

Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

MINUTES OF THE JUNE 12, 2017 MEETING

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- 1 At 7:00 PM on June 12, 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 Deputy Fire Chief Josh Wenzel, KVFD District Chief Erik Reinkemeyer, KVFD Treasurer Daniel Erickson, KVFD Secretary Wendy Ray, KVFD Executive Administrator Rich Jones, Richardo Martinez of Martinez Architects, Brad Dill of BD Realty, and Ira Coveler of Coveler & Peeler P.C.
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- 2 A motion passed unanimously to approve as presented the minutes for the May 8, 2017 meeting (Motion: Herb Marker; Seconded: Mike Pate).
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- 3 A motion passed unanimously to approve as presented the financial report for the period ending June 12, 2017 and the bills to be paid (Motion: Robert Carson; Seconded: Herb Marker). No certificates of cash time deposits needed to be rolled over.
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- 4 A motion passed unanimously to authorize counsel to prepare and publish an Effective Tax Rate Notice (Motion: Herb Marker; Seconded: Mike Pate).
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- 5 Reviewing, discussing, and taking action on a contract with the Harris County Fire Marshal Office was tabled until the July 2017 meeting.
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- 6 Reviewing, discussing, and taking action on the District's 2017 Investment Policy was tabled until the July 2017 meeting.
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- 7 Regarding renovating Station No. 2, Richardo Martinez reported the:
- building committee and design team inspected the station on May 29, 2017;
 - general contractor is working on a punch list generated during the May 29 inspection;
 - Harris County Fire Marshall Office inspected the facility and passed the construction activities; and
 - contractor is in the process of closing their Houston office, so it has become problematic as to whether they will complete the renovation.
- Mike Pate commented that the ESD will withhold final payment to the contractor pending the project's completion. Should the contractor fail to complete the work, the ESD and KVFD can oversee the project's finalization.

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8 Richardo Martinez presented the herebelow timetable for renovating Station No. 4.

June 13, 2017	Issue construction documents for permitting
June 19, 2017	Issue construction documents for bidding
June 20 to 27, 2017	Issue solicitation for bidding
July 6, 2017	Receive proposals at 2:00 PM
July 17, 2017	Issue proposals for approval
July 31, 2017	Issue Notice to Proceed and start construction
February 28, 2018	Substantial completion
March 31, 2018	Project closeout and warranty period

A motion passed unanimously to enter into a construction contract with Christensen Building Group, LLC for renovating Station No. 4, subject to counsel's review of the agreement (Motion: Mike Pate; Seconded: Herb Marker).

9 Mike Pate distributed a summary of project costs for constructing Station No. 8. He said the damaged trusses have been removed from the site and he expects we can occupy the station in December 2017.

10 Regarding construction of the Maintenance Building and new Station No. 3, Mike Pate advised:

- design work was completed on June 1 and submitted to Harris County on June 2;
- core samples failed to locate the filled-in swimming pool and indicated footing and piers will not be needed for the new buildings; and
- the building committee will tour facilities shortly to get ideas on best practices for the new construction.

11 A motion passed unanimously to pay applications approved by BRW Architects (Motion: Mike Pate; Seconded: Herb Marker).

12 A motion passed unanimously to pay applications approved by Martinez Architects (Motion: Mike Pate; Seconded: Herb Marker).

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

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

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

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16 Given below is Brad Dill's report.

Regarding Station No. 3 and Maintenance Building Closing on the Water Control Improvement District No. 119 (WDIC) water plant will be on September 6, 2017. Brad Dill and Ira Coveler are working on multiple due diligence items needing be addressed beforehand.

A motion to authorize Robert Farrell to sign the plat after Centerpoint has given their approval passed unanimously (Motion: Mike Pate; Seconded: Herb Marker).

A motion to authorize Steven Falkner to sign the plat after Centerpoint has given their approval passed unanimously (Motion: Mike Pate; Seconded: Herb Marker).

Regarding the land on Spring Cypress Road Robert Farrell *et al.* have executed the plat for submission to Harris County.

Brad Dill is working issues needing to be addressed – such as securing an on-site septic facility (OSSF) report and documenting that the existing well was completed for agricultural purposes, therefore it is not a public water supply.

A barbed wire fence and a gate have been installed on the property's northern border.

A motion to authorize Robert Farrell to sign the drainage easement passed unanimously (Motion: Mike Pate; Seconded: Robert Carson).

A motion to pay, once the ESD is presented with an invoice, Randy Holland for mowing services passed unanimously (Motion: Herb Marker; Seconded: Robert Carson). The agreed to fee is \$45 every three months (\$135 per year).

Regarding title transfer from KVFD to ESD Ira Coveler is working on title and deed issues so that the following facilities will be held in the ESD's name:

- Station No. 4;
- the Kleinwood Annex (nee retired Station No. 4);
- retired Station No. 5; and
- retired Station No. 6.

17 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 May 2017;

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- 17 (Cont'd)** **Submitted records (Cont'd)**
- summaries of the payroll and accounting reconciliation for May 2017;
 - KVFD's budget and expenses by category;
 - manning levels on Engine 301; and
 - the minutes of the KVFD Board of Directors' meeting held in April 2017.

Key issues provided in the hereabove material included KVFD:

- responded to 204 calls during May 2017;
- hired Jose Saravia as an information technology (IT) professional;
- finished the yearly preventative maintenance work on the fleet of vehicles;
- placed new Booster 35 in storage and activated old Booster 35;
- moved all storage furniture from retired Station No. 7 to Station No. 2;
- converted KVFD e-mail system from Google mail to Microsoft Office 365;
- conducted 17 public relations events during the month; and
- announced that Jeff Turner will be the Senior Captain at Station No. 8 and Aaron Connor will be the Captain.

Rich Jones's report

For members who serve 12-hour shifts, KVFD henceforth will pay a stipend of \$40 per shift plus provide each person with a \$25 Visa card for meals. Also, they will remove the payment limit.

KVFD hired Mike Taylor as a contractor to work on EVIEWS issues. Among other things, he convinced the Harris County Commissioners that a traffic light control system, such as EVIEWS, needs to operate throughout the county.

David Bessolo's report

KVFD will attend multiple parades and events on July 4.

The Department is in the process of issuing handheld radios to every member. They cost \$11 per unit.

KVFD responded to a large house fire in Northgate Forrest. First arriving units, which responded quickly, observed fire in all of the windows. It was a fast moving fire; therefore, firefighters used defensive tactics.

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- 18** Following a discussion of the matter, the Commissioners agreed that in the future ESD will purchase furniture for the new stations with guidance from KVFD members as to their preferences. Doing so may necessitate a revision to the lease agreement.

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- 19** Ira Coveler said he is working on resolving Booster 35 and Booster 36 issues and he expects he will be able to provide information about same at the July 2017 meeting.
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- 20** 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 July 2017 meeting.
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- 21** 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 July 2017 meeting.
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- 22** Reviewing, discussing, and taking action on renovating the Kleinwood Annex was tabled until the July 2017 meeting.
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- 23** A motion passed unanimously to accept a contract with Mike Pietsch to provide Insurance Services Office (ISO) consulting services for \$68,500 (motion: Mike Pate; Seconded: Robert Carson).
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- 24** The next regular meeting was set and confirmed for July 10, 2017.
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- 25** Ira Coveler provided an update of new Texas legislation; including:
- firefighters with concealed carry licenses (CCL) may now have concealed handguns in locations prohibited to others with a CCL – such as schools and hospitals; and
 - bills on annexation and property tax will come up in a special session.
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- 26** Potential items needing to be on the agenda for the July 10, 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, Station No. 4, and Kleinwood Annex;
 - KVFD's 2017 budget revision and the District's 2017 budget revision;
 - 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.

THE DISTRICT'S JUNE 12, 2017 MEETING MINUTE

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- 27 The Commissioners conducted an Executive Session pursuant to Chapter 551 of the Texas Government Code from 9:02 PM to 9:21 PM.
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- 28 A motion passed unanimously to authorize Robert Farrell and Brad Dill to negotiate a contract to purchase real estate for a new Station No. 1 and training center per the terms and conditions discussed during the Executive Session (Motion: Mike Pate; Seconded: Herb Marker).
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- 29 At 9:23 PM, a motion to adjourn passed unanimously (Motion: Robert Carson; Seconded: Mike Pate).



Respectfully submitted:
HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16

Steven Falkner

Steven Falkner
District Secretary
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