

Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

MINUTES OF THE FEBRUARY 13, 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 President Barry Blum, KVFD Deputy Chief Josh Wenzel, KVFD District Chief Eric Reinkemeyer, KVFD Treasurer Daniel Erickson, KVFD Secretary Wendy Ray, KVFD Executive Administrator Rich Jones, Brad Dill (of BD Realty), Richardo Martinez (of Martinez Architects, LLC), Ira Coveler (of Coveler & Katz P.C.), and Glen Hastings (of VFIS of Texas). KVFD Third Vice President Linda Benge, KVFD District Chief Rickey, and KVFD Senior Captain Dan Rathe arrived respectively at 7:17 PM, 7:18 PM, and 7:32 PM.
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- 2 A motion passed unanimously to approve as presented the minutes for the January 9, 2017 meeting (Motion: Herb Marker; Seconded: Mike Pate).
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- 3 Glen Hastings:
- thanked everyone for doing business with VFIS;
 - said replacement costs for buildings have increased four percent, so insurance fees increased a matching amount, and VFIS has paid \$37,000 to the ESD for damage caused by lightning strikes;
 - distributed a VFIS booklet entitled "Property & Casualty, Summary of Coverages"; and
 - reviewed the insured buildings.
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- 4 A motion passed unanimously to approve as presented the financial report for the period ending February 13, 2017 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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- 5 Reviewing, discussing, and taking action on amendments to the District's 2017 Investment Policy was tabled until the March 2017 meeting.
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- 6 Ira Coveler distributed summaries of the proposals his office received for funding the three new aerials over seven years and ten years. He then discussed same.
- A motion passed unanimously to accept the proposal offered by Leasing 2, Inc. for financing \$3,721,318.00 over seven years. The interest rate is 2.353 percent and there is no prepayment penalty.
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- 7 A motion passed unanimously to purchase a used self-propelled articulating boom for a not-to-exceed amount of \$18,000 (Motion: Herb Marker; Seconded: Mike Pate).
- A motion passed unanimously to purchase a fire extinguisher simulator for a not-to-exceed amount of \$16,000 (Motion: Herb Marker; Seconded: Mike Pate).
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- 8 Reviewing, discussing, and taking action on KVFD's 2017 budget was tabled until the March 2017 meeting.
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9 Reviewing, discussing, and taking action on the District's 2017 budget was tabled until the March 2017 meeting.

10 Given below is Brad Dill's report.

Regarding Station No. 3 Brad Dill distributed a memorandum that summarized the current contract terms for purchasing 1.1021 acres from the Harris County Water Control Improvement District No. 119.

A motion passed unanimously to authorize Robert Farrell signing a contract with the homeowners association (Motion: Mike Pate; Seconded: Herb Marker).

Regarding land for the Training Center Brad Dill advised:

- the previous owner has removed some plants;
- he is getting quotes for the cost of clearing the land; and
- the plat should be ready for Robert Farrell's signature soon.

Regarding retired stations Brad Dill distributed Thomas Land's surveys of retired Station No. 4 and retired Station No. 6 to the Commissioners.

11 Given below are KVFD's reports.

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

- summaries of tactical, administration, human resources, and public relations activities during January 2017;
- summaries of the payroll and accounting reconciliation for January 2017;
- 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 December 2016.

Key issues provided in the hereabove material included:

- there were 235 calls during January 2017;
- the Human Resources Administrator attended a three day seminar on the Fair labor Standards Act;
- Larry Wagoner attended Pierce mechanic training classes;
- an additional temporary building for gear storage was installed behind Station No. 2 and supplied with electricity;

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- 11** **Submitted** • the new Booster 35 arrived and has been outfitted;
(Cont'd) **records** • Engine 32 will be out of service while the station is being reno-
 (Cont'd) vated; Ladder 32 will substitute for the engine during this time;
- the new air packs have been put in service;
 - during January 2017, the Public Fire Educator participated in ten public relations events, including a Safe Sitter class; and
 - due to observance of the holidays, the KVFD Board of Directors did not meet in December 2016.
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Barry Blum's report Barry Blum reported that a major water leak occurred at the Administration Building. The water has been removed but walls and furniture sustained damage. It cost \$11,000 to remove the water.

David Bessolo's report Several sources report the weather on Tuesday (January 10, 2017) will be extremely bad.

Grants issued by the Harris County Fire Marshall Office (HCFMO) cannot be given to fire departments. Therefore; title to the Grace accountably system, which a HCFMO grant funded, needs to be switched from KVFD to the District.

There are 17 people in the current recruit class. Of these, 12 to 14 will be Station 8 members. They expect a 90-per cent retention rate.

VFIS personnel are not available to conduct training on operating all-terrain vehicles. Therefore, KVFD personnel will conduct the training using VFIS' training material.

KVFD responded to several incidents over the last two weeks, including to two structure fires.

Rich Jones Rich Jones requested that Ira Coveler's office handle some paperwork for the high water vehicle.

- 12** Regarding constructing Station No. 8, Mike Pate advised:
- workers poured one half of the slab last Friday; they were going to pour the balance today, but could not due to inclement weather;
 - work is a little ahead of schedule; and
 - a fence was installed; therefore, personnel can only approach the site from the East side.
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- 13** Richardo Martinez distributed a summary sheet detailing the progress made in renovating Statin No. 2. Key points included:
- interior partitions have been installed;

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- 13 (Cont'd)**
- work on the electrical, plumbing, heating, ventilation, and air conditioning systems is underway;
 - ants were discovered within the wall cavity near the existing kitchen; extermination of the entire facility has been scheduled; and
 - the concrete foundation has been partially poured.

Richardo Martinez reported that although Station No. 2 is without electricity at the moment, work is ahead of schedule.

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Regarding renovating Station No. 4, Richardo Martinez reported they:

- are working on the station's design;
 - received proposals from contractors interested in doing the work; and
 - did not open the proposals, but will do so sometime within the next 60 days.
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14 Mike Pate reported:

- design work for the Station No. 3 complex continues;
 - they hope to have construction documents completed by June or July 2017; and
 - the service center will be constructed first so that it can house Station No. 3's vehicles while the station is torn down and the new building raised.
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15 David Bessolo is looking for candidates to which we can donate the retired Booster 35.

16 The Commissioners agreed that Robert Farrell, assisted by Herb Marker, will filter all uninvited solicitations from vendors.

17 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 the service provider contract and District budget was tabled until the March 2017 meeting.

18 Richardo Martinez is working on securing proposals for renovating retired Station No. 4.

19 The next regular meeting was set and confirmed for March 13, 2017.

20 The following were mentioned during the public comment section of the meeting,

1. In response to Ira Coveler's inquiry, Mike Pate and David Bessolo advised they are going to the SAFE-D conference.
2. Dan Rathe said the recent suicide of a Woodlands firefighter who suffered from post-traumatic stress disorder reinforced the notion that it is good KVFD supports the Chaplin since he helps people deal with this malady.

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- 21 Potential items needing to be on the agenda for the March 13, 2017 meeting include reviewing, discussing, and taking action on:
- HCFMO's inspection program;
 - the District's rating issued by the Insurance Services Office (ISO);
 - engaging Municipal Information Services to update their review of the taxable value of real and personal property located within the District;
 - the District's audit report for 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.*;
 - BRW Architects' design study for Station No. 3 and adjacent service center;
 - the construction of Station No. 8; and
 - the renovation of Station No. 2, Station No. 4, and retired Station No. 4.
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22 The Commissioners conducted an Executive Session pursuant to Chapter 551 of the Texas Government Code from 8:23 PM to 8:50 PM.

- 23 A motion passed unanimously to authorize:
- Brad Dill to proceed with the proposal presented during the Executive Session;
 - Brad Dill to modify the contract as soon as possible; and
 - Robert Farrell to sign the contract.

Mike Pate made the motion and Herb Marker seconded it.

24 At 8:54 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
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