

Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

MINUTES OF THE JUNE 14, 2018 MEETING

-
- 1 At 12:35 PM on June 14, 2018, Harris County Emergency Services District No. 16 (ESD or District) Vice President Mike Pate called the regular meeting to order at the Klein Volunteer Fire Department (KVFD) Administration Building. Present were ESD members Robert Carson, Steven Falkner, and Rich Jones. Present as guests were KVFD Fire Chief Josh Wenzel, KVFD Secretary Wendy Ray, KVFD Executive Administrator Michael Gosselin, KVFD Executive Assistant Administrator Meredith Minor, Brad Dill of BD Realty, Nicole Pierce and Ira Coveler of Coveler & Peeler P.C., Richardo Martinez of Martinez Architects, Nancy and Lance Wilson, and Kille Miller (W. Ray's granddaughter).
-
- 2 Nicole Pierce administered oaths to newly elected District commissioners Rich Jones and Lance Wilson.
-
- 3 A motion made by Steven Falkner and seconded by Robert Carson passed unanimously to elect the here below District officers.
- | | |
|----------------|---|
| Rich Jones | President |
| Mike Pate | Vice President |
| Robert Carson | Treasurer |
| Steven Falkner | Secretary |
| Lance Wilson | Assistant Treasurer / Assistant Secretary |
-
- 4 A motion made by Mike Pate and seconded by Robert Carson passed to approve as presented the May 14, 2018 meeting's minutes. Voting to approve the motion were Robert Carson, Mike Pate, and Steven Falkner. Lance Wilson abstained from voting as he did not attend the meeting.
-
- 5 A motion made by Robert Carson and seconded by Mike Pate passed unanimously to approve as presented the bills to be paid and financial report for the period ending June 14, 2018. No certificates of cash time deposit needed to be rolled over.
-
- 6 Nicole Pierce said Harris County has not published the District's appraisal values. A motion made by Mike Pate and seconded by Robert Carson passed unanimously to authorize counsel to prepare and publish the Effective Tax Rate Notice.
-
- 7 A motion made by Robert Carson and seconded by Lance Wilson passed unanimously to approve adoption of the District's 2018 Investment Policy and appoint Robert Carson as the Investment Officer. Allocation of the District's reserve funds was tabled to a later date.

THE DISTRICT'S JUNE 14, 2018 MEETING MINUTES

8 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to pay Christensen Building Group's \$434,331.45 Application No. 8 that Martinez Architects certified for work at Station No. 4. BRW Architects did not submit an application.

9 Richardo Martinez distributed a sheet showing design and anticipated activities at Station No. 4, Christensen's Application No. 8, and a draft punch list of work to be done at the station that contained multiple diagrams. He said work at Station No. 4 should be complete, with a few minor exceptions, by the end of July 2018.

There was a general discussion about when the trailer should be returned to Boxx;, deciding same was tabled until a later date.

10 A motion made by Mike Pate and seconded by Steven Falkner passed unanimously to accept Brown Reynolds Waterford's proposal for architectural planning services to develop a Master Plan and Conceptual Design for the 14-acre site on Stuebner Airline Road. Payment for said service is not to exceed \$300,000.00.

11 Mike Pate reported the following regarding construction of the Station No. 3 Complex:

- there is no need to dig a storm ditch;
 - testing for asbestos needs to be accomplished before digging may commence; and
 - letters to the homeowner detailing activities at the site have been sent.
-

12 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 May 2018;
- summaries of the payroll and accounting reconciliation for May 2018; and
- budget and expenses by category.

Key issues provided in the abovementioned material included:

- KVFD ran 259 calls during May 2018;
- starting in June 2018; KVFD will expand duty crew staffing to the second night/weekend pumper on Friday, Saturday, and Sunday;
- KVFD hopes to staff a third night/weekend pumper more often in the coming months;

Continued on the next page

THE DISTRICT'S JUNE 14, 2018 MEETING MINUTES

12
(Cont'd)

Submitted records (Cont'd)

- new Towers 31, 32, and 36 are in service;
- KVFD completed final inspection of Boosters 35 and 36 at Skeeter Brush Trucks and expect to place them in service in June 2018;
- 15 recruits graduated on May 3, 2018 and are now Probationary Firefighters;
- minor renovation work continues at Station No. 2;
- minor warranty work is being completed at Station No. 8;
- a trailer was delivered to Station No. 6 and awaits power, water, and sewage installation;
- trailers for Stations No.5 and No. 7 should be delivered in mid-June 2018;
- the administration staff should move to their new office in mid-June 2018;
- all three new water evacuation trucks were placed in service; and
- KVFD participated in 24 public relations events during May 2018.

Josh Wenzel's report

Josh Wenzel went over the Tactical Report. He advised:

- renewing the thermal imagers is about 30 percent complete;
- by the end of 2018, they should be staffing a third pumper on nights and weekends; and
- Station No. 2 is now staffed on a 24-hours per day / seven days a week basis.

Rich Jones asked whether the ESD holding a monthly meeting at a fire station once a quarter would be disruptive to the station personnel's training and maintenance work. Chief Wenzel said it would not be. Therefore, it was decided that the District's August 2018 meeting would be held at Station No. 8 and the meetings thereafter will rotate once a quarter between the stations. Ira Coveler commented that the meetings' agendas needed to be posted at both the facility on Squyres Road and at the fire station hosting the meeting.

Mike Gosselin's report

Mike Gosselin asked if there were any questions about the Administration Report. There were none. He advised KVFD:

- has initiated planning on acquiring two new pumpers;
- hired ten new duty crew firefighters;

Continued on the next page

THE DISTRICT'S JUNE 14, 2018 MEETING MINUTES

12 (Cont'd) **Mike Gosselin's report (Cont'd)**

- increased the volunteers' stipend from \$40 to \$45, pending legal counsel's review; and
- will commence Life Scan physicals in September 2018.

Rich Jones requested KVFD put lifts on two of the water rescue trucks and pay for same from their reserve funds.

13 Brad Dill distributed a status report on real estate projects, Here below are items detailed in same along with comments he made during the meeting.

Retired Station No. 7 The Bilma Public Utility District will hold a public meeting on June 20, 2018 to discuss the District's use of the facility after January 1, 2019. Hopefully, they will extend the lease ten years.

Station No. 3 Complex Hovis Surveying anticipates the plat will be approved by the Commissioners Court by the end of July 2018. Brad Dill sent letters to homeowners on Methil Drive giving the status of the construction activities at the site.

6721 Spring Cypress Thomas Surveying is finishing the plat.

New offices on Louetta Since each month's rent payment will be due before the District's monthly meetings, Bill Russel will be instructed to issue three checks for rent which will be held until they are due. This will be repeated on a quarterly basis. There was general agreement the ESD may need to do the same for furniture payments.

Et al. Steven Falkner requested that Brad Dill inform Municipal District No. 24 as to the District's intentions regarding Station No. 1.

Ira Coveler and Mike Pate are working on retired Station No.5's title issue.

Richardo Martinez said:

- the HCFMO has signed permits for all of the outstanding facilities, except for retired Station No. 5;
 - they are waiting for Station No. 5's survey to be completed before signing its permit; and
 - any modification of retired Station No. 6 will trigger a reexamination of its permit.
-

14 Mike Pate received Global Traffic Technologies' proposed contracts for the provision, installation, and acquisition of traffic preemption equipment. Ira Coveler expects to approve them by the July 2018 meeting.

THE DISTRICT'S JUNE 14, 2018 MEETING MINUTES

-
- 15 Reviewing, discussing, and taking action on the payment of capital funding was tabled until the July 2018 meeting.
-
- 16 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to sell retired Utility 30 at an auction with a reserve of \$2,000.
-
- 17 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 July 2018 meeting.
-
- 18 Steven Falkner said the anniversary date for the agreement with Sales Tax Assurance is July 1, 2018 and it will continue for another year at the same terms and condition unless we cancel it.
A motion made by Steven Falkner and seconded by Mike Pate passed unanimously to affirm the agreement with Sales Tax Assurance and to continue it for another year.
-
- 19 A motion made by Steven Falkner and seconded by Mike Pate passed unanimously for the ESD to purchase a lateral, four drawer, and one hour fire retardant file cabinet. The anticipated cost is less than \$8,000.
-
- 20 The Commissioners reaffirmed their intentions to sell all of the retired facilities once the complex on Stuebner Airline Road is completed.
-
- 21 The next regular meeting was set and confirmed for July 9, 2018 at the facility on Squyres Road. The mid-year one year budget / ten year financial forecast was set and confirmed for July 21, 2018.
-
- 22 New items needing to be on the agenda for the July 2018 regular District meeting include:
- matters tabled at the June 14, 2018 meeting;
 - actions related to public relations and media outlets; and
 - acquiring new shirts for the Commissioners.
-
- 23 During the public comment portion of the meeting, Rich Jones welcomed Lance Wilson to the ESD. Lance Wilson thanked Rich Jones and said he is looking forward to serving as a Commissioner;
-
- 24 The Commissioners conducted a Closed Session pursuant to Chapter 551 of the Texas Government Code from 2:05 PM to 2:33 PM.
-
- 25 At 2:33 PM, a motion to adjourn made by Robert Carson and seconded by Mike Pate passed unanimously.



Respectfully submitted:
HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16

A handwritten signature in blue ink, appearing to read 'S. Falkner', written over a horizontal line.

Steven Falkner
Commissioner
E-Mail: sfalkner@hcesd16.org