

Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

MINUTES OF THE AUGUST 13, 2018 MEETING

1 At 7:00 PM on August 13, 2018, Harris County Emergency Services District No. 16 (ESD or District) President Rich Jones called the regular meeting to order at the Klein Volunteer Fire Department (KVFD) Station No. 8. Present were ESD members Robert Carson, Mike Pate, Steven Falkner, and Lance Wilson. Present as guests were KVFD Chief Josh Wenzel, KVFD President Barry Blum, KVFD District Chief Eric Reinkemeyer, KVFD Second Vice President Shawn Donald, KVFD Treasurer Daniel Erikson, KVFD Secretary Wendy Ray, Director of KVFD's Recruit Academy Mike Manning, KVFD Executive Administrator Michael Gosselin, Ira Coveler of Coveler & Peeler P.C., and Landon Reed of Harris County Precinct 4 Commissioner's Office. KVFD Deputy Chief Marcus Melvin, Simon VanDyk of Touchstone District Services, KVFD District Chief Dan Rathe, and KVFD First Vice President Wendy Rocha arrived at 7:37 P:M, 8:15 PM, 8:20 PM, and 8:26 PM respectively.

2 Landon Reed discussed the services Precinct 4's Community Assistance Department can provide. They include assisting with evacuations during hurricanes along with repairing traffic lights, roads, and bridges.

3 A motion made by Robert Carson and seconded by Mike Pate passed unanimously to approve as presented the July 9, 2018 meeting's minutes.

4 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 August 13, 2018 along with moving \$12,000 from ICON Bank to Green Bank. No certificates of cash time deposit needed to be rolled over.

5 Brad Dill did not attend the meeting. Given below is information from his status report on real estate projects and the Commissioners' discussion about same.

6721 Spring Cypress

A motion made by Mike Pate and seconded by Steven Falkner passed unanimously to accept Kneske & Associates' proposal to:

- contact the Harris County Engineering Department to determine their requirements for a minimal site traffic impact analysis for vehicles entering/exiting the site at 6721 Spring Cypress, Spring, Texas;
- if necessary, prepare a letter that describes the existing conditions; and
- if necessary, prepare a limited scope traffic impact analysis for the site.

The cost for this work will not exceed \$3,500.

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5 (Cont'd)	New offices on Louetta	The landlord installed KVFD signs on the street and on the office's door.
	Station No. 3 Complex	Discussions are underway with three property owners on Methil Drive about installing a fence between their properties and the Complex. The plat should be recorded shortly.
6		Reviewing and taking action on 2018 appraisal valuations and commencement of adoption of 2018 tax rate, including review of 2018 effective tax rate calculations, and scheduling any necessary public hearings to adopt District 2018 tax rate was tabled until the September 2018 meeting.
7		Reviewing and discussing the proposed KVFD's 2019 budget was tabled until the September 2018 meeting.
8		Reviewing and discussing the proposed District's 2019 budget was tabled until the September 2018 meeting.
9		Proposing the 2018 District tax rated was tabled until the September 2018 meeting.
10		Given below are KVFD's reports.
	Submitted records	<p>Prior to the meeting, KVFD personnel presented the Commissioners with documents that contained summaries of tactical, administration, accounting, human resources, and public relations activities during July 2018. Key issues provided in this material included:</p> <ul style="list-style-type: none"> • KVFD ran 237 calls during July 2018; • KVFD has 14 percent more calls in 2018 as compared to the same time in 2017; • a central supply house has been established at the Kleinwood Annex; • reserve Tower 31 is out of service awaiting parts; • there were 19 public relations events in July 2018; and • many of the July 4th public relations events were canceled due to bad weather.
	Barry Blum	<p>KVFD's elections will be held at the September 2018 General Business Meeting. Barry Blum is not a candidate for the President position.</p> <p>The annual awards dinner will be held October 6, 2018 at Raveneaux Country club.</p> <p>The new KVFD by-laws will be published after the elections.</p>

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10 **Josh Wenzel** He summarized the Tactical Report.
(Cont'd)

Screening firefighters for cancer should commence in late October 2018.

The Communications Center redefined when KVFD equipment will be paged for an incident. This will increase the Department's call volume.

Mike Manning has been selected as the new Director of the Recruit Academy.

KVFD is studying the hiring process for the duty crew.

KVFD is considering alternate software to FIREHOUSE for data management.

Michael Gosselin

The resumption of expansion construction of the addition to the existing Maintenance Shop (5518 Winding Ridge, Spring, TX) will start in two weeks after receiving permission from the Bilma Public Utility District to resume work.

KVFD agreed to add the Commissioners to e-mail notification lists regarding untoward events effecting ESD assets such as apparatus incidents and major facility repairs. The Commissioners noted that:

- said notification is required by the "Fire Protection Services Contract";
- several recent accidents have not been reported to the ESD; and
- this request has been made in previous ESD meetings.

11 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 September 2018 meeting.

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

13 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to auction off retired Utility 30 and retired Utility 32. Steven Falkner asked about donating one of the trucks to the Emergency Chaplain Group, but Mike Pate rejected this possibility.

14 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to pay LDF Construction's \$105,848.05 Application No. 3 that BRW Architects certified for work at the Station No. 3 Complex and Christensen Building Group's \$434,331.45 Application No. 8 that Martinez Architects certified for work at Station No. 4.

15 Mike Pate said renovation work at Station No. 4 is complete.

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- 16 A motion made by Lacey Wilson and seconded by Mike Pate passed unanimously to install fencing along Lots 2, 3, and 4 at the Station No. 3 Complex, subject to acceptance of a proposal.
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- 17 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to install additional lightning protection at Station No. 7 for \$13,698.
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- 18 KVFD received notification that properties within Harris County ESD No. 16 greater than 1,000 feet from a hydrant have a PPC (Public Protection Classification) Class 5 Rating. Properties within 1,000 feet of a hydrant have a PPC Class 2 Rating.
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- 19 Simon VanDyk discussed his company working with the District. A committee consisting of Lance Wilson and Steven Falkner was formed to address public outreach.
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- 20 Lance Wilson said including the Commissioners' photographs on the website was a good idea. Steven Falkner said that he did not want his picture published.
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- 21 The next regular meeting was set and confirmed for September 10, 2018 at the Administration Building.
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- 22 New items needing to be on the agenda for the September 2018 regular District meeting include matters tabled at the August 2018 meeting, BRW's study of the Station No. 1 Complex, buying two engines, public relations matters, and KVFD's 2019 budget.
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- 23 Rich Jones said the following.
- It is proposed to move the Administrative duties (staff) from KVFD to ESD 16 to allow KVFD to focus their resources and energy on tactical management of the fire department. Their primary focus includes recruiting/retention, hiring full and part time staff, training, internal and external life safety issues, staffing schedules, public awareness of fire safety, and innovated long range staffing planning to improve service levels to the community given current budget restraints.
- This should not be interpreted as a first step in reorganizing the tactical operations of KVFD or interfere with how they manage their leadership or appoint their officers. Improving responses statics indicates the current tactical model is showing results. It is however a way to manage a finite income source in a more effective way and to allow both organizations to do what they do best.
- Over the last several years, the ESD has acquired most if not all of the capital items. The complexity and value of these assets has greatly increased. This has added an additional budgeting burden on the fire department to maintain resources they do not own. Modifications, repair, IT, backbone radio system maintenance, furniture purchases and acquisition and sale of ESD surplus assets to name a few, are mixed together between two organizations and should be combined along with long range capital planning under the umbrella of the ESD 16.

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As it stands now, KVFD has to approach the ESD to acquire, modify, or sell capital assets. The task is usually reassigned back to KVFD to complete. However, the funding of these projects is often paid directly by the ESD. If the ESD is funding the projects directly, then they should have staff that completes the task and answers to the ESD.

The ESD will benefit by internalizing some out sourced accounting. ESD employees will benefit from having additional access to medical and retirement plans offered to municipal employees.

The transfer of staff and reallocation of budget line would be proceeded by a joint committee of ESD and KVFD Board members. They will review and make recommendations on how to conduct the transfer.

A motion passed to appoint Rich Jones, Mike Pate, Josh Wenzel, KVFD's President, and a person to be named by the KVFD Board to a committee for examining the transfer of administrative duties from KVFD to the ESD. Voting for the motion were Mike Pate, Rich Jones, and Lance Wilson. Voting against the motion were Robert Carson and Steven Falkner.

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No one from the public spoke.

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The Commissioners did not conduct a Closed Session pursuant to Chapter 551 of the Texas Government Code.

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At 9:12 PM, a motion to adjourn made by Lance Wilson and seconded by Mike Pate passed unanimously.



Respectfully submitted:

HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16

Steven Falkner
Commissioner