

# Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

## MINUTES OF THE SEPTEMBER 12, 2016 MEETING

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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) Vice President Herb L. Marker. Present were ESD members Robert W. Carson, Mike A. Pate, and Steven T. Falkner. Present as guests were Fire Chief David Bessolo, KVFD President Barry Blum, KVFD Deputy Fire Chief Marcus Melvin, KVFD District Chief Josh Wenzel, KVFD Secretary Wendy Ray, KVFD Treasurer William Gleason, Brad Dill (of BD Realty), Ira Coveler (of Coveler & Katz P.C.), and Richardo Martinez (of Martinez Architects, LLC). KVFD Third Vice President Linda Benge, KVFD Administrator Rich Jones, KVFD District Chief Rickey Benge, and KVFD Senior Captain Daniel Rathe arrived respectively at 7:14 PM, 7:16 PM, 7:24 PM, and 7:45 PM.

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2 A motion passed unanimously to approve the August 8, 2016 meeting minutes as presented (Motion: Robert Carson; Seconded: Mike Pate).

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3 Unanimously approved as presented were the financial report for the period ending September 12, 2016 and the bills to be paid (Motion: Robert Carson; Seconded: Mike Pate). No certificates of cash time deposits needed to be rolled over.

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4 Ira Coveler expounded on the District's tax rate scenarios for 2016 (Attachment 1).  
A motion passed unanimously that the District propose a 2016 tax rate of \$0.05 per \$100 of appraised value, which maintains the 2015 tax rate (Motion: Robert Carson; Seconded: Mike Pate). Therefore, no public hearings as part of the tax rate adoption process will be needed.

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5 A motion passed unanimously that the District's 2017 budget (Attachment 2) be approved as presented (Motion: Robert Carson; Seconded: Mike Pate).

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6 Reviewing, discussing, and taking action on amendments to the District's 2016 Budget was tabled until the October 2016 meeting.

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7 Given below is Brad Dill's report.

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**Regarding Station No. 1** Brad Dill identified five tracts in the target area that could be used as a new site for Station No. 1. There are potentially another 15 tracts in the area. Mr. Dill will send letters to property owners to solicit their interest in selling their real estate to the ESD.

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**Regarding Station No. 3** The Water Control & Improvement District (WCID) No. 119 accepted our offer to split the costs incurred while removing the water plant and also splitting any income from salvaged material. Brad Dill will work with Ira Coveler to draft a contract. Brad Dill will also keep the Homeowners Association informed of developments.

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## MINUTES OF THE DISTRICT'S SEPTEMBER 12, 2016 MEETING (Cont'd)

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**7 (Cont'd) Regarding Station No. 3 (Cont'd)** Brad Dill presented a proposal to clear the land for a privacy fence and two proposals to install a fence. A motion passed unanimously to accept Southland Fence & Supply Co.'s proposal to construct a fence for \$37,888.00 (Motion: Mike Pate; Seconded: Robert Carson). Also, a motion passed unanimously to accept Rally Construction, Inc.'s proposal to clear a strip of land for \$16,000 (Motion: Mike Pate; Seconded: Robert Carson).

Brad Dill will send letters to home owners to inform them of the land being cleared and the fence's installation.

A motion passed unanimously to pay Thomas Land Surveying up to \$500 to survey the area known as the "Klein property."

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**Regarding the training center** Brad Dill presented a diagram showing an area north of Spring Cypress Road in which Municipal Utility District (MUD) No. 30 will install water lines. We might be able to tie into their line, which would be closer than the line from MUD No. 24.

There is some question as to whether sufficient soil covers the SUNOCO pipeline on the property.

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**Regarding retired Station No. 5** Mike Pate advised the Commissioners that Cypress Creek Emergency Medical Services (CEEMS) is interested in leasing retired Station No. 5.

Brad Dill advised he is having difficulty finding the property owner, which could become an issue if the facility is not used as a fire station.

Ira Coveler will conduct research about the trust deed.

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

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

Key issues provided in the hereabove material included:

- there were 206 calls in August;
- the two new engines are scheduled to be delivered to KVFD in the middle of September;

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## MINUTES OF THE DISTRICT'S SEPTEMBER 12, 2016 MEETING (Cont'd)

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- 8**  
**(Cont'd)**
- an insurance claim has been filed with VFIS Gladfelter in the amount of \$28,016 for damage sustained to Station No. 7 and the adjacent radio tower in a lightning strike;
  - the Public Fire Educator conducted 13 public relations events during the month;
  - there are 200 teenagers on the waitlist to take the Safe Sitter class; and
  - the KVFD Board agreed to a 401K Plan with a six percent employer contribution and a three percent co-match.

Barry Blum reported that:

- they have been busy on the administrative side;
- they employed a part-time/temporary clerk and a District Mechanic;
- the Mechanic, Larry Wagoner, who has been working for the Department on a temporary basis, will start work on September 19, 2016;
- Rich Jones is collecting resumes for a Facility Manager;
- they are remodeling the Administration Building and expect to complete same shortly; they are in the process of acquiring furniture for the new areas;
- Rich Jones completed wiring the trailer at Station No. 2 for Internet and it is ready to be occupied;
- they are taking steps to reduce damage caused by lightning strikes; and
- the Department will hold elections on Tuesday, September 13, 2016.

David Bessolo reported that:

- Spring Cypress Road and Louetta Road will be closed at the railroad tracts for twelve hours in the near future for repairs to the track;
- the extra engines on the weekends have been operating for the previous two weekends and all is going well;
- 20 new recruits are half way through basic training and they will fight fires as soon as they complete the course;
- a new membership drive has resulted in doubling the number of volunteers at Station No. 2;
- KVFD provided information about Station No. 8 for inclusion in the homeowner association's newsletter; and
- the fire calls were slow during August.

Rich Jones said they would like to buy from BuyBoard Purchasing Cooperative a 2016 Ford 150 XL pickup truck for \$36,250. The mechanic will use the truck. They will request same at the October meeting.

Rich Jones asked for guidance about transferring the title of units from KVFD to the ESD. He was told there is no need to do so for vehicles that will be kept for less than one year; however, titles of units that will be kept for a longer period need to be transferred. Ira Coveler's office can handle the paperwork.

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**MINUTES OF THE DISTRICT’S SEPTEMBER 12, 2016 MEETING (Cont’d)**

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- 8 (Cont’d)** Rich Jones commented we will need to reconcile a \$30,000 check during the January 2017 budget workshop.
- Marcus Melvin requested the District buys a Polaris all-terrain vehicle (ATV) with a trailer for \$32,000.
- A motion passed unanimously to purchase an ATV; the cost of which does not exceed \$35,000 (Motion: Mike Pate; Seconded: Robert Carson).
- Steven Falkner complemented the Department for establishing a retirement program.
- Herb Marker recommended that KVFD consider changing their organization chart to show units operated by personnel from multiple stations – such as the boats, high water evacuation vehicle, and ATV – reporting to the Deputy Fire Chief. He commented that doing so should eliminate confusion over their dispatch. David Bessolo commented that these units presently report to the stations in which they are housed along with the special services teams.
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- 9** Reviewing, discussing, and taking action on hiring Larry Wagner as the District Mechanic including funding by the District for the remainder of 2016 was tabled until the October 2016 meeting.
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- 10** A motion passed unanimously to approve purchasing extended warranties on the two new pumpers’ engines at a cost of \$53,420 for both pumpers (Motion: Mike Pate; Seconded: Robert Carson). The new warranties will be for two years, thus the engines for the two new pumpers will be under warranty for a total of five years.
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- 11** Reviewing, discussing, and taking action on matters intended to maintain and/or improve the District’s ISO certification was tabled until the October 2016 meeting.
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- 12** 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 October 2016 meeting.
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- 13** Mike Pate advised that the Building Committee for Station No. 8 will score the bids for constructing the station on Wednesday, September 14, 2016. He requested that the District holds a special meeting on September 26, 2016 to designate the winning bidder.
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- 14** Mike Pate advised that he expects Station no. 4’s Remodel Committee will hold a kick-off meeting in two or three weeks. He suggested that while we will stagger the remodeling of Stations No. 2 and No. 4, we bid them together to obtain a cheaper price.
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- 15** Reviewing, discussing, and taking action on accepting and selecting a Construction Manage at Risk for the Klein Fire Station No. 2 renovation project was tabled until the September 26, 2016 special meeting.
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- 16** Reviewing, discussing, and taking action on BRW Architects’ feasibility study for Station No. 3 was tabled until the October 2016 meeting.

**MINUTES OF THE DISTRICT’S SEPTEMBER 12, 2016 MEETING (Cont’d)**

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- 17**      Reviewing, discussing, and taking action on the payment of capital funding pursuant to current budget forecast was tabled until the October 2016 meeting.
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- 18**      Reviewing, discussing, and taking action on a proposed 10-Year Financial Forecast for the District’s and Department’s needs was tabled until the October 2016 meeting.
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- 17**      Reviewing, discussing, and taking action on 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 October 2016 meeting.
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- 18**      A motion passed unanimously to sign the Inter-Local Mutual Aid Agreement with Harris County (Motion: Mike Pate; Seconded: Robert Carson).
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- 19**      A motion passed unanimously for Robert Carson to attend the SAFE-D workshop, *Legislature Warm-up; Handling Hot Topics Without Getting Burned*, scheduled for Saturday, September 16, 2016 in Austin, Texas.
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- 20**      An upcoming District special meeting was set and confirmed for September 26, 2016 along with the next regular District meeting for October 10, 2016.
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- 21**      No one from the public commented.
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- 22**      Potential items needing to be on the agenda for the October 2016 meeting include reviewing, discussing, and taking action on:
- hiring a Mechanic including funding by the District for the remainder of 2016;
  - submittals by the Department of request(s) for necessary purchases, such as a truck for the Mechanic, 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.*;
  - amendments to the District’s 2016 Budget;
  - BRW Architects’ feasibility study for Station No. 3;
  - the construction of 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. 2 and Station No. 4; and
  - the plan to improve the District’s ISO certification.

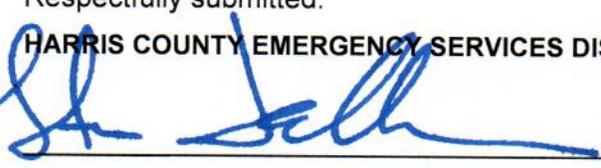
## MINUTES OF THE DISTRICT'S SEPTEMBER 12, 2016 MEETING (Cont'd)

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- 23 The Commissioners conducted an Executive Session from 8:56 PM to 9:23 PM pursuant to Chapter 551 of the Texas Government Code.
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- 24 A motion passed unanimously that Ira Coveler should draft a letter to KVFD regarding the District's position with respect to their recent firefighter investigation (Motion: Mike Pate; Seconded: Robert Carson).
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- 25 At 9:25 PM, a motion to adjourn passed unanimously (Motion: Robert Carson; Seconded: Mike Pate).



Respectfully submitted:

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16**

  
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Steven Falkner  
District Secretary  
E-Mail: [sfalkner@hcesd16.org](mailto:sfalkner@hcesd16.org)

**ATTACHMENT 1  
HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16  
2016 TAX RATE SCENARIOS**

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 16**

**2016 TAX RATES SCENARIOS**

2015 Rate: \$0.05000  
 2015 Tax Base: \$12,690,887,650  
 2015 Tax Collection: \$6,345,444  
**2016 Tax Base: \$12,839,283,118**

<b>OPTION 1</b>	<b>RATE</b>	<b>TAX LEVY</b>	<b>INCREASE OVER PRIOR YEAR</b>
Effective Tax Rate: (EXCEEDS MAXIMUM TAX RATE)	\$0.05133	\$6,590,404	\$244,960
<b>OPTION 2</b>			
Rollback Tax Rate*: (EXCEEDS MAXIMUM TAX RATE)	\$0.05543	\$7,116,815	\$771,371
<b>OPTION 3</b>			
2015 Tax Rate*: (Does not require Public Hearings)	\$0.05000	\$6,419,642	\$74,198
<b>OPTION 4</b>			
Maximum Tax Rate*: (Does not require Public Hearings)	\$0.05000	\$6,419,642	\$74,198

# ATTACHMENT 2 HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16 2017 BUDGET

HARRIS CO. ESD #16 Annual Budget	as of: 8/25/2016	YR 2016 BUDGET	YR 2017 BUDGET
REVENUES		\$0,050,000	\$0,050,000
PROP. TAXES		\$ 6,327,915	\$ 6,419,642
SALES TAXES			\$ 3,900,000
PEN & INTEREST		\$ 15,000	\$ 15,000
INT. ON INV.		\$ 10,000	\$ 10,000
RENT FROM ESD #11		\$ 8,419	\$ 8,419
CASH RECEIPTS		\$ -	\$ -
TOTAL REVENUE		\$ 6,361,334	\$ 10,053,061
EXPENDITURES		\$ 4,309,428	\$ 5,025,628
IVFD OPERATIONS		\$ 8,500	\$ 8,500
BOOKKEEPING		\$ 15,000	\$ 15,000
MISC. EXP.		\$ 48,000	\$ 48,000
APPRAISAL DIST		\$ 27,000	\$ 32,000
INSURANCE		\$ 80,000	\$ 80,000
LEGAL, PUB & NOTICE		\$ 45,000	\$ -
LEGAL ELECTIONS		\$ 2,600	\$ 2,600
PROFESSIONAL SER. MIS		\$ 78,000	\$ 97,500
HCTA COLLECTION FEE		\$ 10,000	\$ 10,000
AUDIT		\$ -	\$ -
BD REALTY		\$ 44,000	\$ 50,000
TRAINING FACILITY		\$ -	\$ -
STA A REBUILD		\$ 400,000	\$ 1,280,000
STA 3 LAND		\$ 120,000	\$ 440,000
STA B REBUILD		\$ 400,000	\$ 1,280,000
STA 8 BUILD		\$ 3,000,000	\$ 440,000
Architect		\$ 350,700	\$ 440,000
STA 9 LAND		\$ -	\$ 1,000,000
AIRPACKS		\$ 150,000	\$ -
EQUIPMENT LEASE		\$ 250,000	\$ 250,000
EQUIPMENT EXPENSE		\$ -	\$ 941,400
TOTAL EXPEND.		\$ 9,338,228	\$ 11,000,628
NET REVENUE		\$ (2,976,894)	\$ (947,567)
EST CASH CARRYOVER	12/31/2016		\$ 1,538,964
CD'S & IM	8/8/2016		\$ 5,204,681
EST FUNDS	12/31/2017		\$ 5,766,078

2017 BUDGET REVIEWED:  
BOARD MEETING: