

Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

MINUTES OF THE NOVEMBER 13, 2017 MEETING

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- 1 At 7:02 PM on November 13, 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 Josh Wenzel, KVFD President Barry Blum, KVFD District Fire Chief Eric Reinkemeyer, KVFD Secretary Wendy Ray, KVFD Treasurer Daniel Erickson, KVFD Executive Administrator Michael Gosselin, Brad Dill of BD Realty, Richardo Martinez of Martinez Architects, and Ira Coveler of Coveler & Peeler P.C. KVFD Executive Administrator Emeritus Rich Jones and KVFD District Chief Dan Rathe arrived respectively at 7:17 PM and 7:57 PM.
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- 2 A motion passed unanimously to approve as presented the minutes for the October 9, 2017 meeting (Motion: Herb Marker; Seconded: Mike Pate).
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- 3 Robert Farrell asked if there were sufficient funds in the capital projects account to fund future invoices for the construction of Station No. 8. Mike Pate replied the money in said account was inadequate to do so as we have been paying for both owner provided equipment and construction costs from the capital project account.
- A motion passed unanimously to approve as presented the bills to be paid and financial report for the period ending November 13, 2017 (Motion: Robert Carson; Seconded: Mike Pate). No certificates of cash time deposits needed to be rolled over.
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- 4 No action was taken regarding long-term financial planning and investments.
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- 5 The following four motions passed unanimously (Motion: Herb Marker; Seconded: Mike Pate).
1. The ratification of a continuing contract with a private law firm pursuant to §6.30 of the Property Tax Code for the collection of delinquent District *ad valorem* property taxes and providing for the payment of up to 20 percent of the delinquent taxes, penalties, and interest which are collected by the attorney under said contract.
 2. The imposition of additional penalty on delinquent taxes accruing prior to June 1, 2017 pursuant to §33.07 of the Property Tax Code and adoption of a resolution regarding same for taxes.
 3. The imposition of additional penalty on delinquent taxes accruing after June 1, 2017 to defray costs of collection by the District's delinquent tax attorney, pursuant to §33.08 of the Property Tax Code and adoption of a resolution regarding same.

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- 5 (Cont'd)** 4. The imposition of early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to §33.11 of the Property Tax Code and adoption of a resolution regarding same.
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- 6** A motion passed unanimously for Breedlove & Co., P.C. to conduct the District's 2017 audit per the terms and conditions detailed in the engagement letter dated October 9, 2017.
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- 7** Reviewing, discussing, and taking action on a contract with the Harris County Fire Marshal Office was tabled until the December 2017 meeting.
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- 8** Balfour Beatty Construction LLC will shortly terminate renovation work at Station No. 2 with remodeling needing to be done. Christensen Building Group will complete the project. They expect to commence work on November 20, 2017 and, except for installing the monument, to complete work on November 30, 2017. Paying Pay Applications No. 7 and No. 8 will complete the District's dealings with Balfour Beatty Construction.
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- 9** Richardo Martinez distributed a summary sheet detailing completed and anticipated work at Station No. 4. Given below are highlights.
1. Christensen Building Group has completed demolition work. They have installed a temporary partition in the apparatus bay and the sand/oil separator.
 2. Ongoing work includes installing underground plumbing, the electrical infrastructure, ducts, and second floor framing.
 3. The existing concrete lacks adequate reinforcing.
 4. New concrete will be doweled and epoxied into the existing concrete.
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- 10** Richardo Martinez advised he needs a letter from the District that details the Administration Building's history. He will forward the letter to Harris County as part of the permitting process. It was agreed that Robert Farrell will sign the letter.
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- 11** Mike Pate distributed a summary sheet detailing project costs for constructing Station No. 8. He expects work will be substantially complete by either late November 2017 or early December 2017, we will be able to occupy the building by January 1, 2018, and should hold a grand opening ceremony in mid-January 2018.
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- 12** Mike Pate reported he expects Harris County will approve the drawings for constructing the temporary and permanent Station No. 3 sometime around Thanksgiving 2017 and ground breaking will occur in February 2018.
- Brad Dill and Mike Pate advised the homeowners association about the District's current plans for the site, which was well received.
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- 13** A motion passed unanimously to pay Balfour Beatty Construction LLC's Pay Applications No. 7 for \$69,714.78 and No. 8 for \$74,991.38, which Martinez Architects certified (Motion: Mike Pate; Seconded: Herb Marker).

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13 (Cont'd) A motion passed unanimously to pay Christensen Building Group per Pay Application No. 1 for \$109,260.45, which Martinez Architects certified (Motion: Mike Pate; Seconded: Herb Marker).

A motion passed unanimously to pay Teal Construction per Pay Application No. 12 for \$171,919.81, which BRW Architects certified (Motion: Mike Pate; Seconded: Herb Marker).

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

15 Brad Dill reported he expects to receive a report by Thanksgiving 2017 from Municipal Utility District (MUD) No. 124 regarding the cost of improving the line servicing the real estate on Stuebner Airline Road that the District is purchasing.

16 A motion passed unanimously to extend the closing date for ratifying the contract amendment with Water Control and Improvement District (WDIC) No. 119 to no later than November 30, 2017 (Motion: Mike Pate; Seconded: Robert Carson)..

17 Brad Dill's distributed a memorandum that provided a status report on projects. Key points detailed in same follow.

Regarding the Station No. 3 Complex WCID No. 119 cleared the land previously occupied by the water plant.
Hovis Surveying submitted the plat to Harris County for the back five acres.

Regarding property on Spring Cypress Road The sanitarian's report has been completed. There are waiting on the District to pay them for this work before submitting the report to Harris County.

The following three items need to be addressed before Harris County will sign the plat:

- payment of back taxes;
- record the drainage easement, and
- submit the On-Site Sewage Facility (OSSF) report.

If these tasks are not completed by December 1, 2017, it is hoped Harris County will extend the current one year extension. Otherwise, the process will need to start over (should we so choose).

18 Given below are KVFD's reports.

Submitted records Prior to the meeting, KVFD personnel presented the Commissioners with documents that contained:

- summaries of tactical, administration, human resources, and public relations activities during October 2017;

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- 18 (Cont'd) Submitted records**
- summaries of the payroll and accounting reconciliation for October 2017;
 - budget and expenses by category;
 - standby personnel (Engine 301, Engine 302, and rotating station) participation report; and
 - minutes for KVFD's September 2017 Board of Directors meeting.
- Key issues provided in the hereabove material included:
- KVFD responded to 214 calls during October 2017;
 - KVFD's active list continues to maintain around 148 members;
 - the 2017-002 recruit class graduated with 11 personnel;
 - Jose Saravil was offered and accepted a full time position as the IT Specialist;
 - Denise Tuma accepted a temporary assignment to fill-in for Mari-cella Perz while she is on maternity leave;
 - Rehab 35 returned to service after repair needed due to damage caused by Hurricane Harvey;
 - Engine 301 suffered two accidents and a major structural failure;
 - Engine 38 is being equipped in anticipation of the station going into service; and
 - KVFD participated in 62 public relations events during the month.
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Barry Blum's report

Barry Blum thanked those who attended the award banquet and Thanksgiving dinner.

He commented that transfer of all titles from KVFD to the District for both facilities and vehicles will be completed by the end of 2017. However, this does not apply to assets which will be sold within a year – such as Ladder 32 and Ladder 36.

Josh Wenzel's report

Josh Wenzel:

- summarized information from the Tactical Report;
- stated he and Mike Pate had a good trip to Wisconsin to inspect the new towers and expect to conduct the final inspection in February 2018;
- advised he was having difficulty securing the accident report for the Sheriff striking Engine 301 and they still maintained the accident was our fault;
- asked Ira Coveler to assist in securing a copy of the accident report; and

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(Cont'd) | Josh Wenzel's report
(Cont'd) | <ul style="list-style-type: none"> • commented he and Mike Gosselin are working on combining the Tactical and Administrative Reports into one document; • said those attending the Volunteer & Combination Officers Section (VCOS) of the IAFC conference in Clearwater, FL found it to be very informative; however, some of the participants needed to cut short their attendance to attend Nate Hampton's funeral. |
| | Mike Gosselin's report | Mike Gosselin provided a summary of information in the Administration Report. |
| | Rich Jones' report | <p>Rich Jones reported:</p> <ul style="list-style-type: none"> • they are working on getting Station No. 8, the tower, and microwave in operation; • he and Mike Gosselin will meet tomorrow to research options for traffic light preemptions; • Harris County is halting work on the traffic controls until they have determined a path forward; and • the consultant was here for two days recently in preparation for the upcoming Insurance Services Office (ISO) audit. |
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- 19** KVFD has a large amount of old bunker gear which they are going to donate to the Forestry Service.
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- 20** As vehicle title transfer is achieved, need to address transferring EZ Tag (highway tolls) responsibility to the District.
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- 21** A motion passed unanimously to accept 1st Choice Roofing's proposal to install a new roof on the Kleinwood Annex for \$41,728.90 (Motion: Mike Pate; Seconded: Herb Marker).
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- 22** A motion passed unanimously that any Commissioner who so desires may attend the SAFE-D conference in Galveston, Texas on February 22 to 24, 2018 and the District will reimburse them for the expenses (Motion: Mike Pate; Seconded: Herb Marker).
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- 23** The next regular meeting was set and confirmed for December 11, 2017.
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- 24** No one from the public commented.
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- 25** Potential items needing to be on the agenda for the November meeting include reviewing, discussing, and taking action on:
- transferring responsibility for EZ Tag;
 - contract with the Harris County Fire Marshall Office;

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- long range financial planning and investments;
 - the construction of temporary Station No. 3; permanent Station No. 3, and Station No. 8;
 - the renovation of Station No. 2, Station No. 4, and the Kleinwood Annex;
 - pay applications approved by BRW Architects and Martinez Architects;
 - 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.*; and
 - the District's ISO rating.
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The Commissioners did not conduct an Executive Session pursuant to Chapter 551 of the Texas Government Code.

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At 8:31 PM, a motion to adjourn passed unanimously (Motion: Herb Marker; Seconded: Robert Carson).

Respectfully submitted:

HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16



Steven Falkner
Commissioner
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