

Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

MINUTES OF THE MAY 8, 2017 MEETING

1 At 7:00 PM on May 8, 2017, Harris County Emergency Services District No. 16 (ESD or District) President Robert S. Farrell called the regular meeting to order at the Klein Volunteer Fire Department (KVFD) Administration Building. 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 Treasurer Daniel Erickson, KVFD Executive Administrator Rich Jones, Richardo Martinez of Martinez Architects, Brad Dill of BD Realty, and Ira Coveler of Coveler & Peeler P.C. KVFD Second Vice President Linda Benge, the overseer of Station No. 8 construction Tony Spitzenberger, and KVFD's mechanic Larry Wagoner arrived respectively at 7:04 PM, 7:15 PM, and 7:43 PM.

2 A motion passed unanimously to approve as presented the minutes for the April 10, 2017 meeting (Motion: Herb Marker; Seconded: Robert Carson).

3 A motion by Robert Carson and seconded by Mike Pate passed unanimously to:

- approve as presented the financial report for the period ending May 8, 2017,
- approve as presented the bills to be paid, including those previously approved by Martinez Architects and Brown Reynolds Watford (BRW) Architects; and
- roll over or move to TEXPOOL two certificates of cash time deposits per the recommendation of Bill Russell of Myrtle Cruz, Inc.

Robert Farrell, Robert Carson, and Steven Falkner signed a resolution for a new certificate of cash time deposit.

4 Reviewing, discussing, and taking action on a contract with the Harris County Fire Marshal Office was tabled until the June 2017 meeting.

5 A motion to accept Sales Tax Assurance's contract, subject to Ira Coveler's approval of the agreement, passed unanimously (Motion: Steven Falkner; Seconded: Herb Marker).

6 A motion passed unanimously to grant in 2017 the same property tax exemptions that were granted in 2016; namely: ten per cent per year on homes with a homestead exemption, \$20,000 per year on homes in which persons who are 65 years old or older reside, and \$20,000 per year on homes housing those who qualify as a disabled person (Motion: Herb Marker; Seconded: Mike Pate).

7 Reviewing, discussing, and taking action on the District's 2017 Investment Policy was tabled until the June 2017 meeting.

8 Reviewing, discussing, and taking action on the payment of capital funding was tabled until the June 2017 meeting.

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9 Reviewing, discussing, and taking action on KVFD's 2017 budget was tabled until the July 2017 meeting.

10 Reviewing, discussing, and taking action on District's 2017 budget was tabled until the August 2017 meeting.

11 Given below is Brad Dill's report.

Regarding Station No. 3 and Maintenance Building The contract for purchasing real estate from the homeowners association was closed.

The Water Control Improvement District No. 119 (WDIC) approved and executed the contract for the District to purchase the water plant site. Robert Farrell had previously executed the contract. Brad Dill distributed a memorandum that summarized steps needed to be completed before closing on the contract and critical dates for same.

A motion passed unanimously to authorize payment of \$1,000 to Steward Title within three days (Motion: Herb Marker; Seconded: Mike Pate).

Brad Dill commented that he was seeking bids for clearing trees from the site. Mike Pate requested that he hold off on doing so.

Hovis Surveying is working on a plat for the Maintenance Building.

Regarding land for the Training Center Brad Dill is working to resolve issues with the plat.

Mike Pate asked why a plat was needed. Brad Dill replied that it was easier to sell real estate with a plat.

Brad Dill summarized his efforts to secure a company to install a fence at the facility.

A motion passed unanimously to approve Spring Klein Fence Company's proposal to install a fence at the Training Center site, with a not-to-exceed amount of \$3,200 (Motion: Mike Pate; Seconded: Herb Marker).

Brad Dill commented that it will take about a week to install the fence.

12 Given below are KVFD's reports.

Submitted records KVFD personnel presented the Commissioners with documents that contained:

- summaries of tactical, administration, human resources, and public relations activities during April 2017;
- summaries of the payroll and accounting reconciliation for April 2017;

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- 12 (Cont'd)** **Submitted records (Cont'd)**
- KVFD's budget and expenses by category;
 - manning levels on Engine 301; and
 - the minutes of the KVFD Board of Directors' meeting held in March 2017.
- Key issues provided in the hereabove material included:
- there were 159 calls during the month;
 - all of the foam pumps on Engine 32 were replaced;
 - new air packs were put in service;
 - started annual pump testing;
 - KVFD hired Mike Taylor to service the EViEWS system;
 - KVFD attended 26 public relations events during the month; and
 - the Public Fire Educator and KVFD First Vice President conducted two Safe Sitter classes during the month.
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Barry Blum's report Barry Blum reported KVFD will hold a brisket and chili cook off on May 20, 2017. The Commissioners were invited to attend.

Rich Jones's report KVFD hired an information technology (IT) person. They also hired four new duty crew members as three retired.

Jay Watson was promoted to Duty Chief and T. Roberts will be a team leader.

Mike Thompson will retire at the end of May.

David Bessolo's report There was a fire on May 7, 2017 at an elementary school near the Station No. 8 construction site. Arson is suspected as it appears that someone set a fire on the roof.

There was a multi alarm apartment fire a couple weeks previously.

Over the last month, there was several minor calls and fires.

KVFD has rented three portable electronic signs they will rotate around the district.

- 13** Tony Spitzenberger reported that wind had damaged the trusses at Station No. 8 construction site. New trusses should be on site within a week. They are waiting on the insurance company to complete their investigation of the incident.
- There was a general discussion about the sprinkler system – such as wet versus dry systems and weather the pipes should be wrapped with wire tape.

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- 14** Richardo Martinez reported they are in the final stages of renovating Station No. 2. He expects to e-mail the Commissioners a schedule of upcoming events in the near future and run through the check off list during the second week of June 2017.
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- 15** Christensen Building Group and Teal Construction Company submitted proposals to serve as Construction Manager at Risk for renovating Station No. 4. The station's remodeling committee recommended choosing the former company for the project.
- A motion to accept Christensen Building Group's proposal to serve as the Construction Manager at Risk for renovating Station No. 4 passed unanimously (Motion: Mike Pate; Seconded: Herb Marker).
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- 16** Mike Pate reported they are 95 percent complete with designing the Maintenance Building and new Station No. 3. They expect to complete the design work around June 1, 2017. The Commissioners may be able to vote on same at the July 2017 meeting.
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- 17** 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 June 2017 meeting.
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- 18** 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 was tabled until the June 2017 meeting.
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- 19** Rich Jones reported that KVFD recommends temporizing on remodeling the Klein Annex pending a study of the building's utilization. However, replacing the roof needs to be undertaken in the near term.
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- 20** In September 2017, KVFD expects to begin working with the consultant on matters related to the District's rating issued by the Insurance Services Office (ISO).
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- 21** The next regular meeting was set and confirmed for June 12, 2017.
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- 22** No one from the public commented.
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- 23** Potential items needing to be on the agenda for the June 12, 2017 meeting include reviewing, discussing, and taking action on:
- contract with the Harris County Fire Marshall Office;
 - BRW Architects' design study for Station No. 3 and adjacent Maintenance Building;
 - the construction of Station No. 8;
 - the renovation of Station No. 2 and Station No. 4;

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(Cont'd)
- 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.*;
 - the District's 2017 Investment Policy; and
 - pay applications approved by BRW Architects and Martinez Architects.
- 24
- The Commissioners conducted an Executive Session pursuant to Chapter 551 of the Texas Government Code from 8:31 PM to 9:37 PM.
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- A motion to take new Booster 35 out of service passed unanimously (Motion: Herb Marker; Seconded: Mike Pate).
- A motion that old Booster 35 is no longer surplus equipment, should be kept instead of being disposed of, and is to be put back in service passed unanimously (Motion: Herb Marker; Seconded: Mike Pate).
- 26
- At 9:51 PM, a motion to adjourn passed unanimously (Motion: Herb Marker; Seconded: Robert Carson).



Respectfully submitted:

HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16


Steven Falkner
District Secretary
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