

Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

MINUTES OF THE JANUARY 8, 2018 MEETING

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- 1 At 7:03 PM on January 8, 2018, 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 Deputy Fire Chief Marcus Melvin, KVFD District Fire Chief Eric Reinkemeyer, KVFD Secretary Wendy Ray, KVFD Executive Administrator Emeritus Rich Jones, Brad Dill of BD Realty, Richardo Martinez of Martinez Architects, and Ira Coveler of Coveler & Peeler P.C. KVFD District Fire Chief Daniel Rathe arrived at 7:23 PM.
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- 2 A motion passed unanimously to (1) approve an order calling for an election to be held May 5, 2018 under Texas Health and Safety Code § 775.0345, (2) appoint Michael Gosselin as the Early Voting Clerk, and (3) carry out the election as set forth in the District election order (Motion: Herb Marker; Seconded: Mike Pate).
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- 3 A motion passed unanimously to approve as presented the minutes for the December 11, 2017 meeting (Motion: Herb Marker; Seconded: Mike Pate).
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- 4 Reviewing, discussing, and taking action to retain the law firm Coveler & Peeler, P.C. to serve as the District counsel was tabled until the February 2018 meeting.
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- 5 Reviewing, discussing, and taking action to retain Myrtle Cruz, Inc. as the District's bookkeeper was tabled until the February 2018 meeting.
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- 6 Robert Carson said three checks were not included in Myrtle Cruz's Cash Report; namely:
- \$17,708 to LED Opticom;
 - \$17,408 to LED Opticom; and
 - \$370 to Thomas Surveying.
- A motion passed unanimously to approve as presented the bills to be paid and financial report for the period ending January 8, 2018 (Motion: Robert Carson; Seconded: Mike Pate). No certificates of cash time deposits needed to be rolled over.
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- 7 Reviewing, discussing, and taking action on long term financial planning and investments was tabled until the February 2018 meeting.
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- 8 Richardo Martinez distributed a summary sheet detailing completed and anticipated work at Station No. 4. Among other items, it pointed out that the foundation lacked concrete piers or footing.

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- 8 (Cont'd)** A motion passed unanimously to engage an engineering firm to do a peer review of Christensen Building Group's proposal for fixing Station No. 4's foundation problem; the cost for which will not exceed \$10,000 (Motion: Mike Pate; Seconded: Herb Marker).
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- 9** Richardo Martinez said they received a permit for the Administration Building. Ira Coveler commented that it would be good to secure an occupancy document.
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- 10** Richardo Martinez advised that only a few items remained to be done for renovating Station No. 2. Except for the digital sign in the monument, all work should be completed by January 31, 2018,
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- 11** Mike Pate distributed a summary sheet detailing project costs for constructing Station No. 8. He advised:
- insurance should be in place by January 15, 2018;
 - the occupancy permit should be issued next week; and
 - KVFD personnel should be able to move into the station on January 22, 2018.
- Josh Wenzel said he meet with personnel in the Communications Center to inaugurate the station in the communications system.
- Mike Pate reminded everyone that Station No. 8's grand opening will occur on January 27, 2018.
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- 12** Mike Pate advised the following regarding constructing the Station No. 3 complex.
1. The architects expect Harris County will approve the plans sometime during the next two weeks.
 2. The bids are due January 25, 2018.
 3. The construction committee will meet on February 1, 2018 to make their recommendation as to which bid to select.
 4. The Commissioners may need to hold a special meeting on February 5, 2018 to select the winning bid.
 5. Mike Pate approached Tony Spitzenberger about overseeing the construction.
 6. Ira Coveler is reviewing Tony Spitzenberger's proposed contract.
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- 13** A motion passed unanimously to pay the Applications that Martinez Architects and BRW Architects certified (Motion: Mike Pate; Seconded: Herb Marker).
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- 14** Reviewing, discussing, and taking action on the payment of capital funding was tabled until the February 2018 meeting.
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- 15** A motion passed unanimously to close on the Stuebner Airline Road 14-acre property at 10:00 AM on January 11, 2018 (Motion: Mike Pate; Seconded: Herb Marker).

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- 16 Brad Dill's distributed a memorandum that provided a status report on real estate projects. Given below are key points detailed in same along with comments he made during the meeting.
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Regarding the Station No. 3 Complex The water plant site closed in December 2017. Hovis Surveying is working on a plat for the five acres behind the water plant. It should go to Commissioner's Court in February 2018 for final signatures and recordation.

Regarding property on Spring Cypress Road Thomas Surveying is trying to finalize the plat with Harris County given that:

- Harris County accepted the sanitarian's On-Site Sewage Facility (OSSF) report;
- the taxes are paid; and
- the drainage easement was obtained.

The deadline for completing the plat was in December 2017, so Harris County may not allow it to go to Commissioner's Court for final signatures and the recordation.

A motion passed unanimously to accept an Exclusive Listing Agreement with Brad Dill Realty Advisors, L.L.C. for the property at 6721 Spring Cypress Road, Spring, Texas 77379 (Motion: Mike Pate; Seconded: Herb Marker).

Regarding Station No. 7 A motion passed unanimously to allow the District to enter into an agreement with Betz stipulating that if their encroachments create an issue with the ESD's utilities, they will pay for any costs associated with correcting the matter (Motion: Mike Pate; Seconded: Herb Marker).

Regarding the land on Stuebner Airline Road Since the District will be responsible for maintaining said property, Mike Pate requested that Brad Dill approached the sellers to see if they are interested in continuing to bale hay there.

- 17 Given below are KVFD's reports.
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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 December 2017;
- summaries of the payroll and accounting reconciliation for December 2017;
- budget and expenses by category; and

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(Cont'd)

**Submitted
records
(Cont'd)**

- minutes for KVFD's November 2017 Board of Directors meeting.
- Key issues provided in the hereabove material included:
- there were 264 calls during the month;
 - five KVFD members graduated the Cypress Creek Emergency Medical Services Emergency Medical Technician Basic Class;
 - there were 21 public relations events during December 2017; and
 - Maricela Perez returned to full time employment.
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**Josh
Wenzel's
report**

Josh Wenzel summarized the Tactical Report for December 2017.

Chief Wenzel said that a man recently fired a pistol near Station No. 1's front door. Therefore, they are considering replacing station doors so they do not automatically open and installing fencing that surrounds Station No. 1's rear parking area.

KVFD previously added outdoor lighting at Station No. 1 in response to the firefighters' cars being broken into.

KVFD is considering including duty crew who are trained to operate aerials so they can be used during the weekday. This may necessitate adding two or three personnel to the employee list.

KVFD members at Stations No. 5, No. 6, and No. 7 expressed an interest in staffing the station overnight if the ESD installs trailers similar to the one at Station No. 1.

A motion passed unanimously to install trailers at Stations No. 5, No. 6, and No. 7 at a cost not to exceed \$3,000 per month plus the installation charges (Motion: Mike Pate; Seconded: Herb Marker).

Robert Carson commented that while he was for installing trailers at the three stations, this cost was not included in the budget.

**Marcus
Melvin's
report**

Marcus Melvin and Josh Wenzel spoke with Life Scan Wellness Centers about them conducting physicals of the KVFD employees and members. The exams would primarily check for cancer and cost \$510 per person. They estimate it will cost \$100,000 per year to canvass all interested personnel. Since this cost is outside the 2018 budget, Mike Pate suggested KVFD pay for the 2018 exams out of their reserve funds and include subsequent exams in future budgets.

**Rich
Jones'
report**

Glen Hastings from VFIS of Texas wants to speak at the February 2018 meeting about requesting an increase in the insurance fees.

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Reviewing, discussing, and taking action for 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 February 2018 meeting.

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- 19** Reviewing, discussing, and taking action regarding 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 February 2018 meeting.
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- 20** Reviewing, discussing, and taking action regarding the acquisition of traffic preemption equipment was tabled until the February 2018 meeting.
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- 21** No action was taken regarding reviewing, discussing, and taking action on the District's rating issued by the Insurance Services Office (ISO).
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- 22** The next regular meeting was set and confirmed for February 12, 2018.
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- 23** A motion passed unanimously to authorize Robert Farrell to sign a Memorandum of Agreement that extends the contract between the ESD and KVFD until January 31, 2019 (Motion: Steven Falkner; Seconded: Mike Pate).
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- 24** The biannual ESD/KVFD budget workshop was set and confirmed for February 3, 2018 from 9:00 AM to 11:00 AM.
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- 25** Potential items needing to be on the agenda for the February 2018 meeting include reviewing, discussing, and taking action on:
- a VFIS of Texas presentation;
 - borrowing money for financing the construction of the Station No. 3 complex via Government Capital Corporation;
 - appointing a new Commissioner;
 - selecting ESD officers for 2018;
 - retaining the law firm Coveler & Peeler, P.C. to serve as the District counsel;
 - retaining Myrtle Cruz, Inc. as the District's bookkeeper;
 - long term financial planning and investments;
 - the construction of temporary and permanent Station No. 3;
 - 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;
 - 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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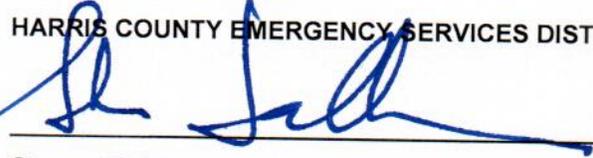
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(Cont'd)
- acquisition of traffic preemption equipment; and
 - payment of capital funding pursuant to current budget forecast and service agreement with KVFD.
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- No one from the public commented.
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- The Commissioners conducted an Executive Session pursuant to Chapter 551 of the Texas Government Code from 8:58 PM to 9:15 PM.
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- At 9:15 PM, a motion to adjourn passed unanimously (Motion: Steven Falkner; Seconded: Robert Carson).

Respectfully submitted:

HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16





Steven Falkner
Commissioner
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