

# Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

## MINUTES OF THE NOVEMBER 14, 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) President Robert S. Farrell. 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 Benge, KVFD District Chief Eric Reinkemeyer, KVFD Third Vice President Linda Benge, KVFD Secretary Wendy Ray, KVFD Administrator Rich Jones, KVFD Executive Assistant Administrator Meredith Minor, Brad Dill (of BD Realty), and Richardo Martinez (of Martinez Architects, LLC). Ira Coveler (of Coveler & Katz P.C.) arrived at 7:13 PM.

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**2** A motion to approve the minutes for the October 10, 2016 meeting as presented passed unanimously (Motion: Mike Pate; Seconded: Robert Carson).

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**3** A motion passed unanimously to approve as presented the financial report for the period ending November 14, 2016 and the bills to be paid (Motion: Robert Carson; Seconded: Mike Pate). No certificates of cash time deposits needed to be rolled over.

Robert Carson commented that a check in the accounting packet was not listed on Myrtle Cruz's Cash Report. Particulars are:

- ESD check number 1541;
- made out to Siddons-Martin Emergency Group;
- for \$49,609.13; and
- to pay invoice number 100332 for increasing warranty coverage to five years on the two new pumpers.

Robert Farrell commented that payment for insurance coverage was due November 15 and a check for same was not included in the accounting packet nor was it listed in Myrtle Cruz's Cash Report.

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**4** Reviewing, discussing, and taking action on the payment of capital funding pursuant to current budget forecast was tabled until the December 2016 meeting.

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**5** No action was taken regarding reviewing, discussing, and taking action on amendments to the District's 2016 budget.

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**6** Given below is Brad Dill's report.

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**Regarding Station No. 3** The fence has been installed. Brad Dill asked about the status of checks for Rally Construction and Southland Fence & Supply Co. as they were promised prompt payment following the completion of their work. No one had any information about the checks.

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## MINUTES OF THE DISTRICT'S NOVEMBER 14, 2016 MEETING (Cont'd)

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**6 (Cont'd) Regarding Station No. 3 (Cont'd)** A motion passed unanimously to convey 13 quitclaim deeds for a three-foot strip of land to homeowners between Methil Drive and (undeveloped) Pine Street (Motion: Mike Pate; Seconded: Robert Carson). Robert Farrell signed the quitclaim deeds and Ira Coveler notarized them.

A motion passed unanimously to accept a deed from Klein Properties LLC for a small parcel of land (Motion: Mike Pate; Seconded: Robert Carson).

A motion passed unanimously to enter into an agreement with Harris County Water Control Improvement District (WCID) No. 119 to pay the costs of removing the water storage tanks and clearing the property in exchange for a deed to the property (Motion: Mike Pate; Seconded: Robert Carson). Said expense is estimated to be less than \$100,000.

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**Regarding new Station No. 1** Brad Dilled located seven tracks of real estate that are candidates for locating either a new Station No. 1 or a new station and a training facility. Four of the tracks are listed as being for sale and Brad Dill learned of the other three through responses to his solicitation letters. He expects he will be able to supply additional information on this subject at the December 2016 meeting.

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**Regarding land for the Training Center** The previously approved plat cost more than anticipated (\$404.16 instead of \$376). A motion passed unanimously to pay \$404.16 for the plat (Motion: Mike Pate; Seconded: Robert Carson).  
Municipal Utility District (MUD) No. 30 is interested in furnishing services to the site. They have sufficient water capacity to do so; however, they will need a lift station for the sanitary line.

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**7** Given below are KVFD's reports.

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

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

Key issues provided in the hereabove material included:

- KVFD responded to 197 calls during the month;
- 34 employees signed up for the new 401K plan;

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## MINUTES OF THE DISTRICT'S NOVEMBER 14, 2016 MEETING (Cont'd)

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- 7 (Cont'd)**      **Submitted records (Cont'd)**
- KVFD purchased a bond for the first two years of the 401K plan;
  - a Workman's Comp claim submitted in behalf of a volunteer who suffered a heart attack while serving on Engine 301 was denied; some health insurance and supplemental income is provided under the VFIS Accident Policy;
  - the new Engine 36 is in service;
  - the Polaris Ranger 6x6 (all-terrain vehicle) and F150 truck were delivered,
  - all 2013 Pierce apparatus have failed emission control catalytic converters; they are being replaced;
  - KVFD installed an awning at the entrance to the trailer at Station No. 1; and
  - KVFD attended 75 public relations events during October.

Mike Pate questioned Barry Blum about paragraph 2D of the KVFD Board of Directors' meeting minutes. Barry Blum will investigate the matter and report back to the ESD.

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**Barry Blum's report**

Barry Blum thanked the Commissioners for attending their annual banquet.

Engine 301 operations are going well.

KVFD held their annual Thanksgiving dinner on November 12, 2016.

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**David Bessolo's report**

David Bessolo is in the process of calculating average response times for the third quarter of 2016. Average times for responding to a Type 111 incident (such as structural fire) was 5 minutes and 33 seconds while it was just under eight minutes a year ago.

Henceforth, KVFD will have two basic training sessions per year instead of one recruit academy. They will also hold one FF1 (Fire Fighter 1) class per year.

Cypress Creek Volunteer Fire Department will not train with KVFD in the future as they are sticking with the longer training period.

Booster 35 should be delivered by the end of November 2016.

They are outfitting the new all-terrain vehicle (Polaris Ranger 6x6) and expect it to be in service within two weeks. VFIS will provide training on its operation.

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**Rich Jones' report**

KVFD has two invoices for the ESD. They cover the costs of registering two vehicles that are titled to the ESD.

They are searching for the license plates for the two new pumpers.

Due to restrictions imposed by the seller, KVFD will maintain title to the high water vehicle for two years.

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## MINUTES OF THE DISTRICT'S NOVEMBER 14, 2016 MEETING (Cont'd)

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- 7 (Cont'd)**     **Rich Jones' report (Cont'd)**
- There was a general discussion of registering apparatus. It was decided that:
- all correspondence regarding same will be directed to KVFD;
  - Ira Coveler's office will transfer the vehicles' titles from KVFD to the ESD for those vehicles that will be kept longer than one year; and
  - Ira Coveler's office will transfer the titles at one time instead of waiting for each vehicle's renewal date to do so.
- They estimate repairing retired Station No. 4 will cost approximately \$125,000. They expect to do this work in 2017.
- Legacy Engine 36 will become Engine 38.
- New Engine 301 is waiting on a part before it can be put in service. Legacy 301 will become Engine 304.
- They have ordered decals for the mechanic's new truck.
- They are considering installing a communications antenna at retired Station No. 6.
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- 8**     No action was taken regarding hiring a mechanic to repair and maintain vehicles and apparatus in service to KVFD and the District.
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- 9**     During the December 2016 meeting, KVFD will request purchasing 42 air packs, 12 cylinders, and 42 masks in 2017. The estimated cost is \$241,000.
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- 10**     Mike Pate reported that the Harris County Engineering Department has all of the Station No. 8 documents. Their approval of same should be forthcoming in the near future.
- On November 15, 2016, they will hold a kick-off meeting with Station No. 8's contractor.
- A motion passed unanimously to use MTEC Material Testing Services during Station No. 8's construction (Motion: Mike Pate; Seconded: Robert Carson). Their compensation should be about \$7,800.
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- 11**     A motion passed unanimously to select Tony Spitzenberger as the District's representative for overseeing the construction of Station No. 8 (Motion: Mike Pate; Seconded: Robert Carson). He will receive \$15,000 for this work.
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- 12**     Regarding renovation of Station No. 2, Richardo Martinez:
- distributed a fact sheet detailing renovation activities (Attachment 1);
  - said that during his initial meeting with the Construction Manager at Risk, Balfour Beatty Construction, they indicated they estimate the cost for renovating the station will be \$1,300,000;
  - requested that Balfour Beatty Construction consider means of reducing the cost of renovating the station; and

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## MINUTES OF THE DISTRICT'S NOVEMBER 14, 2016 MEETING (Cont'd)

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- 12 (Cont'd)** • advised they will hold a final meeting with the Station No. 2 Renovation Committee before soliciting bids for a construction company.

The Station No. 4 Renovation Committee will hold their kick-off meeting on November 23, 2016.

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- 13** Mike Pate will meet with Rich Jones and Larry Wagner, KVFD's mechanic, to discuss constructing a maintenance facility near Station No. 3.

At the December 2016 meeting, Mike Pate anticipates having a cost estimate for constructing the maintenance facility. Also, he expects having a feasibility study for Station No. 3 by the January 2017 meeting.

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- 14** 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 December 2016 meeting.
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- 15** The upcoming regular meeting was set and confirmed for December 12, 2016 and an upcoming special meeting was set and confirmed for December 19, 2016.
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- 16** No action was taken on reviewing, discussing, and taking action on any open records request(s).
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- 17** No one from the public commented.
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- 18** Potential items needing to be on the agenda for the December 12, 2016 meeting include reviewing, discussing, and taking action on:

- attending the 2017 SAFE-D conference;
- 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; and
- the renovation of KVFD Station No. 2 and Station No. 4.

A potential item needing to be on the agenda for the December 19, 2016 meeting is to review, discuss, and take action on the renovation proposals for Station No.2.

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- 19** The Commissioners conducted an Executive Session from 8:31 PM to 9:04 PM pursuant to Chapter 551 of the Texas Government Code.
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## MINUTES OF THE DISTRICT'S NOVEMBER 14, 2016 MEETING (Cont'd)

- 20 A motion passed unanimously to authorize Brad Dill to discuss purchasing real estate near Station No. 3 from the homeowners association per discussions conducted during the Executive Session (Motion: Mike Pate; Seconded: Robert Carson).
- 21 A motion passed unanimously to authorize Coveler & Katz P.C. to engage Locke Lord LLP for lobbying efforts (Motion: Mike Pate; Seconded: Robert Carson).
- 22 At 9:05 PM, a motion to adjourn passed unanimously (Motion: Robert Carson; Seconded: Mike Pate).

Respectfully submitted:  
HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16



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

Attachments: two pages

# ATTACHMENT 1

## STATION No. 2 RENOVATION FACT SHEET



Klein Volunteer Fire Department - Fire Station #2 Emergency Services District No. 16

### Design Progress

Date: November Progress

Brief Monthly Description of Project:

Start Date: January 9, 2017 (T.B.D.)

Projected Completion: July 10, 2017 (T.B.D.)

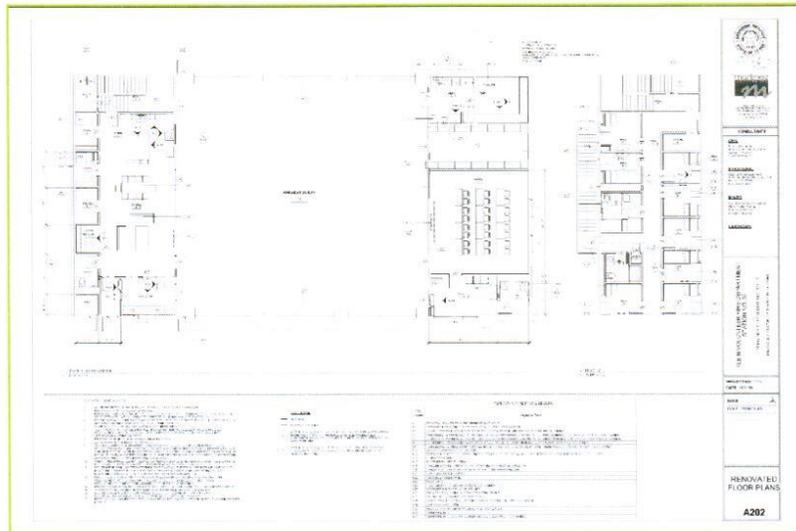


Design Activities:

- The Design team is currently finalizing Station #2 construction documents
- Permit Drawings have been submitted and will be re-submitted addressing minor comments
- Building Committee to meet 11/15/16 to finalize and coordinate drawings/details into the construction bid documents
- Bammel Utility District was met onsite to coordinate the utility connections
  - Mike Manning will provide a proposal for the anticipated tap fee and installation cost.
  - Allowance within the scope of work will be allocated to perform this work
- Contract with Balfour Beatty to be executed by the board

Anticipated Activities:

- Design Team is ready to pursue the solicitation of the project – 11/22 & 11/29; Bid 12/8
  - Balfour Beatty to solicit with the approval of the board and counsel
- GMP to be presented to the board 12/19 (verify with owner for special meeting)



**ATTACHMENT 1 (Cont'd)  
STATION No. 2 RENOVATION FACT SHEET**



**Emergency Services District No. 16  
Klein Volunteer Fire Department**

Station No. 32

**PROPOSED DESIGN AND CONSTRUCTION SCHEDULE**

November 2016

Schematic Design Review (Owner) .....	July 11, 2016
Solicitation for Construction Manager at Risk .....	August 8, 2016
Building Committee Review (Review Construction Documents) .....	July 27 - August 23, 2016
Issue Solicitation for Bidding .....	August 16 / August 23, 2016
Building Committee Review (Review Construction Documents) .....	August 26 - September 28, 2016
Receive Proposals at 2:00 p.m. ....	September 15, 2016
Issue Construction Documents 50% Review / Cost Estimate Review .....	September 28, 2016
Issue Proposals for Approval (ESD #16) .....	October 3, 2016
Building Committee Review (Final Review) .....	October 14, 2016
Issue Construction Documents for Permitting.....	October 21, 2016
Issue Construction Documents 100% Review / Cost Estimate Review .....	November 14, 2016
Issue Construction Documents for Bidding .....	November 22, 2016
Issue Solicitation for Bidding .....	November 22 / November 29, 2016
Receive Proposals at 2:00 p.m. ....	December 8, 2016
Issue Proposals for Approval (ESD #16) .....	December 19, 2016
Issue Notice to Proceed .....	January 9, 2017
Construction Start Date .....	January 9, 2017
Substantial Completion .....	July 10, 2017
Project Closeout .....	August 10, 2017
Warranty Period .....	July 9, 2018