

Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

MINUTES OF THE MAY 14, 2018 MEETING

1 At 7:00 PM on May 14, 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.; Richardo Martinez of Martinez Architects; Jill Henze of Breedlove & Co. P.C.; and KVFD Firefighters Preston Collins, Chris DeFalco, Michael Mumert, and Christopher Vollenweider.

2 Given below are the results of the May 5, 2018 election to pick two Commissioners to serve on the Board.

Rich Jones 474 votes

Lance Wilson 364 votes

Herbert Marker 273 votes

Zeke Enriquez 167 votes

A motion made by Mike Pate and seconded by Richard Carson passed unanimously to canvas the election as well to accept the Cause Order and election results as presented.

A motion made by Mike Pate and seconded by Rich Jones passed unanimously to pay the election workers as presented.

3 The District's Insurance Services Office (ISO) rating improved from a Public Protection Class 3 to a Public Protection Class 2. This will result in home owners' and business' insurance fees being lowered.

A motion made by Rich Jones and seconded by Mike Pate passed unanimously to accept ISO's findings without a challenge.

4 Jill Henze discussed the changes between the draft and final version of the "Report on Financial Statements" for the year ending 2017.

A motion made by Robert Carson and seconded by Mike Pate passed unanimously to accept the "Report on Financial Statements" for the year ending 2017 as presented

5 A motion made by Mike Pate and seconded by Rich Jones passed unanimously to approve as presented the April 9, 2018 meeting's minutes.

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6 A motion made by Robert Carson and seconded by Mike Pate passed unanimously to approve as presented the bills to be paid for the period ending May 14, 2018 and reinvesting two certificates of cash time deposit as recommended by Bill Russell of Myrtle Cruz.

Herbert Marker signed Myrtle Cruz's contract that increases their fee to \$950 per month plus expenses. He also signed a sheet for Texas Citizens Bank.

7 Reviewing, discussing, and taking action on the District's 2018 Investment Policy as well as discussing the allocation of the District's reserve funds was tabled until the June 2018 meeting.

8 A motion made by Robert Carson and seconded by Rich Jones passed unanimously to designate Steven Falkner as the authorized person to Sales Tax Assurance.

9 A motion made by Mike Pate and seconded by Rich Jones passed unanimously to pay Christensen Building Group's \$28,883.80 Application No. 2 and Application No.3 for work at Station No. 2 as well as \$329,495.15 Application No. 6 for work at Station No. 4 that Martinez Architects certified.

10 Richardo Martinez distributed a list of a brief monthly description of activities at Station No. 4 along with a Field Report about said station. He reported the first floor needs refloating and work should be completed by June 15, 2018,

11 Reviewing, discussing, and taking action regarding matters related to the renovation of the current Maintenance Facility as well as matters related to Bilma Public Utility District was tabled until the Closed Session.

12 Except for some tile work, Station No. 8's construction is complete. Accounting for same has been closed out.

13 Regarding constructing the Station No. 3 Complex:

- Herb Marker signed the contract with LDF Construction;
- a Notice to Proceed should be issued May 22, 2018; and
- a letter to the homeowners association detailing current action is being drafted.

14 Brad Dill distributed a status report on real estate projects, information about a property that could serve as a Maintenance Facility until a permeant building is built on Stuebner Airline, and four surveys.

Station No. 3 Complex The construction plans have been finalized, permits are ready to pull, and the minor plat changes are ready to be made.

6721 Spring Cypress Thomas Surveying is finalizing the plat and associated documents necessary for a submission to Harris County in the next few days.

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14 **New offices** Herb Marker signed the new office's lease. Bill Dill gave the lease
 (Cont'd) **on Louetta** to the Landlord's broker for the Landlord to sign and will deliver the
 security deposit and first month's rent to the Landlord.

A motion made by Rich Jones and seconded by Mike Pate passed unanimously to authorize making lease payments for the offices on Louetta per the lease agreement until the end of 2018.

Admin. The Municipal Utility District has determined that nothing further
Building needs to be done regarding the water meter.

Et al. A motion made by Mike Pate and seconded by Rich Jones passed
 unanimously to authorize signing quotes from Weisser Engineering
 for surveys at Stations No. 1, No.5, No. 6, and No. 7.

15 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 April 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 of the March 27, 2018 and April 30, 2018 meetings.

Key issues provided in the abovementioned material included:

- KVFD ran 221 calls during April 2018;
- KVFD's 1Q18 active list was released and it shows there are 150 members;
- KVFD took possession of three towers, one F350, and two F150's;
- one F150 is yet to be delivered;
- KVFD participated in 18 public relations events during April 2018;
- KVFD is working on initiating the Life Scan program for screening firefighters; and
- KVFD and the ESD will start work shortly on securing two new pumpers.

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- 15 (Cont'd) **Barry Blum's report** Barry Blum:
- regretted that Herb Marker will be leaving the Board;
 - congratulated Rich Jones on his election win; and
 - thanked everyone who attended Station No. 2 rededication ceremony.
- Barry Blum, Jason Hearnberger, and Marcus Melvin are on a committee tasked with revising KVFD's by-laws with the intent of giving the Fire Chief more authority. They are seeking a lawyer with corporate by-law experience to provide guidance. Ira Coveler said he would send them suggestions on lawyers with said experience.
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- Josh Wenzel's report** Josh Wenzel went over the Tactical Report.
- Tower 32 is in service and has made two calls already. Tower 31 should go in service on May 24, 2018 and Tower 36 should go into service by May 25, 2018.
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- Mike Gosselin's report** Mike Gosselin asked if there were any questions about the Administration Report. There were none.
- Mike Gosselin reported that the mechanics have been occupied with putting the three towers in service.
- Mike Pate reported two boosters are ready to be delivered to KVFD.
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- 16 Reviewing, discussing, and taking action regarding the acquisition of traffic preemption equipment was tabled until the June 2018,
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- 17 Reviewing, discussing, and taking action on the payment of capital funding was tabled until the June 2018 meeting.
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- 18 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 June 2018 meeting.
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- 19 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 June 2018 meeting.
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- 20 The next regular meeting was set and confirmed for June 11, 2018.
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- 21 New items needing to be on the agenda for the subsequent District Meeting and / or the regular District meeting include matters tabled at the May 14, 2018 meeting.

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- 22 Steven Falkner thanked Herb Marker for his over 25 years of service to the community and wished him well in the future.
Herb Marker said that while he was surprised at the election's results, the voters have spoken.
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- 23 The Commissioners conducted a Closed Session pursuant to Chapter 551 of the Texas Government Code from 8:27 PM to 9:10 PM.
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- 24 At 9:10 PM, a motion to adjourn made by Mike Pate and seconded by Rich Jones passed unanimously.

Respectfully submitted:
HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16




Steven Falkner
Commissioner
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