

# Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

## MINUTES OF THE APRIL 9, 2018 MEETING

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1 At 7:00 PM on April 9, 2018, Harris County Emergency Services District No. 16 (ESD or District) President Herb L. Marker 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, Steven T. Falkner, and Rich Jones. Present as guests were KVFD Fire Chief Josh Wenzel, KVFD President Barry Blum, KVFD Secretary Wendy Ray, KVFD Treasurer Daniel Erickson, KVFD Executive Administrator Michael Gosselin, Brad Dill of BD Realty, Ira Coveler of Coveler & Peeler P.C., Dr. Welch of Municipal Information Services, Richardo Martinez of Martinez Architects, and Jill Henze of Breedlove & Co. P.C.

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2 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 March 2018;
- summaries of the payroll and accounting reconciliation for March 2018;
- budget and expenses by category and;
- the minutes of KVFD's Board of Directors February 2018 meeting.

Key issues provided in the abovementioned material included:

- KVFD ran 215 calls during March 2018;
- KVFD initiated a new participation policy effective the second quarter of 2018;
- familiarization training for the new towers will occur in early April 2018;
- KVFD hired a second mechanic, Gary Johnston;
- while preliminary renovation work at the Maintenance Facility is underway; KVFD will not perform renovation work until they receive the Public Utility District's (PUD) permission to make the changes and they grant an extension to the lease and;
- planning commenced for conducting life scan of the duty crew.

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**Barry Blum's report**

Barry Blum presented a refund check from VFIS made out to KVFD, which was issued because the titles of multiple properties and equipment transferred from KVFD to the ESD.

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**2**  
(Cont'd)

**Barry  
Blum's  
report  
(Cont'd)**

An open house and rededication ceremony for Station No. 2 will be held April 21, 2018 from noon to 3:00 PM.

KVFD is rewriting their bylaws.

Barry Blum distributed copies of KVFD's "Annual Financial Report," which noted three potential areas for improvement; namely KVFD should consider:

- reducing the use of credit cards;
  - using an accounting firm and;
  - revising the balance sheet to reflect the ESD's ownership of various property and equipment.
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**Josh  
Wenzel's  
report**

Josh Wenzel went over the Tactical Report.

The towers are in Houston and KVFD has conducted some training with them. Final acceptance of the apparatus should be within a couple weeks.

Currently two trucks, and occasionally three, are staffed at night. The Fire Chief is considering using duty crew personnel at night.

The trailers for Stations No. 5, No. 6, and No. 7 are being constructed and should be installed by the end of May 2018.

Rich Jones suggested that future graphs in the Tactical Report showing the number of "no pulls" per station also include the number of calls each station received during the month. Josh Wenzel indicated he will do so.

Rich Jones asked about budgeting for the night duty crew personnel. Josh Wenzel said he will generate scenarios and present them at the May 2018 meeting. Mike Pate commented this matter will be addressed at the July 2018 budget workshop.

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**Mike  
Gosselin's  
report**

Mike Gosselin asked if there were any questions about the Administration Report. There were none.

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**Additional  
matters**

Josh Wenzel said they are canvassing the thermal imagers. Some are eight and nine years old and it takes seven to eight weeks to repair them.

Rich Jones asked if KVFD has the correct serial numbers for the two tankers (water trucks) and was told they were working on this.

Ira Coveler reminded everyone that voting equipment will be delivered to the Administration Building on April 18 or 19, 2018.

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- 3** Jill Henze distributed drafts of the auditor's "Report on Financial Statements" for the year ending 2017 and reviewed same. After a general discussion, Mike Pate pointed out that the report needs to be modified to reflect ownership of property and equipment having been transferred from KVFD to the ESD. Jill Henze said she will make the necessary changes and present another report at the May 2018 meeting for the Commissioners' approval.
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- 4** A motion made by Rich Jones and seconded by Mike Pate passed unanimously to approve as presented the minutes for the March 12, 2018 meeting.
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- 5** Herb Marker signed a letter to the City of Houston that requested they release one of the unused FCC UHF frequencies and assign it to the ESD.
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- 6** Dr. Welch distributed Municipal Information Service's "2018 Update to Comprehensive Review for H.C. ESD #16." Given below are its conclusions.
- The January 2019 population estimated for the ESD is 160,078 persons.
- For the 2018 tax year, assuming no change in 2017 average appraised values, we are projecting that an additional \$225.18 million will be added to the ESD's tax roll compared to 2017.
- Assuming no change in 2017 appraised values, the 2018 tax rolls should generate approximately \$6.78 million in revenues by early 2019.
- Finally, while the impacts of the opening the Grand Parkway still are being evaluated, based on what has happened in Western Harris and Ft. Bend counties, such will spur significant real estate development in the northern portions of the ESD.
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- 7** A motion made by Robert Carson and seconded by Mike Pated passed unanimously to:
- approve as presented the bills to be paid for the period ending April 9, 2018;
  - approve as presented the financial report for the period ending April 9, 2018and;
  - reinvest five certificates of cash time deposit as recommended by Bill Russell of Myrtle Cruz.
- A motion made by Robert Carson and seconded by Mike Pate passed unanimously to allow Myrtle Cruz to increase their fee to \$950 per month.
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- 8** A motion made by Mike Pate and seconded by Rich Jones passed unanimously to grant in 2018 the same property tax exemptions that were granted in 2016 and 2017; namely:
- ten per cent per year on homes with a homestead exemption,
  - \$20,000 per year on homes in which persons who are 65 years old or older reside and;
  - \$20,000 per year on homes housing those who qualify as a disabled person.

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- 9** Ira Coveler gave Steve Falkner a copy of the draft Investment Policy. He:
- said he would send it to the other Commissioners shortly;
  - recapped some of the proposed changes and;
  - recommended the ESD transferred cash to the Texas Local Government Investment Pool (TexPool).
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- 10** A motion made by Mike Pate and seconded by Rich Jones passed unanimously to pay Christensen Building Group's \$16,647.80 Application No. 1 for work at Station No. 2 and \$172,090.60 Application No. 6 for work at Station No. 4 that Martinez Architects certified.
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- 11** Reviewing, discussing, and taking action on the payment of capital funding was tabled until the May 2018 meeting.
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- 12** Richardo Martinez distributed a list of the current and anticipated renovation activities at Station No. 4 along with a field report. They and subsequent discussions revealed:
- the walls are laid out;
  - the plumbing is roughed-in;
  - restoration of the foundation has been completed;
  - interior work is close to completion and;
  - all work should be completed in June 2018.
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- 13** Richardo Martinez said:
- the Fire Marshall will arrive April 13, 2018 to inspect the Administration Building;
  - Boxx Trailers needs plans for the new trailers and;
  - the trailers at Station No. 4 will be removed in mid July 2018.
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- 14** Renovation work at the Kleinwood Facility is complete.
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- 15** Work on the Maintenance Facility has been halted until the Bilma PUD extends the lease and approves the modifications.
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- 16** Cabinet doors at Station No. 8 have been replaced. The few remaining punch list items should be accomplished shortly.
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- 17** Contracts need to be signed before work on the Station No. 3 Complex can commence.
- The radius of the cul-de-sac on Dornoch Drive needs to be established.
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- 18** A motion made by Rich Jones and seconded by Mike Pate passed unanimously to approve signing a lease for the new office space, subject to legal counsel's review and approval of the document.

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**19** A motion made by Rich Jones and seconded by Mike Pate passed unanimously to approve signing a lease agreement with CORT Furniture, subject to legal counsel's review and approval of the document.

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**20** Brad Dill's distributed a status report on real estate projects, multiple diagrams, and a copy of his letter to the Bilma PUD asking for modifications to the Maintenance Facility's lease. Key points detailed in same along with discussion points follow.

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**Station No. 3 Complex** Finalizing the plat for the Training Center's land has been stalled as Harris County engineers changed their mind about the cul-de-sac alignment for Dornoch Drive. The ESD's engineer is discussing the matter with Hovis along with trying to determine why county personnel changed their mind.

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**6721 Spring Cypress** A motion made by Mike Pate and seconded by Rich Jones passed unanimously to sign Thomas Surveying's engagement letter for re-submission of the plat for the land on Spring Cypress. The cost will be \$10,500 of which \$5,000 will go to the surveyors and \$5,500 will be for Harris County's fees.

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**Maintenance Facility** Brad Dill and Mike Gosselin will draft a letter to the Bilma PUD detailing steps we will take to address their concerns - such as, parking all vehicles in the building's rear.

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**Et al.** A motion made by Mike Pate and seconded by Rich Jones passed unanimously to sign engagement letters for Wisser Engineering to conduct surveys at the following stations at the indicated rates.

Station No. 1 \$4,500

Station No. 5 \$4,700

Station No. 6 \$5,700

Station No. 7 \$4,500

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**21** Reviewing, discussing, and taking action regarding the District's rating issued by the Insurance Services Office (ISO) was tabled until the May 2018 meeting.

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**22** The Communications Center group selected the Opticom traffic interruption system for use in this area and a Local Interagency Agreement (LIA) is being drawn up.

The ESD will not owe any money for this system until 2019. Also, Opticom will invoice group members individually instead of using the current system of invoicing Harris County ESD No. 11, who then allocate to each member their portion of the total.

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**23** 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 May 2018 meeting.

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24 Reviewing, discussing, and taking action regarding submittals by KVFD 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 May 2018 meeting.

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25 Given below are the personnel Ira Coveler said will be working the May 5, 2018 election shall be as follows.

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<b>Early Voting Election Officials</b>	Jacob Davis Forrest Colbert Veranda Colbert James "Aaron" Connor Tammy Donstad
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<b>Early Voting Ballot Board Members</b>	Robert Donstad Tomas Reyes Thomas Dummer Mitchell Garcia Tammy Donstad Wendy Ray Shawn Donald
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<b>Election Day Officials</b>	Wendy Ray Shawn Donald James "Aaron" Connor
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The Early Voting Ballot Board is scheduled to work as needed between the hours of 8:00 a.m., and 10:00 p.m., Wednesday May 2, 2018 through Saturday May 5, 2018.

A motion made by Mike Pate and seconded by Rich Jones passed unanimously to (1) approve the dates the early voting Ballot Board shall meet and (2) the election officials to work as available.

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26 The next regular meeting was set and confirmed for May 14, 2018.

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27 A potential item needing to be on the agenda for the May 2018 meeting is the audit report.

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28 No one from the public commented.

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29 The Commissioners conducted a Closed Session pursuant to Chapter 551 of the Texas Government Code from 9:29 PM to 9:57 PM.

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30 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to approve securing Harris County permits for the facilities discussed in the Closed Session with a not-to-exceed fee of \$36,000.

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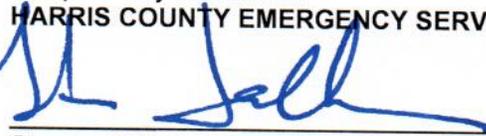
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- 31 At 10:03 PM, a motion made by Robert Carson and seconded by Mike Pate to adjourn passed unanimously.



Respectfully submitted:  
**HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16**

  
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Commissioner  
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