

Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

MINUTES OF THE DECEMBER 11, 2017 MEETING

1 At 7:05 PM on December 11, 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 Deputy Fire Chief Marcus Melvin, KVFD District Fire Chief Daniel Rathe, KVFD First Vice President Wendy Rocha, KVFD Secretary Wendy Ray, KVFD Executive Administrator Emeritus Rich Jones, KVFD Executive Administrator Michael Gosselin, Brad Dill of BD Realty, Richardo Martinez of Martinez Architects, Ira Coveler of Coveler & Peeler P.C, Chris Marchiando, and Lance Wilson. KVFD Treasurer Dan Erickson and KVFD Second Vice President Shawn Donald arrived respectively at 7:09 PM and 7:22 PM.

2 A motion passed unanimously to approve as presented the minutes for the November 13, 2017 meeting (Motion: Herb Marker; Seconded: Mike Pate).

3 Robert Carson said the Harris County Appraisal District paid the ESD a “negative tax” – that is, a tax refund – of \$708.52 during the last accounting period.

A motion passed unanimously to approve as presented the bills to be paid and financial report for the period ending December 11, 2017 (Motion: Robert Carson; Seconded: Mike Pate). No certificates of cash time deposits needed to be rolled over.

4 No action was taken regarding long-term financial planning and investments.

5 Richardo Martinez distributed a summary sheet detailing completed and anticipated work at Station No. 4. He said the contractor will continue work between Christmas and the New Year.

Ongoing work includes cold form metal framing along with installing underground plumbing, lines for the sand/oil separator, and sanitary lines.

An unexpected problem is the foundation lacks concrete piers or footing. This requires that a new concrete foundation be designed then doweled and epoxied into the existing concrete. The estimate of the cost to correct this problem is \$30,000 plus \$6,000 for a stress engineer.

A motion passed unanimously to authorize Richardo Martinez to direct the foundation repairs at Station No. 4 (Motion: Mike Pate; Seconded: Herb Marker).

6 Richardo Martinez distributed a summary sheet detailing completed and anticipated work at Station No. 2. He advised the contractor expects to complete the remodeling work, except for installing the digital sign in the monument, by the end of the year.

Herb Marker recommended KVFD holds a grand opening ceremony in early 2018 and invites the public.

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7 Mike Pate distributed a summary sheet detailing project costs for constructing Station No. 8. He advised the Fire Marshall will inspect the facility sometime before December 15, 2017 and there will be a grand opening ceremony on January 27, 2018 between 11:00 AM and 3:00 PM.

8 Mike Pate distributed a summary of key events and estimated dates for construction of the temporary and permanent Station No. 3, namely:

Post bid package	December 21, 2017
Bids due	January 25, 2018
Committee's recommendation	February 1, 2018
Commissioners select the winning bid	February 5, 2018
Notice to Proceed issued	February 6, 2018
Temporary station finished	October 6, 2018
Permanent station finished	August 6, 2019
Final completion	September 6, 2019

A motion passed unanimously to approve a \$5,000 payment to WHP Training-towers for engineering and foundation work at Station No. 3.

9 A motion passed unanimously to pay the Pay Applications that Martinez Architects and BRW Architects certified (Motion: Mike Pate; Seconded: Herb Marker).

10 Reviewing, discussing, and taking action on the payment of capital funding was tabled until the January 2018 meeting.

11 Brad Dill distributed Eby Engineers' *Stuebner Airline Sanitary Trunkline Analysis*. It recommended "... an extension of the 18-inch Trunkline be planned to extend from MH 770 to MH 855."

A motion passed unanimously to close on the Stuebner Airline Road 14-acre property within the next 30 days for the contracted price of \$4,948,415.00. (Motion: Mike Pate; Seconded: Herb Marker).

12 Brad Dill's distributed a memorandum that provided a status report on projects. Given below are key points detailed in same along with comments he made during the meeting.

Regarding the new Station No. 1 Complex	The Municipal Utility District (MUD) engineer's analysis (see No. 11, above) showed that there was sufficient water and sewage services for the new station and training center. However, a "pinch point" in the line needs modifications for the site to have sufficient capacity to accommodate additional facilities.
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12 (Cont'd)	Regarding the Station No. 3 Complex	<p>Except for a easement release, all of the closing documents for the ESD's purchase of the real estate previously used for the water plant have been signed.</p>
	Regarding property on Spring Cypress Road	<p>We did not meet the deadline for receiving approval of the plat, which was December 8, 2017. Brad Dill may be able to get it approved nevertheless.</p> <p>Harris County rejected the sanitarian's report as they believed the house Mr. Holland recently sold was for residential purposes.</p> <p>The drainage easement Harris County Flood Control required has been executed and recorded for the plat. They need to be paid before signing the plat may proceed.</p> <p>Over the last month, no one showed interest in purchasing this property.</p>
	Regarding Station No. 7	<p>A motion passed unanimously to allow signing an amendment to the Utility Easement Agreement (Motion: Mike Pate; Seconded: Herb Marker). The amendment allows Betz to encroach into the District's 25-foot wide aerial easement along Station No. 7's northern side.</p>
13		<p>A motion passed unanimously for the ESD to create EZ Tag accounts with TxTag and Harris County Toll Road Authority (Motion: Mike Pate; Seconded: Herb Marker).</p>
14		<p>Given below are KVFD's reports.</p>
	Submitted records	<p>Prior to the meeting, KVFD personnel presented the Commissioners with documents that contained:</p> <ul style="list-style-type: none"> • summaries of tactical, administration, human resources, and public relations activities during November 2017; • summaries of the payroll and accounting reconciliation for November 2017; • budget and expenses by category; and • minutes for KVFD's October 2017 Board of Directors meeting. <p>Key issues provided in the hereabove material included:</p> <ul style="list-style-type: none"> • there were 198 calls during the month; • there were 148 tactical members in KVFD at the end of the year's third quarter; • KVFD personnel attended a Wildland Tech certification class instructed by Texas A & M Engineering Service (TEEX); • Maricela Perez returned and will work part time until January 2018;

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- 14** **Submitted** • air pack testing will be completed in December 2017;
(Cont'd) **records** • Engine 301's springs were repaired and the unit was returned to
(Cont'd) (Cont'd) service; and
- KVFD participated in 18 public relations events during the month.
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Marcus Melvin's report KVFD recently took delivery of two light, medium tactical vehicles (LMTV) along with two large military tents. The trucks will be used primarily for high water rescue.

ESD and KVFD personnel recently visited with Skeeter Truck about the two new booster trucks. Their construction is progressing well, there have been few changes to their design, and they expect delivery in April 2018.

Mike Gosselin's report Mike Gosselin provided a brief summary of information in the Administration Report.

- 15** A motion passed unanimously for selling, at a nominal amount, surplus reels and tubing for hydraulic tools to the Forestry Service, who will transfer title to a fire department or Emergency Services District to be named later. (Motion: Mike Pate; Seconded: Herb Marker).
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- 16** A motion passed unanimously for purchasing 20 self-contained breathing apparatus (SCBA) from MSA at a cost of \$19,992.00 (Motion: Mike Pate; Seconded: Herb Marker). They will be used on the new aerials and Engine 38.
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- 17** A motion passed unanimously to approve a contract with GTT Opticom Infrared System to test their vehicle preemption system to determine if it is a suitable replacement for EVIEW (Motion: Mike Pate; Seconded: Herb Marker).
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- 18** The Insurance Services Office (ISO) audit was completed. It will be about three months before know the results.
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- 19** The next regular meeting was set and confirmed for January 8, 2018.
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- 20** Potential items needing to be on the agenda for the January 2018 meeting include reviewing, discussing, and taking action on:

- extending the ESD / KVFD contract to January 2019;
- picking a date for the biannual budget workshop;
- long range financial planning and investments;
- the construction of temporary Station No. 3; permanent Station No. 3, and Station No. 8;

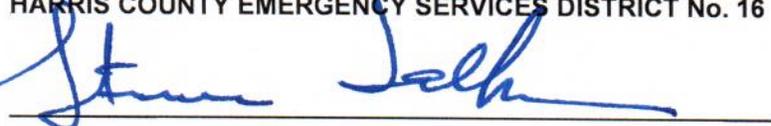
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- 20
(Cont'd)
- the renovation of Station No. 2 and Station No. 4;
 - pay applications approved by BRW Architects and Martinez Architects;
 - submittals by the Department of request(s) for necessary purchases related to the provision of emergency services pursuant to the service provider contract and District budget;
 - the payment of capital funding pursuant to current budget forecast and service agreement with KVFD; and
 - the sale or disposal of surplus and/or salvage property pursuant to Texas Local Government Code, Subchapter D §263.151 et. seq.
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- 21 No one from the public commented.
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- 22 The Commissioners conducted an Executive Session pursuant to Chapter 551 of the Texas Government Code from 8:27 PM to 8:39 PM.
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- 23 At 8:39 PM, a motion to adjourn passed unanimously (Motion: Robert Carson; Seconded: Mike Pate).



Respectfully submitted:
HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16



Steven Falkner
Commissioner
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