

Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

MINUTES OF THE OCTOBER 10, 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 Chief Josh Wenzel, KVFD District Chief Rickey Bengé, KVFD Third Vice President Linda Bengé, 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). KVFD District Chief Eric Reinkemeyer and KVFD Senior Captain Dan Rathe arrived respectively at 7:19 PM and 7:28 PM.
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- 2 A motion to approve the minutes for the September 12, 2016 and September 26, 2016 meetings as presented passed unanimously (Motion: Mike Page; Seconded: Robert Carson).
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- 3 A motion to approve as presented the financial report for the period ending October 10, 2016, to approve as presented the bills to be paid, and rolling over all of the certificates of cash time deposits per the recommendation of Bill Russell (of Myrtle Cruz, Inc.) passed unanimously (Motion: Robert Carson; Seconded: Mike Pate).
- A motion to endorse a \$20,333.93 check and a \$7,101.12 check to KVFD passed unanimously (Motion Robert Carson; Seconded: Mike Pate). Both checks were made out to the District and were from Volunteer Firemen's Insurance Services (VFIS) of Texas, Inc.
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- 4 A motion to engage Breedlove & Co. P. C. to perform the District's 2016 audit passed unanimously (Motion Robert Carson; Seconded: Mike Page).
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- 5 Reviewing, discussing, and taking action on the payment of capital funding pursuant to current budget forecast was tabled until the November 2016 meeting.
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- 6 A motion that the District approve the recommended 2016 property tax rate of \$0.05 per \$100 of appraised value, which maintains the 2015 tax rate, passed unanimously (Motion Robert Carson; Seconded: Mike Page).
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- 7 No action was taken regarding reviewing, discussing, and taking action on amendments to the District's 2016 budget.
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- 8 Given below is Brad Dill's report.

**Regarding
new
Station
No. 1**

There are four listings for real estate in the area of interest to the District. This land would be acquired for a new Station No. 1 or for both the station and a training facility; therefore, land that is two to twenty acres.

Brad Dill sent letters to ten real estate owners in the area. Two indicated an interest in selling, so at present there are six possibilities.

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MINUTES OF THE DISTRICT'S OCTOBER 10, 2016 MEETING (Cont'd)

- 8 (Cont'd) Regarding Station No. 3**
- Herb Marker signed a contract with Rally Construction, Inc. for clearing a strip of land so that a fence can be constructed.
- A temporary fence needed to be constructed to satisfy an adjacent homeowner. This resulted in a \$920 variation to the \$37,888 price for building a permanent fence.
- Rally Construction staged equipment at the site today and will begin clearing the land tomorrow. Thomas Land Surveying Co. is ready to stake the property once Rally has completed their work. Southland Fence & Supply Co. will then begin construction of the permanent fence, which should take about a week.
- Brad Dill is keeping the adjacent homeowners informed of developments.
- A motion that the District approve two contracts with Southland Fence & Supply Co passed unanimously (Motion: Mike Page; Seconded: Robert Carson). One contract stipulated a \$37,888 price for constructing a permanent fence, the second contract covered the \$920 overrun for constructing the temporary fence.
- Brad Dill distributed draft plans showing possible locations for the new Station No. 3, maintenance facility, detention pond, parking spaces, etc. He indicated that present plans called for switching the locations of the maintenance facility and the detention pond, along with repositioning the parking spaces.
- There is a need to locate a water line in the vicinity to ensure there will be no conflict with the new fence.
- Brad Dill will attend the Homeowner Association's meeting to inform them of developments.
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- 9** KVFD personnel presented the Commissioners with documents that contained, among other things:
- summaries of tactical, administration, and public relations activities during September 2016;
 - summaries of the payroll and accounting reconciliation for September 2016;
 - KVFD's budget and expenses by category;
 - manning levels on Engine 301; and
 - the minutes for the KVFD August 2016 Board meeting.
- Key issues provided in the hereabove material included:
- KVFD responded to 182 incidents during August;
 - 44 employees were eligible to enroll in the new 401K plan;

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MINUTES OF THE DISTRICT'S OCTOBER 10, 2016 MEETING (Cont'd)

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(Cont'd)

- 34 employees enrolled in the 401K plan;
- KVFD took delivery of two new fire trucks on August 30, 2016; they need hoses, air packs, nozzles, etc. installed before they can be put in service;
- two new office spaces have been created at the Administration Building; the clerk will occupy one and the two District Fire Chiefs will share the second office;
- consideration is being given to switching the KVFD e-mail service from Gmail to Microsoft 365, which will cost about \$13,500;
- the Public Fire Educator attended 22 public relations events in September, which included a Safe Sitter class for 15 teenagers; and
- the Worker's Composition rate is increasing due to the larger number of people being covered along with night and weekend staffing.

Barry Blum reported:

- they completed the Administration Building's remodeling;
- they held the annual election of officers during the last General Business Meeting;
- the weekend and nightly staffing with volunteers has been going good;
- the trailer at Station No. 2 has been furnished with furniture;
- they are researching the cost to refurbish retired Station No. 4;
- their annual banquet will be held this coming Friday; and
- the annual Thanksgiving dinner will be held on November 12, 2016.

David Bessolo reported:

- they experienced an eventful couple weeks; the call volume has increased, especially for motor vehicle incidents and cardiac arrests;
- the home adjacent to the land on which the training facility will be built suffered a fire; luckily, no one was home at the time;
- Safety 30's pickup was struck while it was parked in a roadway to protect an incident scene; the driver of the vehicle that collided with the KVFD unit was arrested for intoxication and other infractions;
- the rescue boats housed at Station No. 5 are ready to go in service and nine firefighters have been trained in their use;
- Cypress Creek Emergency Medical Service transported a KVFD firefighter to a hospital from a station;
- several units were dispatched to a shooting that was a hoax;

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MINUTES OF THE DISTRICT'S OCTOBER 10, 2016 MEETING (Cont'd)

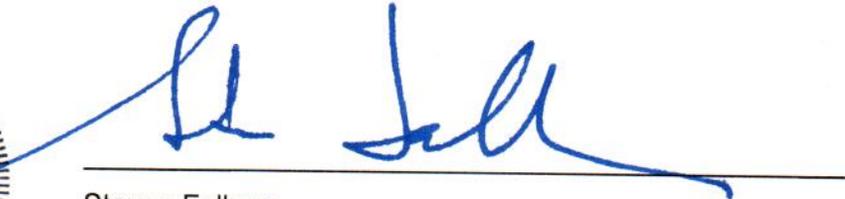
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- 9 (Cont'd)**
- while staged for the hoax shooting, an apartment fire was reported near the staged units; firefighters were able to respond quickly and contain the fire to one room so nearby apartments were not damaged; and
 - there were two “clown incidents,” one each at Klein Intermediate School and Klein High School.
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- 10** 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 November 2016 meeting.
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- 11** A motion that the District purchase a Ford XL pickup truck from BuyBoard Purchasing Cooperative with a not-to-exceed cost of \$32,000 passed unanimously (Motion: Mike Pate; Seconded: Robert Carson).
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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 November 2016 meeting.
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- 13** Ira Coveler will review a proposed contract he received October 10, 2016 from BRW Architects for constructing Station No. 8.
- A motion that the District approve the BRW Architects contract for constructing Station No. 8, subject to legal review, passed unanimously (Motion: Mike Pate; Seconded: Robert Carson).
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- 14** Reviewing, discussing, and taking action on selecting a representative to oversee the construction of Station No. 8 was tabled until the November 2016 meeting.
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- 15** A motion to approve a contract, subject to legal review, with Balfour Beatty Construction to remodel Station No. 2 passed unanimously (Motion: Mike Pate; Seconded: Robert Carson).
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- 16** The feasibility study for Station No. 3 is in progress and going well.
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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 November 2016 meeting.
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- 18** The Commissioners were aware that Ira Coveler drafted a letter to KVFD about the District's position on KVFD's investigation into matters concerning a firefighter. Steven Falkner will finalize the letter and send it to the KVFD President and KVFD Fire Chief presently.
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- 19** The upcoming regular meeting was set and confirmed for November 14, 2016.
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- 20** No one from the public commented.
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MINUTES OF THE DISTRICT'S OCTOBER 10, 2016 MEETING (Cont'd)

- 21 Potential items needing to be on the agenda for the November 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 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;
 - the remodeling of KVFD Station No. 2 and Station No. 4; and
 - selecting a representative to oversee the construction of Station No. 8.
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- 22 The Commissioners conducted an Executive Session from 8:07 PM to 8:38 PM pursuant to Chapter 551 of the Texas Government Code.
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- 23 At 8:39 PM, a motion to adjourn passed unanimously (Motion: Steven Falkner; Seconded: Robert Carson).

Respectfully submitted:
HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16




Steven Falkner
District Secretary
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