

Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

MINUTES OF THE AUGUST 14, 2017 MEETING

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- 1 At 7:00 PM on August 14, 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 Robert W. Carson, Mike A. Pate, and Steven T. Falkner. Present as guests were KVFD Fire Chief David Bessolo, KVFD President Barry Blum, KVFD Third Vice President Linda Benge, KVFD Secretary Wendy Ray, KVFD Treasurer Daniel Erickson, KVFD Executive Administrator Rich Jones, Richardo Martinez of Martinez Architects, Richard Fletcher of Sales Tax Assurance LLC (STA), Ira Coveler of Coveler & Peeler P.C, Jimmy McBee of Christensen Building Group, and Bryan Hall of Christensen Building Group. KVFD Deputy Fire Chief Josh Wenzel and KVFD District Chief Rickey Benge arrived at 7:58 and 8:32 respectively.

 - 2 A motion passed unanimously to approve as presented the minutes for the July 10, 2017 meeting (Motion: Mike Pate; Seconded: Robert Carson).

 - 3 A motion passed unanimously to approve as presented the financial report for the period ending August 14, 2017 and the bills to be paid (Motion: Robert Carson; Seconded: Mike Pate). No certificates of cash time deposits needed to be rolled over.

 - 4 Richard Fletcher presented STA's initial findings. They included (among others) the largest companies paying sales tax, industry segment sales tax rank and distribution, and year over year sales tax comparisons. He also explained STA will not be able to determine conclusive data for a couple months and the intricacies of taxing cable television, cellular telephone, landline telephone, and internet services.

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

 - 6 Reviewing, discussing, and taking action on the District's 2017 Investment Policy was tabled until the September 2017 meeting.

 - 7 Reviewing and taking action on the 2017 appraisal valuations and commencement of adoption of the 2017 tax rate, including review of the 2017 effective tax rate calculations, and scheduling any necessary public hearings to adopt the District 2017 tax rate was tabled until the September 2017 meeting.

 - 8 Barry Blum will present KVFD's proposed 2018 budget to the members at their September 2017 general business meeting.

 - 9 Robert Carson distributed the District's tentative budget for 2018.

 - 10 Proposing the 2017 District tax rate was tabled until the September 2017 meeting.

THE DISTRICT'S AUGUST 14, 2017 MEETING MINUTES

11 Richardo Martinez distributed a summary sheet detailing current and future work to renovate Station No. 2. Among other items, it stated Balfour Beatty Construction continues to address items on the punch list and the final Certificate of Compliance / Certificate of Occupancy will be submitted with the close-out documents.

12 Richardo Martinez distributed a summary sheet about current and future work to renovate Station No. 4. Among other items, it stated:

- the Harris County permit has been approved;
- the existing facility has been permitted;
- the temporary facility has been permitted and is onsite; and
- Christensen Building Group has received bids.

Jimmy McBee presented the Christensen Building Group's guaranteed maximum price (GMP) of \$2,043,216 total cost with alternates. The GMP does not include ESD supplied material, which will be around \$300,000.

Rich Jones requested that KVFD members wait until immediately prior to construction work at the station commences before they conduct training involving destruction of walls.

A motion passed unanimously to approve Christensen Building Group's GMP and to authorize Robert Farrell to sign same (Motion: Mike Pate; Seconded: Robert Carson).

13 Regarding construction of Station No. 8, Mike Pate advised:

- they are working on installing electrical power;
- they have started installing the roof;
- the esplanade is complete; and
- the expected move in date is late November 2017.

Mike Pate stated that over the course of the construction Tony Spitzenberger has saved the District more money than his compensation.

14 Mike Pate distributed cost estimates for removing the current Station No. 3, constructing a new Station No. 3, and building a structure to serve as a temporary station / training facility.

Mike Pike confirmed that instead of moving a retired station to Station No. 3 to serve as a temporary station / training facility, they will build a structure.

15 The Commissioners did not review, discuss, or take action regarding the design of the new Maintenance Building.

16 A motion passed unanimously to pay applications approved by BRW Architects (Motion: Mike Pate; Seconded: Robert Carson).

17 Reviewing, discussing, and taking action with respect to any pay applications approved by Martinez Architects was tabled until the September 2017 meeting.

THE DISTRICT'S AUGUST 14, 2017 MEETING MINUTES

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

19 Brad Dill did not attend the meeting. Given below are key points provided in his status update.

Regarding new Station No. 1 The contract has been executed and given to the title company. Brad Dill supplied a due diligence status with action items.

A motion passed unanimously to engage ALJ Lindsay Engineering to prepare for \$2,000 a feasibility study (Motion: Mike Pate; Seconded: Robert Carson).

A motion passed unanimously to engage Phase Engineering for \$2,450 to prepare an environmental and wetlands report (Motion: Mike Pate; Seconded: Robert Carson).

Regarding the Station No. 3 Complex The Water Control Improvement District No. 119 (WDIC) water plant land is under contract. Brad Dill supplied a due diligence status with action items.

Regarding property on Spring Cypress Road The plat is ready for submission to Harris County.

The report detailed options available for selling easements and the real estate.

A motion passed unanimously to engage Who Nature Calls Environmental Resources for \$2,500 to prepare an On-Site Sewage Facility (OSSF) report to be filed with Harris County. (Motion: Mike Pate; Seconded: Robert Carson).

20 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 July 2017;
- summaries of the payroll and accounting reconciliation for July 2017;
- KVFD's budget and expenses by category;
- manning levels on Engine 301;
- Engine 301 and weekend participation report;
- KVFD's tentative 2018 budget forecast; and

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THE DISTRICT'S AUGUST 14, 2017 MEETING MINUTES

- 20**
(Cont'd) **Submitted records**
(Cont'd)
- the minutes of the KVFD Board of Directors' meeting held in June 2017.
- Key issues provided in the hereabove material included:
- KVFD's tentative 2018 budget forecast is \$5,398,162;
 - there were 265 calls during July 2017, including numerous storm and lightning strike incidents;
 - 150 people have applied for the Executive Administrator's position so far;
 - the KVFD shop performed all maintenance and repair service in July 2017 – that is, no trucks went to outside vendors for service or repair;
 - personnel moved from the temporary trailer at Station No. 2 back into the station;
 - personnel prepared the trailer at Station No. 2 for being picked up by Boxx Modular; and
 - the microwave system at Tower 37 was damaged by a lightning storm on June 24, 2017.
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Barry Blum's report

They have been very busy of late.

There is a lot of interest in the Executive Administrator's position. They have interviewed six people for the post and have another interview scheduled in the near future.

David Bessolo's report

There was a 39 percent increase in call volume over the previous month; mostly due to storms. Examples of the large call volume include receiving ten calls at the same time and 19 calls in a 24-hour period.

Twenty four employees and members recently undertook water rescue training. Since so many people were out of town for training, KVFD crewed Engine 302 over the weekend.

Starting in September 2017, they hope to crew Engine 302 over the weekends.

Mike Pate requested that KVFD at their earliest convenience started reporting units that do not respond to a page.

- 21** Ira Coveler received an e-mail from Wildfire Truck & Equipment Sales LTD indicating they will have cost estimates by the end of the month for converting Booster 35.

Mike Pate stated he is getting a proposal from Skeeter Brush Trucks to put Booster 35's skid on one of their trucks.

A motion passed unanimously to send a Letter of Intent to Skeeter Brush Trucks for two trucks (Motion: Mike Pate; Seconded: Robert Carson).

THE DISTRICT'S AUGUST 14, 2017 MEETING MINUTES

- 22** 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 September 2017 meeting.
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- 23** 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 September 2017 meeting.
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- 24** Rich Jones bought a window air conditioning unit for the Kleinwood Annex.
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- 25** David Bessolo reported the following regarding the District's rating issued by the Insurance Services Office (ISO).
1. David Bessolo received a breakdown of the last ISO audit.
 2. KVFD has acquired all pump test data and maps showing the hydrant locations.
 3. Need a map showing the water distribution system's heights.
- The general consensus is that we are in good shape for the ISO audit.
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- 26** The next regular meeting was set and confirmed for September 11, 2017.
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- 27** No one from the public commented.
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- 28** Potential items needing to be on the agenda for September 11, 2017 the meeting include reviewing, discussing, and taking action on:
- contract with the Harris County Fire Marshall Office;
 - the 2017 appraisal valuations and commencement of adoption of the 2017 tax rate;
 - propose the District 2017 tax rate;
 - telecommunications sales tax;
 - BRW Architects' design study for the temporary and permanent Station No. 3;
 - the construction of Station No. 8;
 - the renovation of Station No. 2, Station No. 4, and the Kleinwood Annex;
 - KVFD's and the District's 2018 budgets;
 - 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;

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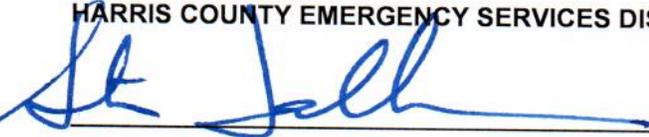
THE DISTRICT'S AUGUST 14, 2017 MEETING MINUTES

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- 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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- The Commissioners conducted an Executive Session pursuant to Chapter 551 of the Texas Government Code from 8:46 PM to 9:18 PM.
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- A motion passed unanimously for Brad Dill to list the real estate on Spring Cypress Road for sale at the price discussed in Executive Session (Motion: Mike Pate; Seconded: Robert Carson).
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- At 9:19 PM, a motion to adjourn passed unanimously (Motion: Steven Falkner; Seconded: Robert Carson).
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Respectfully submitted:

HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16



Steven Falkner
District Secretary
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