

Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

MINUTES OF THE OCTOBER 9, 2017 MEETING

-
- 1** At 7:00 PM on October 9, 2017, Harris County Emergency Services District No. 16 (ESD or District) President Robert S. Farrell called the regular meeting to order at the Klein Volunteer Fire Department (KVFD) Administration Building. Present were ESD members Herb L. Marker, Robert W. Carson, Mike A. Pate, and Steven T. Falkner. Present as guests were KVFD Fire Chief Josh Wenzel, KVFD President Barry Blum, KVFD District Chief Jay Watson, KVFD Second Vice President Shawn Donald, KVFD Secretary Wendy Ray, KVFD Executive Administrator (Designate) Michael Gosselin, Brad Dill of BD Realty, Richardo Martinez of Martinez Architects, and Ira Coveler of Coveler & Peeler P.C. KVFD Executive Administrator Rich Jones arrived at 7:05 PM.
-
- 2** A motion passed unanimously to approve as presented the minutes for the September 11, 2017 meeting (Motion: Herb Marker; Seconded: Mike Pate).
-
- 3** A motion passed unanimously to approve as presented the financial report for the period ending October 9, 2017, approve as presented the bills to be paid, and roll over one certificate of cash time deposit per Bill Russell's recommendation (Motion: Robert Carson; Seconded: Mike Pate).
- Ira Coveler recommended the ESD transferred half of its money in Compass Bank to Texas Local Government Investment Pool (TEXPOOL).
-
- 4** Previous to the meeting, Robert Farrell asked Rich Jones why engines from Spring and Ponderosa responded to a house fire near Station No. 7 before KVFD's engine at the station responded. During the meeting, Michael Gosselin and Jay Watson said the Communications Center was delayed in reporting the incident plus the two out-of-area engines were running errands, saw the smoke, and went to the fire before Engine 37 was paged.
- Josh Wenzel distributed a summary of KVFD's response times.
-
- 5** Reviewing, discussing, and taking action on a contract with the Harris County Fire Marshal Office was tabled until the November 2017 meeting.
-
- 6** A motion passed unanimously to accept as presented, subject to funds being available, KVFD's 2018 budget (Motion: Herb Marker; Seconded: Mike Pate).
-
- 7** A motion passed unanimously to accept as presented the District's 2018 budget (Attachment 1) (Motion: Robert Carson; Seconded: Mike Pate).
-
- 8** A motion passed unanimously to adopt \$0.04947 per \$100 of assessed value as the District's 2017 tax rate.

THE DISTRICT'S OCTOBER 9, 2017 MEETING MINUTES

- 9** Richardo Martinez distributed a summary sheet detailing current and future work to renovate Station No. 4. Among other items, it stated the:
- Issue to Proceed was published on September 28, 2017;
 - general contractor started demolition;
 - walls are laid out; and
 - apparatus bay's temporary partition was installed.
-

- 10** Richardo Martinez distributed a summary sheet detailing current work to renovate Station No. 2. Among other items, it stated:
- the Construction Team will inspect the facility to confirm the completion of all punch list items;
 - Balfour Beatty Construction continues to address items on the punch list;
 - Christensen Building Group (the general contractor of renovating Station No. 4) will take over remodeling Station No. 2; and
 - regulatory personnel inspected the station and it passed.
- The contract with Balfour Beatty Construction calls for them receiving 20 percent of the savings. However; due to the problems they created during the renovation, they agreed to forego same.
-

- 11** Mike Pate advised the herebelow regarding construction of Station No. 8.
1. Center Point started to connect electricity on October 9, 2017.
 2. It will take two or three weeks before the local municipal utility district (MUD) can connect water to the station.
 3. The contractor expects to have the heating, ventilation, and air conditioning (HVAC) connected by October 17, 2017.
 4. The move-in date is late November 2017 and the grand opening will be in January 2018.
 5. The cameras on the outside of the station were removed.
-

- 12** Mike Pate reported the following regarding construction at Station No. 3.
1. The ESD will submit plans to Harris County for their approval in November 2017.
 2. Brad Dill and Mike Pate will advise the homeowners association about a temporary station/training facility being built instead of a maintenance facility.
 3. In December 2017, the ESD will solicit bids for constructing the facilities. The Construction Committee will review the proposals and the ESD will hold a special meeting in January 2018 to award the bid.
 4. Ground breaking is expected to occur in February 2018.
-

THE DISTRICT'S OCTOBER 9, 2017 MEETING MINUTES

13 A motion passed unanimously to pay Teal Construction per Pay Application No. 11, which BRW Architects certified (Motion: Mike Pate; Seconded: Herb Marker).

14 Reviewing, discussing, and taking action on the payment of capital funding was tabled until the November 2017 meeting.

15 Brad Dill's distributed a memorandum that provided a status report on projects, ALJ Lindsey's engineering feasibility study, and due diligence items. Key points detailed in same follow.

Regarding new Station No. 1 ALJ Lindsay found there is a potential issue with the full development of the site due to limited sanitary sewer capacity. There is sufficient line capacity for the fire station and maintenance facility; however due to a "pinch point," it may be insufficient for additional facilities. Municipal Utility District (MUD) Number 24 requires a retainer fee of \$10,000 to determine the available sanitary line capacity and issue a capacity commitment for the tract.

The seller agreed to extend the feasibility period until December 13, 2017. The closing date is January 12, 2018.

Regarding the Station No. 3 Complex Water Control Improvement District (WDIC) No. 119 removed the water plant's structures. The ESD can close on the real property previously occupied by the water plant as soon as the paperwork is complete and Ira Coveler concludes his review of the title.

Hovis Surveying submitted to Harris County the plat for the five acres received from Klein Properties. There is \$387.62 in back taxes due for this property.

A motion passed unanimously to close with the WDIC for the real estate previously occupied by the water plant, authorize Robert Farrell to sign the contract, accept two easements associated with the water well, and to pay \$5,000 to the WDIC per a water supply agreement (Motion: Mike Pate; Seconded: Herb Marker).

Regarding property on Spring Cypress Road Who Nature Calls Environmental Resources inspected the site and is preparing an On-Site Sewage Facility (OSSF) report. They expect to submit it to Harris County by October 13, 2017. The county's review of the report will probably take a month.

To date, no one has shown interest in purchasing this land.

16 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 September 2017;

Continued on the next page

THE DISTRICT'S OCTOBER 9, 2017 MEETING MINUTES

- 16 (Cont'd)** **Submitted records (Cont'd)**
- a report on recent flood damage to the EViEW system;
 - summaries of the payroll and accounting reconciliation for September 2017;
 - budget and expenses by category;
 - manning levels on Engine 301; and
 - Engine 301 and weekend participation report.
- Key issues provided in the hereabove material included:
- KVFD responded to 206 calls during September 2017;
 - KVFD's active list continues to maintain around 150 members;
 - many of the EViEW intersection controllers were destroyed during the recent flood;
 - EViEWS has been the only traffic preemption allowed on Harris County roads since 2003;
 - EViEWS is in financial straits and their future existence is in doubt, so KVFD is examining switching to Econolite;
 - due to the remodeling work at Station No. 4, the day time duty crew moved to Station No. 1 and Squad 34 moved to Station No. 2;
 - damage sustained during the flood caused Rehab 35 to need outside repair; and
 - KVFD attended ten public relations events during the month.
-

Barry Blum's report

KVFD's annual banquet will be held October 14, 2017 at the Northgate Country Club and the annual Thanksgiving dinner will be held at the Administration Building on November 11, 2017 from 3:00 PM to 6:00 PM.

KVFD's Administrative Assistant will be on maturity leave for six weeks.

Josh Wenzel's report

Josh Wenzel explained the new format for the tactical report he sends the Commissioners each month. Given below are other items he covered.

1. Mike Pate and Josh Wenzel will travel to Wisconsin next week to inspect the new towers.
2. Live fire training will be held on October 14, 2017. Duty crew personnel will staff the stations then due to the large number of members being out of the area.

Continued on the next page

THE DISTRICT'S OCTOBER 9, 2017 MEETING MINUTES

- 16** (Cont'd) **Josh Wenzel's report** (Cont'd)
3. Nate Hampton's benefit went well.
 4. Thirteen members transferred to Station No. 8 and several are undergoing driver training.
-
- Rich Jones' report**
- Engine 301 was struck by a vehicle driven by a sheriff, causing one door needing to be replaced. Replacement parts cost \$13,665 which VFIS insurance will cover except for a \$1,000 deductible. The engine will be out of service for about a week while undergoing repair.
-
- 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 2017 meeting.
-
- 18** A motion passed unanimously to purchase two booster trucks from Skeeter at a cost which will not exceed \$360,000 for both trucks with payment to be made in 2018 (Motion: Mike Pate; Seconded: Herb Marker). The vehicles will be on Ford 550 chassis, compliant with NFPA specifications, and able to handle 2,500 pounds of excess weight.
-
- 19** 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 November 2017 meeting.
-
- 20** Reviewing, discussing, and taking action on renovating the Kleinwood Annex was tabled to the November 2017 meeting.
-
- 21** Regarding the District's rating issued by the Insurance Services Office (ISO) Rich Jones advised:
- the work-up with the consultant will occur on November 7, 2017;
 - the formal audit will commence November 11, 2017;
 - a contractor is working on the preplans;
 - except for the training records, which KVFD is amassing, they have everything needed for the audit; and
 - accumulating the maps was a major undertaking.
-
- 22** The next regular meeting was set and confirmed for November 13, 2017.
-
- 23** A motion by Mike Pate, which Robert Carson seconded, passed unanimously to pay:
- \$4,850 to Christensen Building Group;
 - \$10,000 to MUD No. 24; and
 - \$5,000 to WDIC No. 119.

THE DISTRICT'S OCTOBER 9, 2017 MEETING MINUTES

- 24 Richardo Martinez commented that prohibiting contaminants within 150 foot of Station No. 3's well will create problems. After a general discussion, the general consensus was the matter might be resolved by keeping stored fuel stored within this area to less than 1,000 gallons.
-
- 25 Potential items needing to be on the agenda for the November meeting include reviewing, discussing, and taking action on:
- contract with the Harris County Fire Marshall Office;
 - long range financial planning and investments;
 - retain an accounting firm for the District's annual audit;
 - BRW Architects' design study for the temporary and permanent Station No. 3;
 - the construction of Station No. 8;
 - the renovation of Station No. 2, Station No. 4, and the Kleinwood Annex;
 - pay applications approved by BRW Architects;
 - 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.;
 - the District's Insurance Services Office (ISO) rating.
-
- 26 The Commissioners did not conduct an Executive Session pursuant to Chapter 551 of the Texas Government Code.
-
- 27 At 8:53 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

Attachment: one page

THE DISTRICT'S OCTOBER 9, 2017 MEETING MINUTES ATTACHMENT 1 DISTRICT'S 2018 BUDGET

HARRIS CO. ESD #18
Annual Budget
AS OF: 9/29/2017

	YR 2017 BUDGET	HCAO	HCAO	YR 2018 BUDGET
REVENUES	\$0.000000			\$0.04647
PROP. TAXES	\$ 6,419,642			\$ 6,637,134.00
SALES TAXES	\$ 3,000,000			\$ 4,500,000.00
PEN. INTEREST	\$ 15,000			\$ 15,000.00
INT. ON INV.	\$ 10,000			\$ 10,000.00
RENT FROM ESD #11	\$ 0,419			\$ 8,419
CASH RECEIPTS	\$ -			\$ (925,000.00)
TOTAL REVENUE	\$ 10,000,061			\$ 11,045,543.00
EXPENDITURES				
AVPD OPERATIONS	\$ 5,025,628	Monthly		\$ 5,398,162.00
BOOKKEEPING	\$ 8,500	Monthly		\$ 10,000.00
MISC EXP.	\$ 15,000	Monthly		\$ 20,000.00
APPRAISAL DIST.	\$ 46,000	Quarterly		\$ 48,000.00
INSURANCE	\$ 32,000	February		\$ 30,000.00
LEGAL, PUB. & NOTICE	\$ 90,000	Monthly		\$ 85,000.00
LEGAL, ELECTIONS	\$ 2,600	April		\$ 20,000.00
PROFESSIONAL SERV. MIS	\$ 97,500	Monthly		\$ 99,000.00
AUTA COLLECTION FEE	\$ 10,000	March		\$ 10,000.00
SO REALTY	\$ 30,000	Monthly		\$ 2,000.00
OFFICE SUPPLIES				\$ 1,500.00
PROFESSIONAL DUES				
TRAINING FACILITY				
STA A REBUILD	\$ 1,280,000	Monthly Jan to Oct		\$ 1,650,000.00
STA 3 BUILD	\$ 440,000	March		\$ 644,000.00
STA B REBUILD	\$ 1,280,000	Monthly Jan to Oct		\$ 1,361,200.00
STA B REBUILD	\$ 440,000	August		\$ 440,000.00
Acquired				
STA 1 LAND	\$ 1,000,000	March		\$ 2,300,000.00
APPACKS	\$ -			\$ 822,000.00
EQUIPMENT LEASE	\$ 250,000	Jan		\$ 208,443.00
EQUIPMENT EXPENSE	\$ 941,400			\$ 582,821.00
TOTAL EXPEND.	\$ 11,000,628			\$ 12,275,932.00
NET REVENUE	\$ (947,567)			\$ (1,630,389.00)
EST CASH CARRYOVER	\$ 1,538,964			\$ (856,046.79)
CDIS & MM	\$ 5,204,681			\$ 11,653,374.51
EST FUNDS	\$ 6,796,078			\$ 8,127,915.76

2018 BUDGET APPROVED
BOO MEETING