

Harris County Emergency Services District No.16

Suite 250, 8681 Louetta Road, Klein, Texas 77379-6682

MINUTES OF THE DECEMBER 12, 2018 MEETING

1 At 7:00 PM on December 12, 2018, Harris County Emergency Services District No. 16 (ESD or District) President William Jones called the regular meeting to order at the Klein Volunteer Fire Department (KVFD) Station No. 4. Present were ESD members Robert Carson, Mike Pate, and Steven Falkner. Present as guests were KVFD Fire Chief Josh Wenzel, KVFD President Wendy Rocha, KVFD District Chief Baron Edmisten, KVFD Treasurer Daniel Erikson, KVFD Secretary Makayla Loeschen, Brad Dill of BD Realty, Ira Coveler of Coveler & Peeler P.C, and Michael Willett of Touchstone District Services. KVFD District Chief Daniel Rathe arrived at 7:30 PM.

2 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to approve as presented the November 12, 2018 meeting's minutes.

3 A motion made by Robert Carson and seconded by Steven Falkner passed unanimously to approve as presented the bills to be paid and the financial report for the period ending December 12, 2018.

No certificate of cash time deposit needed to be rolled over.

4 Brad Dill distributed a status report on projects on which he is working along with a plat of the real estate at 6721 Spring Cypress Road, Klein, Texas. Key points detailed in same along with discussion points follow.

**6721 Spring
Cypress**

Brad Dill:

- obtained the recorded mortgage lien release from one of the owners listed on the plat;
- worked with Steward Title to correct the ownership indicated on the plat;
- is coordinating the plat's execution; and
- will submit the plat to Harris County.

**Station No. 3
Complex**

Efforts continue on obtaining permanent power for the facilities. Tony Spitzenberger believes hookup of electrical power will occur in late January 2019.

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5 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, accounting, human resources, and public relations activities during November 2018. Key issues provided in this material included:

- KVFD responded to 204 calls during November 2018;
- 16 recruits will graduate in December 2018, all trained to the State Fireman's & Fire Marshal's Association of Texas FFI (firefighter level one) curriculum;
- 11 firefighters completed and passed the UAB sponsored Emergency Medical Technician class;
- Station No. 8's warranty items are being addressed;
- a Conex box is at Station No. 3 for storage;
- KVFD conducted 12 public relations events during November 2018; and
- Maricella Perez is now a certified child passenger safety technician.

Wendy Rocha Wendy Rocha:

- asked if there were any questions about the administration report; there were none;
- said Jeremy Smith was elected as the new First Vice President of KVFD;
- said she is the point of contact for financial matters;
- distributed information on the Volunteer Incentive Program (VIP) expenditures; and
- said the KVFD Board of Directors was looking at changing the by-laws to allow the Fire Chief to be a paid position.

Rich Jones said they will monitor the VIP expenditures for a while.

It was agreed that the next meeting of the committee for moving administrative duties from KVFD to the ESD will take place on Saturday 29, 2018.

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- 5 (Cont'd) **Josh Wenzel** Josh Wenzel said:
- the “no pull” runs have been reduced;
 - in 2019, three engines will be staffed at night and on weekends; and
 - Mikel Fontana requested that a Conex box be kept at Station No. 3 for storing the Explorer Post’s equipment.
- Rich Jones asked if they scheduled after-hours staffing a week in advance. Josh Wenzel replied they plan two weeks in advance.
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- 6 Josh Wenzel distributed a “SCBA Mask Agreement” firefighters will need to sign when receiving their personal air mask. He then said:
- they would like to purchase air masks for each firefighter to use as his or her device;
 - there are 135 volunteers and 87 duty crew personnel in the department; and
 - all volunteers have been fit tested for air masks and the duty crew will follow suit next week.
- A motion made by Mike Pate and seconded by Robert Carson passed unanimously to purchase air masks for the department through HGACBuy.
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- 7 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to purchase two Tahoe trucks for an amount which is not to exceed \$280,000.
- Prior to voting, a comment was made that during the November 2018 meeting, Lance Wilson requested that Ford trucks be considered instead of Tahoes. However, the latter cost are more that the former.
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- 8 Eric Reinkemeyer will join the committee for moving administrative functions from KVFD to the ESD.
- Mike Pate said they expect to receive feedback from KVFD at the next committee meeting.
- Wendy Rocha commented that the last meeting was a good meeting.
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- 9 Michael Willett distributed Touchstone’s monthly report. It included several considerations, which the Commissioners discussed and addressed.
- Mike Pate commented he is disappointed that it has taken over a month to get draft articles from Touchstone.
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- 9 (Cont'd) Daniel Erickson suggested the ESD started a smoke detector campaign - such as testing homes units and distributing monitors to those who do not have any. Rich Jones said that this is more of a KVFD issue.
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- 10 Reviewing, discussing, and taking action on submittals by the Depart 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 January 2019 meeting.
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- 11 Reviewing, discussing, and taking action on the payment of capital funding pursuant to current budget forecast was tabled until the January 2019 meeting.
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- 12 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 January 2019 meeting.
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- 13 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to pay LDF Construction's \$138,225.95 Application No. 7 that BRW Architects certified for work at the Station No. 3 Complex.
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- 14 Mike Pate distributed a summary sheet of project costs for construction at the Station No. 3 Complex. He said:
- construction of the training tower is completed;
 - William Manning commenced demobilizing the retired training building;
 - the Municipal Utility District is charging for moving lines; and
 - they expect to move equipment and trucks from the station to the training building in February 2019 and to begin constructing the new station around March 1, 2019.
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- 15 Mike Pate said the contract for remodeling Station No.6 is still under review.
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- 16 Regarding construction of Station No. 1 Complex, Mike Pate said:
- they held the first committee meeting;
 - the next meeting will be in mid-January 2019;
 - plans will be given the duty crew to get their input; and
 - he is forming three separate committees, one for each of the buildings (station, administration building; and maintenance facility).

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16 Steven Falkner said he understands there are several issues that deserve consideration about using the Construction Manager at Risk (CM@R) delivery method. He listed the following four most important potential disadvantages.

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1. The design team may not take input from the Construction Manager.
2. There is a perception that price completion is limited.
3. During the early stages of the project and before the guaranteed maximum price (GMP) has been established, sometimes there is ambiguity concerning the scope of work included in the GMP.
4. The owner may be financially liable for exclusions and inconsistencies in the contract documents.

Ira Coveler said that while these issues are possible, the advantages of the CM@R delivery method outweighed the disadvantages. He therefore recommended we use said method while constructing the Station No. 1 Complex.

A motion made by Mike Pate and seconded by Robert Carson passed unanimously to proceed with construction at the Station No. 1 Complex as a Construction Manager at Risk project.

17 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to approve the contract, subject to legal review of the agreement, with ESCI to conduct a time and coverage study.

18 Rich Jones distributed photographs of files in disarray at the Administration Office. After a discussion of how best to bring order to them, it was agreed that (as an initial step) Maricella Perez will move files needing to be retained permanently to the fire resistant cabinet.

19 A motion made by Steven Falkner and seconded by Mike Pate passed unanimously to reimburse Commissioners for reasonable expenses incurred while attending the SAFE-D conference in Frisco, Texas on February 7 through February 9, 2019.

20 The next regular meeting was set and confirmed for Wednesday, January 14, 2019 at the Headquarters building.

21 New items needing to be on the agenda for the January 2019 regular District meeting include:

- matters tabled at the December 2018 meeting;
- establishing a time and date for a ESD/KVFD bi-annual budget workshop; and
- reviewing, discussing, and taking action on matters relating to the public relations committee.

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- 22 Ira Coveler reviewed revisions to the Investment Policy that the government requires.
- A motion made by Robert Carson and seconded by Mike Pate passed unanimously to adopt the amended "Investment Policy for Harris County Emergency Services District No. 16."
- A motion made by Mike Pate and seconded by Steven Falkner passed unanimously to appoint Robert Carson as the Investment Officer.
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- 23 The Commissioners did not conduct a Closed Session pursuant to Chapter 551 of the Texas Government Code.
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- 24 At 10:00 PM, a motion to adjourn made by Mike Pate and seconded by Robert Carson passed unanimously.

Respectfully submitted:
HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16





Steven Falkner
Commissioner