

# Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

## MINUTES OF THE JANUARY 9, 2017 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 Harris County 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 Fire Chief David Bessolo, KVFD Deputy Chief Josh Wenzel, KVFD District Chief Eric Reinkemeyer, KVFD First Vice President Wendy Rocha, KVFD Second Vice President/Recruit Academy Coordinator Shawn Donald, KVFD Secretary Wendy Ray, KVFD Executive Administrator Rich Jones, Brad Dill (of BD Realty), Richardo Martinez (of Martinez Architects, LLC), and Ira Coveler (of Coveler & Katz P.C.).

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2 A motion passed unanimously to approve as presented the minutes for the December 12, 2016 and December 19, 2016 meetings (Motion: Herb Marker; Seconded: Mike Pate).

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3 A motion to approve the below listed items passed unanimously (Motion: Robert Carson; Seconded: Mike Pate).

- Financial report for the period ending December 31, 2016
- Financial report for the period ending January 9, 2017
- Bills to be paid

No certificates of cash time deposits needed to be rolled over.

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4 Reviewing, discussing, and taking action on amendments to the District's 2017 Investment Policy was tabled until the February 2017 meeting.

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5 KVFD Deputy Chief Josh Wenzel made a presentation to the Board regarding the process by which the KVFD aerial committee generated a recommendation regarding purchasing replacements for Tower 31, Ladder 32, and Ladder 36.

1. Using the Fire Chief's criteria, the committee prepared a specification and narrowed the list of possible vendors to Pierce Manufacturing and E- One.
2. The committee generated a recommendation for the purchase of three platform apparatus through:
  - receiving presentations and demonstrations from both vendors;
  - touring the vendors' manufacturing plants in Appleton, Wisconsin and Ocala, Florida;
  - writing requested specifications for the aerials and submitting same to both vendors for incorporation in their proposals;
  - receiving proposals and technical information from the vendors for the committee's review;
  - forwarding pricing details to a Commissioner for his information and review; and

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**5**  
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- reviewing both vendors' proposals in detail, comparing both and discussing same.
3. The KVFD aerial committee voted unanimously to recommend purchasing three platform aerials from Pierce Manufacturing. There were numerous factors discussed by the committee, and those differences were summarized for the Board as follows:
- the compartment, hose bed layout and construction/features on the Pierce aerial units were considered more favorably by the Committee when compared to the E-One apparatus;
  - the structure of the Pierce aerial had improved design and operating features that were desirable such as the below grade operations and a side waterway design of the Pierce aerial;
  - the ability to have Pierce service the apparatus at any of the three local service centers; and
  - the cabs and engines of the Pierce's units would be uniform with the existing pumper fleet. Some of the benefits of a uniform platform would include:
    - more standardized training across the platforms;
    - coordination of maintenance with a single vendor would be advantageous; and
    - a greater parts inventory would be more readily available in the area with anticipated cost savings related to less downtime and other maintenance advantages.

A motion passed unanimously to purchase three 100-foot platform apparatus from Pierce Manufacturing for an estimated price of \$3,721,318 (Motion: Mike Pate; Seconded: Robert Carson).

A motion passed unanimously to request that Ira Coveler seeks 7-year and 10-year financing options for the three new trucks (Motion: Mike Pate; Seconded: Robert Carson).

David Bessolo requested that the District purchase a fire extinguisher simulator for \$15,370. It will be used to educate KVFD firefighters and Klein Independent School District bus drivers.

Rich Jones requested that the District purchase a used self-propelled articulating boom for \$16,000. Herb Marker asked Rich Jones to investigate a new unit's cost.

Rich Jones advised he estimates refurbishing retired Station 4 will cost \$113,606. The work will involve moving walls; replacing doors, the roof, and plumbing; and other activities. In collaboration with Richardo Martinez, Rich Jones will obtain proposals for this work.

Rich Jones advised that the antenna at Station 7 was struck by lightning again. He will get proposals to ground the fence that surrounds the antenna.

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**6** No action was taken regarding reviewing, discussing, and taking action on the District's 2017 budget.

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7 Given below is Brad Dill's report.

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**Regarding Station No. 1** Brad Dill continues to seek candidate sites for either a new Station No. 1 or a combined new Station No. 1 and training center.

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**Regarding Station No. 3** The homeowners association (HOA) submitted a contract for selling to the ESD their real property that is adjacent to Station No. 3. Ira Coveler had reviewed the document. Some minor revisions – such as a name change – were needed.

A motion passed unanimously to approve the HOA contract as presented (Motion: Mike Pate; Seconded Herb Marker).

Brad Dill said he needed a \$1,000 check and a \$100 check made out to Stewart Title to initiate the title transfer process and preferred receiving same that night. Ira Coveler said he would provide the checks, for which he will be reimbursed by the District at the February 2017 meeting.

Brad Dill received a term sheet from the Harris County Water Control & Improvement District No. 119 for selling Water Plant No. 1 to the ESD. It stipulated differences from previous discussions, which need to be synchronized before a contract can be finalized.

No one knows the filled-in swimming pool's location. It will be found prior to commencing the station's construction.

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**Regarding land for the Training Center** Brad Dill is obtaining proposals to erect at the site a barbed wire fence with a 15-foot wide chain gate. We will need to remove a tree before the fence can be installed.

The ESD advised they are agreeable to Brad Dill asking Thomas Land Surveying, Inc. to put down fence line markers.

After the fence is installed, the site will need some clean-up work.

Tommy Russell inspected the well. He advised it will be okay to disconnect the well's electricity without doing any maintenance for a year. Brad Dill expects to have an electrician disconnect the electricity sometime during the upcoming week.

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**Regarding retired stations** Thomas Land Surveying, Inc. is still working on surveys at retired Station No. 4 and retired Station No. 6.

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8 Given below are KVFD's reports.

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**Submitted records** KVFD personnel presented the Commissioners with documents that contained:

- summaries of tactical, administration, human resources, and public relations activities during December 2016;

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**Submitted records (Cont'd)**

- summaries of the payroll and accounting reconciliation for December 2016;
- KVFD's budget and expenses by category;
- manning levels on Engine 301; and
- the minutes of the KVFD 2016 Board of Directors meeting held in November 2016.

Key issues provided in the hereabove material included:

- there were 251 calls during the month;
- ATV 37 training has begun;
- there was a fully involved structure fire in Oak Creek Village;
- duty crews staffed three stations during the week between Christmas and New Years to supplement volunteer personnel;
- new air packs arrived and will be paced on apparatus as time permits;
- the Fire Educator attended 26 public relations events during the month;
- KVFD held a Safe Sitter class for 12 teenagers;
- firefighters provided Christmas presents to 32 boys at Christ The Good Shepherd Catholic Community; and
- Shawn Donald was elected Recruit Academy Coordinator.

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**David Bessolo's report**

Juveniles stole a wedding ring from a vehicle parked at Station No. 1. The incident highlighted the need to upgrade the station's security system – such as installing a fence.

New Booster 35 was delivered and was parked outside the Administration Building for the Commissioners' viewing following the meeting.

Outside of a large residential fire, there were few incidents during December.

Engine 32 arrived at the residential fire within five minutes. The house was fully involved when they arrived. Firefighters were able to prevent fire from spreading to neighboring structures.

Champions Fire Department started a pilot program with the Harris County Fire Marshal Office (HCFMO) on an inspection program. KVFD is considering participating in the future. David Bessolo will invite Mike Montgomery of the HCFMO to a future ESD meeting to discuss this program.

KVFD is working on procedures to increase firefighter staffing over the weekends.

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- 9** Regarding erecting Station No. 8, Mike Pate advised:
- workers are framing the foundation;
  - a camera should be installed within 30 days that will allow people to monitor the construction's progress via the Internet; and
  - work is ahead of schedule.
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- 10** A motion passed unanimously to approve Tony Spitzenberger's contract (Motion: Mike Pate; Seconded: Herb Marker). Ira Coveler sanctioned the contract beforehand.
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- 11** Richardo Martinez distributed a summary sheet detailing the progress made in renovating Station No. 2. He stated that work should commence on or about January 16, 2017.
- A motion passed unanimously to sign an amendment to Station No. 2's Construction Manager-At-Risk Agreement (Motion: Mike Pate; Seconded: Herb Marker). The amendment is dated January 9, 2017.
- Richardo Martinez distributed a summary sheet detailing the progress made in designing Station No. 4. He expects work will commence in June 2017 and be completed by December 2017.
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- 12** A motion passed to accept BRW Architects' proposal for designing Station No. 3 and the related service center to be located as part of the Station No. 3 Complex (Motion: Mike Pate; Seconded: Herb Marker). Robert Carson was opposed to the motion.
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- 13** A motion passed unanimously that all personal property attached to and part of Station No. 2 will be disposed of through the Forest Service or disposed of as trash (Motion: Mike Pate; Seconded: Herb Marker).
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- 14** The next regular meeting was set and confirmed for February 13, 2017.
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- 15** No one from the public commented.
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- 16** Potential items needing to be on the agenda for the February 13, 2017 meeting include reviewing, discussing, and taking action on:
- KVFD's 2017 budget;
  - purchasing a used self-propelled articulating boom;
  - purchasing a fire extinguisher simulator;
  - renovating retired Station No. 4;
  - 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;

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- 16 (Cont'd)
- the sale or disposal of surplus and/or salvage property pursuant to Texas Local Government Code, Subchapter D §263.151 *et. seq.*;
  - BRW Architects' design study for Station No. 3 and adjacent service center;
  - the construction of the new Station No. 8; and
  - the renovation of Station No. 2 and Station No. 4.
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- 17 The Commissioners conducted an Executive Session pursuant to Chapter 551 of the Texas Government Code from 8:46 PM to 8:48 PM.
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- 18 At 8:48 PM, a motion to adjourn passed unanimously (Motion: Herb Marker; Seconded: Mike Pate).

Respectfully submitted:  
**HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16**



A handwritten signature in blue ink, appearing to read "Steven Falkner", written over a horizontal line.

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