

Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

MINUTES OF THE AUGUST 8, 2016 MEETING

-
- 1 The regular meeting was called to order at 7:00 PM at the Klein Volunteer Fire Department (KVFD) Administration Building by Emergency Services District No. 16 (ESD or District) President Robert S. Farrell. Present were ESD members Herb L. Marker, Robert W. Carson, Mike A. Pate, and Steven T. Falkner. Present as guests were KVFD President Barry Blum, KVFD Deputy Fire Chief Marcus Melvin, KVFD District Chief Rickey Benge, KVFD Third Vice President Linda Benge, KVFD Secretary Wendy Ray, KVFD Treasurer William Gleason, KVFD Administrator Rich Jones, Brad Dill (of BD Realty), Ira Coveler (of Coveler & Katz P.C.), and Richardo Martinez (of Martinez Architects, LLC).
-
- 2 A motion passed unanimously to approve the June 13, 2016 and July 11, 2016 meeting minutes as presented (Motion: Herb Marker; Seconded: Mike Pate).
-
- 3 Unanimously approved as presented were the financial report for the period ending August 8, 2016 and the bills to be paid (Motion: Robert Carson; Seconded: Herb Marker). No certificates of cash time deposits needed to be rolled over.
-
- 4 Reviewing and taking action on 2016 appraisal valuations and commencement of adoption of 2016 tax rate, including review of 2016 effective tax rate calculations, and scheduling any necessary public hearings to adopt District 2016 tax rate, was tabled until the September 2016 meeting.
-
- 5 Reviewing, discussing, and taking action on the District's 2017 budget was tabled until the September 2016 meeting.
-
- 6 Given below is Brad Dill's report.

**Regarding
Station
No. 3**

1. He is getting quotes for erecting a fence.
2. Water Control & Improvement District (WCID) No. 119 offered two options for the easement leading to the well. One option ran along the station's south side to existing easements. The other option ran along the water plant's eastern portion to existing utility easements.
3. WCID No. 119 met just prior to the District's meeting, so we do not have information as to their intentions about the water plant's disposal. The consensus opinion is that they want to release the property without any upfront costs (such as, clearing and decommissioning the site), retain the ability to utilize the well in the future, and preserve a meeting place in the District.

A motion passed unanimously to pay Thomas Land Surveying \$4,785 to provide a topographical map that also locates the existing well head at Station No. 3 (Motion: Herb Marker; Seconded: Mike Pate).

Continued on the next page

MINUTES OF THE DISTRICT'S AUGUST 8, 2016 MEETING (Cont'd)

6 (Cont'd) Regarding Station No. 3 (Cont'd) A motion passed unanimously that the District is agreeable to splitting the costs incurred while removing the water plant at Station No. 3 and also splitting any income from salvaged material (Motion: Herb Marker; Seconded: Mike Pate).

Regarding land for the training facility The person who sold land to the District for the training facility has been using the area to store potted plants and equipment for his business. Harris County has cited the property for storing containers that hold rain water and thus are breeding grounds for mosquitos.

7 KVFD personnel presented the Commissioners with documents that contained, among other things:

- summaries of tactical, administration, and public relations activities during July 2016;
- summaries of the payroll and accounting reconciliation for July 2016;
- KVFD's budget and expenses by category;
- manning levels on Engine 301;
- the approved 2017 KVFD budget; and
- the minutes for the KVFD June 2016 Board meetings.

Key issues provided in the hereabove material included:

- KVFD participated in 18 public relations events on July 3 and 4; 15 of which were between 9 AM and 11:30 AM on July 4;
- there were 187 calls during July 2016;
- 27 to 33 people filled the 45 slots on Engine 301 per rotation;
- the upstairs air conditioning at Station No. 5 failed and needed to be repaired;
- retired Station No.4 has been cleaned; a reserve engine and high water vehicle are stored there;
- Station No. 7 received a new fire alarm system;
- Engines 34, 35, 36, 37, and 301 along with Tanker 31 received minor repairs; and
- KVFD hired a temporary, and possibly permanent, Clerk who started August 4.

Barry Blum advised:

- they expect to begin remodeling the Administration Building on Wednesday, August 10;
- Brittney Hoover has been very busy with public relations activities;
- the Deputy Fire Chief is researching acquiring tactical shirts for firefighters;
- they have started a basic training class, which supplements the annual Recruit Academy; and

Continued on the next page

MINUTES OF THE DISTRICT'S AUGUST 8, 2016 MEETING (Cont'd)

- 7 (Cont'd)**
- on August 13 and 14, Stations No. 3 and No. 4 will initiate a program for augmenting Engine 301; thereafter, stations will rotate serving on the weekends.

Meeting participants went to the parking lot to inspect the new rigid inflatable and jon boats.

Deputy Fire Chief Marcus Melvin advised that during the September meeting we need to discuss signing a mutual aid agreement with Harris County and acquiring an all-terrain vehicle (ATV).

- 8** Reviewing, discussing, and taking action on matters intended to maintain and/or improve the District's ISO certification was tabled until the September 2016 meeting.
-

- 9** Reviewing, discussing, and taking action on submittals by the Department of request(s) for necessary purchases related to the provision of emergency services pursuant to District Budget was tabled until the September 2016 meeting.
-

- 10** Mike Pate advised that notices were in the *Houston Chronicle* on August 8 and will be in the paper again on August 15, 2016 that solicit bids to construct Station No. 8.

A pre-bid meeting will be held at the KVFD Administration Building at 2 PM on August 18, 2016. The bids will be due by September 1, 2016 and will be reviewed on September 13, 2016.

- 11** Regarding remodeling Station No. 2, Richardo Martinez distributed a summary sheet of the design progress and advised the following.

1. An Americans with Disability Act (ADA) inspector walked the site and determined that an elevator was not required.
2. During a meeting with the Municipal Utility District (MUD), it was learned that a confluence of water and sewage lines will require hand digging to prevent damage to the lines. This will increase the cost.
3. The Building Committee visited three sites to get ideas about how best to remodel the station.
4. The Building Committee will meet again on Wednesday, August 10.

Regarding the remodeling of Station No. 4, Richardo Martinez is gathering documents and will take some field measurements in the near future.

- 12** A motion passed unanimously for Richardo Martinez to prepare and publish a solicitation for a Station No. 2 Construction Manager (Motion: Mike Pate; Seconded: Robert Carson). Mr. Martinez is to obtain Ira Coveler's approval of the solicitation before publishing it.

MINUTES OF THE DISTRICT'S AUGUST 8, 2016 MEETING (Cont'd)

- 13 Reviewing, discussing, and taking action on BRW Architects' feasibility study for Station No. 3 was tabled until the September 2016 meeting.
-
- 14 Reviewing, discussing, and taking action on the payment of capital funding pursuant to current budget forecast was tabled until the September 2016 meeting.
-
- 15 Mike Pate reminded the Commissioners that he had sent them the latest version of the 10-Year Financial Forecast.
-
- 16 Rich Jones advised that KVFD had surplus air packs and he would like to discuss their disposal during the September 2016 meeting.
-
- 17 A motion passed unanimously to renew Steven Falkner as the District's Records Officer (Motion: Mike Pate; Seconded: Herb Marker).
-
- 20 Potential items needing to be on the agenda for the September 2016 meeting include reviewing, discussing, and taking action on:
- the mutual aid agreement;
 - 2016 appraisal valuations and commencement of adoption of 2016 tax rate, including review of 2016 effective tax rate calculations, and scheduling any necessary public hearings to adopt District 2016 tax rate;
 - submittals by the Department of request(s) for necessary purchases related to the provision of emergency services pursuant to the service provider contract and District budget;
 - the payment of capital funding pursuant to current budget forecast and service agreement with KVFD;
 - the sale or disposal of surplus and/or salvage property pursuant to Texas Local Government Code, Subchapter D §263.151 et. seq.;
 - BRW Architects' feasibility study for Station No. 3;
 - the design for the new Station No. 8;
 - a proposed 10-Year Financial Forecast for the District's and Department's needs;
 - the remodeling of KVFD Station No. 1 and Station No. 4; and
 - the plan to improve the District's ISO certification.
-
- 21 The upcoming meeting was set and confirmed for September 12, 2016.
-
- 22 During the public comment section of the meeting, Rich Jones asked about the status of title transfers from the District to the finance company. Ira Coveler advised that nothing has been done at this point.
-

MINUTES OF THE DISTRICT'S AUGUST 8, 2016 MEETING (Cont'd)

- 23 The Commissioners conducted an executive session pursuant to Chapter 551 of the Texas Government Code from 8:29 PM to 9:13 PM.
-
- 24 A motion passed unanimously that Ira Coveler should communicate with the seller of the land to be used for the training facility that he is to cease and desist from using the ESD's land (Motion: Mike Pate; Seconded: Robert Carson).
-
- 25 At 9:14 PM, a motion to adjourn passed unanimously (Motion: Herb Marker; Seconded: Robert Carson).



Respectfully submitted:

HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16



Steven Falkner
District Secretary
E-Mail: sfalkner@hcesd16.org