5,600</u> |
| Total | \$56,112 |
- A motion passed unanimously to accept the proposal conditionally (Motion: Mike Pate; Seconded: Herb Marker). Upon BRW's compensation reaching \$14,000, Mike Pate will halt the proceedings and the Commissioners will evaluate whether we should go forward with the project, modify it, or suspend it.
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- 12** Reviewing, discussing, and taking action on the payment of capital funding pursuant to current budget forecast was tabled until the June 2016 meeting.
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- 13** Herb Marker and Mike Pate continue to revise the 10-Year Financial Forecast.
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- 14** KVFD requested permission to sell two vehicles, one each to Payne Springs VFD (in Mabank, Texas) and Emergency Ministries International, for one dollar per vehicle.
- A motion passed unanimously to sell one vehicle to Payne Springs VFD for one dollar (Motion: Herb Marker; Seconded: Mike Pate).
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- 15** A motion to spend up to \$2,000 to cover the costs of registering and securing a hotel room for one person to attend the Volunteer & Combination Officers Section (VCOS) of the International Association of Fire Chiefs (IAFC) conference held November 2016 in Clearwater Beach, Florida passed unanimously (Motion: Mike Pate; Seconded: Herb Marker)..
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- 16** No action was taken on investing the District's sales tax revenue in accordance with the current District Investment Policy.

MINUTES OF THE DISTRICT'S MAY 9, 2016 MEETING (Cont'd)

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- 17 Potential items needing to be on the agenda for the June 2016 meeting include reviewing, discussing, and taking action on:
- submittals by the Department of request(s) for necessary purchases related to the provision of emergency services pursuant to the service provider contract and District budget;
 - the payment of capital funding pursuant to current budget forecast and service agreement with KVFD;
 - the design for the new Station No. 8;
 - a proposed 10-Year Financial Forecast for the District's and Department's needs;
 - the remodeling of KVFD Station No. 1 and Station No. 2; and
 - the plan to improve the District's ISO certification.
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- 18 The upcoming meeting was set and confirmed for June 13, 2016.
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- 19 No one from the public commented.
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- 20 The Commissioners did not conduct an executive session pursuant to Chapter 551 of the Texas Government Code.
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- 21 At 8:43 PM, a motion to adjourn passed unanimously (Motion: Herb Marker; Seconded: Robert Carson).
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Respectfully submitted:

HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16




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District Secretary
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