

Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

MINUTES OF THE JULY 10, 2017 MEETING

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- 1 At 7:00 PM on July 10, 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 Second Vice President, Shawn Donald KVFD Secretary Wendy Ray, KVFD Executive Administrator Rich Jones, Richardo Martinez of Martinez Architects, Brad Dill of BD Realty, Ira Coveler of Coveler & Peeler P.C, and Blaine Coutant of Balfour Beatty Construction. KVFD District Chief Ricky Bengé, KVFD Third Vice President Linda Bengé, and KVFD Treasurer Daniel Erickson arrived at 7:12 PM. KVFD Senior Captain Daniel Rathe arrived at 7:45 PM.
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- 2 A motion passed unanimously to approve as presented the minutes for the June 12, 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 July 10, 2017 and the bills to be paid (Motion: Robert Carson; Seconded: Mike Pate). No certificates of cash time deposits needed to be rolled over.
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- 4 Reviewing, discussing, and taking action on a contract with the Harris County Fire Marshal Office was tabled until the August 2017 meeting.
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- 5 Reviewing, discussing, and taking action on the District's 2017 Investment Policy was tabled until the August 2017 meeting.
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- 6 Richardo Martinez distributed a summary sheet detailing current and future work to renovate Station No. 2. Mike Pate said the station needs some touch-up, but all of the major components are done. Therefore, the station can be used for its intended purpose.
- A motion passed unanimously to grant Mike Pate authority to approve substantial completion of Station No. 2's renovation work subject to an inspection on Tuesday (July 11, 2017) at 5:00 PM (Motion: Mike Pate; Seconded: Herb Marker).
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- 7 Richardo Martinez distributed a summary sheet about current and future work to renovate Station No. 4. Among other items, it stated:
- the Commissioners will review and consider approving the guaranteed maximum price (GMP) at the August 2017 meeting; and
 - a Notice of Proceed will be issued following the August 2017 meeting if the Commissioners authorize doing so.
- Mike Pate commented that there was no longer a need to hold a special meeting on July 17, 2017 to discuss renovating Station No. 4.

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- 8 Mike Pate distributed a summary sheet showing budgeted and actual costs for constructing Station No. 8. He then said, subject to weather, the:
- station should receive electrical power by the end of the week;
 - station should have the stones installed by the end of the week; and
 - floor should be installed next week.

Also, about half of the windows have been installed and the rest of the windows are on site.

- 9 Mike Pate advised that the Maintenance Building is mostly specked out. He then recommended constructing the Maintenance Building at the new Station No. 1 site instead of near Station No. 3.

A motion passed unanimously to remove the Maintenance Building from the scope of the agreement with BRW for designing the Station No. 3 / Maintenance Building complex (Motion: Mike Pate; Seconded: Herb Marker).

Mike Pate advised that consideration is being given to constructing a temporary building behind Station No. 3 to house the facility's vehicles and equipment while the new station is under construction.

- 10 A motion passed unanimously to pay applications approved by BRW Architects (Motion: Mike Pate; Seconded: Robert Carson).
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- 11 Reviewing, discussing, and taking action on paying applications approved by Martinez Architects was tabled until the August 2017 meeting.
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- 12 Reviewing, discussing, and taking action on the payment of capital funding was tabled until the August 2017 meeting.
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- 13 Reviewing, discussing, and taking action on KVFD's 2017 budget revision was tabled until the August 2017 meeting.
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- 14 Reviewing, discussing, and taking action on District's 2017 budget revision was tabled until the August 2017 meeting.
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- 15 Given below is Brad Dill's report.
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Regarding new Station No. 1 Ira Coveler approved the contract for purchasing approximately 14 acres on Stuebner Airline Road. Robert Farrell will sign the contract on Tuesday (July 11, 2017) at the KVFD Administration Building.

Regarding Station No. 3 The Water Control Improvement District No. 119 (WDIC) water plant is under contract. Brad Dill distributed a summary sheet of due diligence items needing to be addressed along with associated cost estimates.

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15 **Regarding** A motion passed unanimously to extend the water plant's feasibility
(Cont'd) **Station** period to October 10, 2017 (Motion Mike Pate; Seconded: Herb
 No. 3 Marker).
 (Cont'd)

16 Given below are KVFD's reports.

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

- summaries of tactical, administration, human resources, and public relations activities during June 2017;
- January 2017 to June 2017 response summaries;
- summaries of the payroll and accounting reconciliation for June 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 May 2017.

Key issues provided in the hereabove material included:

- there were 190 calls during June 2017;
- the KVFD Public Fire Educator conducted 22 public relations events during June 2017;
- the three new aerials are expected to be delivered around December 2017 or January 2018;
- KVFD is distributing handheld radios to responders which cost \$11 per unit; and
- during the first and second quarters of 2017, average response times were:
 - 10 minutes 8 seconds for all call types (including out of the district and non-emergency);
 - 6 minutes and 27 seconds for Type 111 structure fires;
 - 5 minutes and 44 seconds for employees responding to Type 111 structure fires;
 - 8 minutes and 59 seconds for volunteers responding to Type 111 structure fires; and
 - 7 minutes and 55 seconds for the first arriving engine at Type 111 incidents.

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- 16 (Cont'd) Barry Blum's report** KVFD recently conducted two significant public relations events – one at a Walmart and another with 93Q radio station.
- Rich Jones submitted his resignation effective February 3, 2018. KVFD is working with a recruiter to find a successor.
- Barry Blum recommended the Commissioners consider making the Fire Chief an employee and combining the Fire Chief and Executive Administrator positions.
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- David Bessolo's report** KVFD was extremely busy the previous evening due to severe weather. For example, there were ten calls at the same time and KVFD District Chief 32 served as the Incident Commander for a fire within Champion's district.
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- 17** Receiving a report from District counsel regarding Boosters 35 and 36 was tabled until the Executive Session.
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- 18** 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 August 2017 meeting.
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- 19** 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 August 2017 meeting.
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- 20** Rich Jones is receiving proposals for installing the Kleinwood Annex's new roof. He will present same at the August 2017 meeting.
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- 21** Mike Pate received a list of resources and information to be accumulated before the Insurance Services Office (ISO) consultant (Mike Pietsch) starts work in September 2017. Rich Jones is securing same.
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- 22** The next regular meeting was set and confirmed for August 14, 2017.
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- 23** During the public comment portion of the meeting, Mike Pate asked whether it was permissible to mow the land purchased from the homeowners' association at Station No. 3. He was told that it is acceptable to do so.
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- 24** Potential items needing to be on the agenda for the August 14, 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;
 - BRW Architects' design study for the Maintenance Building;
 - the construction of Station No. 8;

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- 24 (Cont'd)
- the renovation of Station No. 2, Station No. 4, and the 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.;
 - Boosters 35 and 36;
 - the District's Insurance Services Office (ISO) rating;
 - the District's 2017 Investment Policy; and
 - pay applications approved by BRW Architects and Martinez Architects.
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- 25 The Commissioners conducted an Executive Session pursuant to Chapter 551 of the Texas Government Code from 8:15 PM to 8:51 PM.
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- 26 At 8:52 PM, a motion to adjourn passed unanimously (Motion: Robert Carson; Seconded: Mike Pate).



Respectfully submitted:
HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16

Steven Falkner
District Secretary
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