

Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

MINUTES OF THE DECEMBER 12, 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 Chief Josh Wenzel, KVFD District Chief Rickey Benge, KVFD Third Vice President Linda Benge, KVFD Secretary Wendy Ray, KVFD Executive Administrator Rich Jones, Brad Dill (of BD Realty), Richardo Martinez (of Martinez Architects, LLC), and Ira Coveler (of Coveler & Katz P.C.). KVFD District Chief Eric Reinkemeyer arrived at 8:45 PM.

2 A motion to approve the minutes for the November 14, 2016 meeting as presented passed unanimously (Motion: Mike Pate; Seconded: Robert Carson).

3 A motion passed unanimously to approve as presented the financial report for the period ending December 12, 2016 and the bills to be paid (Motion: Robert Carson; Seconded: Mike Pate). No certificates of cash time deposits needed to be rolled over.

4 Reviewing, discussing, and taking action on the payment of capital funding pursuant to current budget forecast was tabled until the January 2017 meeting.

5 No action was taken regarding reviewing, discussing, and taking action on amendments to the District's 2016 budget.

6 Given below is Brad Dill's report.

Regarding Station No. 1 Brad Dill and David Bessolo are discussing potential locations for either a new Station No. 1 or a training center with a new Station No. 1. He expects to be able to present information about same at the January 2017 meeting.

Regarding Station No. 3 Brad Dill did not attend the just completed Water Control & Improvement District (WCID) No. 119's meeting. He expects he will be able to present a term sheet* at the January 2017 meeting.

A motion passed unanimously to proceed, except as detailed herebelow, with the Glenloch Community Improvement contract described in Brad Dill's memorandum of December 12, 2016 (Motion: Mike Pate; Seconded: Robert Carson). However, said contract:

- is to include a three percent commission for BD Realty;
- will stipulate \$5,000, instead of \$1,000, for earnest money that will be payable to Steward Title within three days of the contract's execution; and

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MINUTES OF THE DISTRICT'S DECEMBER 12, 2016 MEETING (Cont'd)

- 6 (Cont'd)** **Regarding Station No. 3 (Cont'd)**
- will call for independent consideration of \$500, instead of \$100, which will be paid directly to the seller upon the contract's execution and be non-refundable.
- All 13 quitclaim deeds have been recorded. Brad Dill is working on the Klein Properties deed.
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Regarding land for the Training Center

Randy Collins has removed most of his gear from the property; however, some items remain.

Brad Dill posted a no trespassing sign near where an unknown individual has planted egg plants. Randy Collins denies knowing who is using the land.

Rich Jones will put a lock on a common gate that leads to the District's and Randy Collins' property.

Brad Dill recommends:

- engaging an electrician to cut off power to the well on the District's property
- installing a barbed wire fence between the District's and Randy Collins' properties and posting no trespassing signs; and
- engaging Tommy Russell & Sons to advise about shutting in the well.

The plat is still under development.

Brad Dill has not pursued conversations with Municipal Utility District (MUC) No. 30 due to the uncertainty as to where the training center will be located.

Regarding retired stations

A motion passed unanimously to approve surveys being made of retired Stations No. 4 and No. 6 (Motion: Mike Pate; Seconded: Robert Carson). They will cost \$900 per survey so the total cost will be \$1,800.

Cypress Creek Emergency Medical Services' (CCEMS) leasing of retired Station No. 5 is on hold pending identification of the Grantee's beneficiaries, which is needed to address a clause in the 1979 Warranty Deed.

- 7** Mike Pate meet previously with BRW Architects to discuss the feasibility study for Station No. 3. They are dealing with a couple minor items and expect to be able to make a report to the Commissioners at the January 2017 meeting.
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- 8** Given below are KVFD's reports.
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Submitted records

KVFD personnel presented the Commissioners with documents that contained:

- summaries of tactical, administration, human resources, and public relations activities during November 2016;

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MINUTES OF THE DISTRICT'S DECEMBER 12, 2016 MEETING (Cont'd)

- 8 (Cont'd) **Submitted records (Cont'd)**
- summaries of the payroll and accounting reconciliation for November 2016;
 - KVFD's budget and expenses by category;
 - manning levels on Engine 301; and
 - the minutes of the KVFD 2016 Board of Directors meeting held in October.

Key issues provided in the hereabove material included:

- there were 208 calls during the month;
- the new Engine 301 was placed in service and the Polaris Ranger 6x6 was delivered;
- the estimated cost to repair retired Station No. 4 so that it can be used for storage and as a radio shop is \$140,000;
- the Fire Educator conducted 21 public relations events;
- KVFD personnel attended the Texas Annual Human Resources Conference in Ft. Worth, Texas; and
- KVFD Treasurer Bill Gleason resigned effective November 1, 2016.

Barry Blum's report

They have been very busy.

KVFD members will vote on a new Treasurer at their January 2017 general business meeting. There is no interim Treasurer.

They are working on closing out the 2016 financial reports by the end of the year.

David Bessolo's report

The call volume has increased.

Staffing is proceeding smoothly.

KVFD will use the duty crew to staff stations over the holidays.

Josh Wenzel and David Bessolo asked whether the Commissioners were willing to incur the expense of adding volunteer personnel to rotations and to intermix them with employees. As an example, Station No. 6 has sufficient KVFD members to crew both the engine and the aerial on their allotted duty days. Since adding personnel should improve response times and actions, the Commissioners encouraged KVFD to increase staffing to whatever level they deem appropriate.

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- 9 The following four motions passed unanimously (Motion: Herb Marker; Seconded: Mike Pate);

- ratification of a continuing contract with a the private law firm for the collection of delinquent District *ad valorem* property taxes and for providing for the payment of twenty percent of the delinquent taxes, penalties, and interest collected under said contract;

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MINUTES OF THE DISTRICT'S DECEMBER 12, 2016 MEETING (Cont'd)

- 9 (Cont'd)**
- imposition of additional penalty on delinquent 2016 taxes pursuant to Property Tax Code § 33.07 and adoption of a resolution regarding same;
 - imposition of additional penalties on delinquent taxes for 2016 to defray costs of collection by the District's delinquent tax attorney, pursuant to Property Tax Code § 33.08 and adoption of a resolution regarding same; and
 - imposition of early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to Property Tax Code § 33.11 and adoption of a resolution regarding same.
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10 A motion passed unanimously to finalize the replacement of the air packs via a Houston - Galveston Area Council (H-GAC) compliant bid with a not-to-exceed limit of \$250,000 (Motion: Mike Pate; Seconded: Robert Carson).

11 A groundbreaking ceremony was held at Station No. 8 last Saturday (December 10, 2016).
Teal Construction Company requested they be compensated electronically instead of via checks.
A motion passed unanimously to approve a contract, subject to Ira Coveler's review, with Tony Spitzenberger to serve as the District's representative who keeps an eye on Station No. 8's construction (Motion: Mike Pate; Seconded: Robert Carson).

12 Guaranteed maximum price proposals to remodel Station No. 2 are due Thursday, December 15, 2016.
Rich Jones asked about the deadline for moving gear from Station No. 2 and was told the building needed to be vacated by the end of the year.

13 Reviewing, discussing, and taking action on the sale or disposal of surplus and/or salvage property pursuant to Texas Local Government Code, Subchapter D §263.151 *et. seq.* was tabled until the January 2017 meeting.

14 A special meeting was set and confirmed for December 19, 2016. The next regular meeting was set and confirmed for January 9, 2017.

15 A motion passed unanimously that any Commissioner interested in attending the SAFE-D annual conference in San Marcos, Texas on March 9 – 11, 2017 may do so and will be reimbursed for expenses (Motion: Mike Pate; Seconded: Herb Marker).

16 Attendees agreed that the next semi-annual ESD/KVFD budget workshop will be held on Saturday, January 28, 2017.

17 No one from the public commented.

MINUTES OF THE DISTRICT'S DECEMBER 12, 2016 MEETING (Cont'd)

- 118 Potential items needing to be on the agenda for the December 19, 2016 meeting are review, discuss and take action on the guaranteed maximum price proposals for remodeling Station No. 2 and approval of seeking proposals for a Station No. 4 construction manager at risk.

Potential items needing to be on the agenda for the January 9, 2017 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 sale or disposal of surplus and/or salvage property pursuant to Texas Local Government Code, Subchapter D §263.151 *et. seq.*;
 - BRW Architects' feasibility study for Station No. 3;
 - the construction of the new Station No. 8; and
 - the renovation of KVFD Station No. 2 and Station No. 4.
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- 19 The Commissioners did not conduct an Executive Session pursuant to Chapter 551 of the Texas Government Code.
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- 20 At 9:14 PM, a motion to adjourn passed unanimously (Motion: Robert Carson; Seconded: Mike Pate).
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Respectfully submitted:
HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16



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District Secretary
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¹ A term sheet provides an outline of a business agreement's terms and conditions. It serves as a guide in the preparation of a final document.