

# Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

## MINUTES OF THE FEBRUARY 12, 2018 MEETING

---

1 At 7:00 PM on February 12, 2018, Harris County Emergency Services District No. 16 (ESD or District) Vice President Herb L. Marker called the regular meeting to order at the Klein Volunteer Fire Department (KVFD) Administration Building. Present were ESD members Robert W. Carson, Mike A. Pate, Steven T. Falkner, and Rich Jones. Present as guests were KVFD Fire Chief Josh Wenzel, KVFD Deputy Fire Chief Marcus Melvin, KVFD President Barry Blum, KVFD Secretary Wendy Ray, KVFD Treasurer Dan Erickson, KVFD Executive Administrator Michael Gosselin, Brad Dill of BD Realty, Richardo Martinez of Martinez Architects, Ira Coveler of Coveler & Peeler P.C, Glen Hastings of VFIS of Texas, and Landon Newton of Government Capital. KVFD District Fire Chief Daniel Rathe arrived at 7:28 PM.

---

2 Ira Coveler advised:

- he has not received any applications for inclusion on the May 5, 2018 election ballot;
- if the incumbent Commissioners whose tenure expires this year intend to run for office, he needs their applications by the end of the week; and
- there will be no need to hold an election if he receives only two applications.

---

3 A motion passed unanimously to elect the 2018 Board Officers listed below (Motion: Mike Pate; Seconded: Rich Jones).

Herb Marker	President
Mike Pate	Vice President
Steve Falkner	Secretary
Robert Carson	Treasurer
Rich Jones	Assistant Treasurer / Assistant Secretary

---

4 A motion passed unanimously to approve as presented the minutes for the January 8, 2018 meeting (Motion: Mike Pate; Seconded: Rich Jones).

---

5 Herb Marker reported on his and Steve Falkner's meeting with Paula Barr of Sales Tax Assurance. Among other things, they learned the ESD will need to return at least \$134,000 to the Comptroller due to a company incorrectly paying sales tax to the ESD. Also, the two year time period for the contract's duration begins when they first uncover unpaid tax; not two years from signing the contract. So if they uncover unpaid taxes in 2019, we will pay them a commission for the money recovered from that company until 2021.

---

6 A motion passed unanimously to approve as presented the bills to be paid and financial report for the period ending February 12, 2018 (Motion: Robert Carson; Seconded: Mike Pate). No certificates of cash time deposits needed to be rolled over.

*Continued on the next page*

## THE DISTRICT'S FEBRUARY 12, 2018 MEETING MINUTES

---

**6 (Cont'd)** Herb Marker said Myrtle Cruz did not include two checks in their packet for invoices that are due; namely, to VFIS of Texas and Sales Tax Assurance. Robert Carson said a \$15,815.50 Teal Construction check was not included in Myrtle Cruz's cash report.

The Commissioners signed new signature cards for the bank.

A motion passed unanimously to pay SAFE-D \$1,100 for annual dues, which should have been paid in November 2017 (Motion: Rich Jones; Seconded: Mike Pate).

---

**7** Reviewing, discussing, and taking action on the District's 2018 Investment Policy was tabled until the April 2018 meeting.

---

**8** Glen Hastings distributed and discussed "Property & Casualty, Summary of Coverages" and a "Customer Summary Loss Experience."

Mr. Hastings said:

- he recently meet with Rich Jones and Mike Pate at Station No. 8 about the facility's insurance coverage;
- the insurance policy renews on February 12, 2018; and
- an UL90 rating, which is the Underwriters Lavatories certification of roof deck construction for wind resistance of 90 pounds of pressure per square inch, for Station No. 8 will generate an insurance discount.

Rich Jones asked whether the District or KVFD was responsible for the fire alarm system's insurance. The answer was that the building's owner is responsible for said charge.

Mike Pate said some of the stations' title recently changed from KVFD to the ESD, so insurance fees for same needed to be reapportioned.

Rich Jones thanked Glen Hastings for the service he and VFIS of Texas have provided.

A motion passed unanimously to pay VFIS of Texas' fee premium (Motion: Mike Pate; Seconded: Rich Jones).

---

**9** A motion passed unanimously to permit Herb Marker and Steven Falkner to sign "A Resolution To Retain Professionals Related To Constructing A Fire Station and Training Facility" (Motion: Mike Pate; Seconded: Rich Jones).

---

**10** A motion passed unanimously for the law firm Coveler & Peeler, P.C. to serve as District counsel (Motion: Mike Pate; Seconded: Rich Jones).

---

**11** A motion passed unanimously to retain Myrtle Cruz, Inc. to serve as District bookkeeper (Motion: Robert Carson; Seconded: Mike Pate).

---

**12** A motion passed unanimously to retain Municipal Information Services (MIS) (Motion: Robert Carson; Seconded: Mike Pate).

---

## THE DISTRICT'S FEBRUARY 12, 2018 MEETING MINUTES

---

- 13** Richardo Martinez distributed a summary sheet detailing anticipated design and work activities at Station No. 4.

He advised an alternate means of addressing the foundation problem, namely anchoring the foundation so there is no up lift, has been developed. Ram Jack Texas will be on site in March 2018 to restore the foundation. The anticipated cost will be approximately \$28,692.

Given that we will not accept the Christensen Building Group's proposal to fix the foundation, the peer review of same sanctioned during the January 2018 meeting was not conducted.

A motion passed unanimously to accept the Municipal Utility District's fee, provided it does not exceed \$36,000 (Motion: Mike Pate; Seconded: Rich Jones).

---

- 14** Richardo Martinez advised the Administration Building's failed its Fire Marshal inspection. KVFD needs to address some deficiencies before the Fire Marshal inspects the building again.
- 

- 15** Two items remain to be done to Station No. 2 and it is expected they will be achieved by the end of the week.
- 

- 16** We have an occupancy permit for Station No. 8, but a few items, such as fixing the lockers, need to be completed.
- 

- 17** Regarding construction of Station No. 3 and the Training Center, Mike Pate advised a preconstruction meeting will be held February 27, 2018 and work should start within two weeks thereafter.

A motion passed unanimously to engage Spitz Construction and Consulting, LLC to oversee work on Station No. 3 and the Training Center (Motion: Mike Pate; Seconded; Rich Jones).

---

- 18** A motion passed unanimously to pay the Applications that Martinez Architects and BRW Architects certified (Motion: Mike Pate; Seconded: Rich Jones).
- 

- 19** Reviewing, discussing, and taking action on the payment of capital funding was tabled until the March 2018 meeting.
- 

- 20** No action was taken regarding the real estate to be used for the new Station No. 1.
- 

- 21** Brad Dill's distributed a status report on real estate projects; maps describing Station No. 7's easements; and a summary of the stations' location and ownership, land ownership, *et al.* Given on the next page are key points detailed in same along with discussion points.
- 

**Station No. 3 & Training Center** Harris County requires presentation of approved construction plans before they will record the plat for the five acres. The ESD's engineer and architect are securing same.

*Continued on the next page*

## THE DISTRICT'S FEBRUARY 12, 2018 MEETING MINUTES

---

**21**  
(Cont'd)      **Property on Spring Cypress Road**

Harris County denied filing the plat because its application was late.

A motion passed unanimously to plat 30 acres on Spring Cypress Road at a cost that does not exceed \$5,000 (Motion: Mike Pate; Seconded: Rich Jones). (Note: When the ESD purchased this real estate, it was agreed that the ESD would plat both their and surrounding land.)

There have been a few inquiries from people interested in purchasing the land.

---

**Station No. 7**

Ira Coveler is reviewing a revised amendment to the easement agreement. It addresses Betz's and the apartment developer's request to encroach into the ESD's easement on the north side of the tract.

---

**Assorted stations**

We closed on the property for the new Station No. 1. The sellers are interested in mowing the land, but the particulars need to be finalized.

Mike Pate said they are in the process of designing a fence for Station No. 1. He requested that Brad Dill secured the MUD's permission to install it.

Mike Pate asked who should be tasked with fixing the fence at retired Station No. 5. Brad Dill said he would raise the issue with the owner of the property on the north side.

We have two recorded deeds for Station No. 6.

The lease for retired Station No. 7's land expires December 16, 2018 and will be extended ten years.

---

22      Given below are KVFD's reports.

---

**Submitted records**

Prior to the meeting, KVFD personnel presented the Commissioners with documents that contained:

- summaries of tactical, administration, human resources, and public relations activities during December 2017;
- summaries of the payroll and accounting reconciliation for December 2017; and
- budget and expenses by category.

(Note: The KVFD Board of Directors did not meet in December 2017, thus no minutes were submitted.)

Key issues provided in the abovementioned material included:

- KVFD ran 243 calls during January 2018;
- the Recruit Class began February 1, 2018 with 15 recruits;

*Continued on the next page*

## THE DISTRICT'S FEBRUARY 12, 2018 MEETING MINUTES

---

- 22**      **Submitted**      • Station No. 8 went into service 6:00 PM on January 27, 2018;  
(Cont'd)      **records**      • final inspection of the three new aerials will be in March 2018;  
                 (Cont'd)      • there were 15 public relations events during January 2018; and  
                      • there was a huge turnout for Station No. 8's open house and it  
                      was an enormous success.
- 

**Barry Blum's report**      Barry Blum thanked the ESD for entrusting KVFD with Station No. 8, which had a great grand opening.

KVFD is working on organizing an open house for Station No. 2 in March or April 2018.

KVFD would like to rent 5,000 square feet of office space until the new Administration Building is in service. It will be used to house personnel and to store election equipment. Brad Dill said he would research the matter.

Barry Blum reminded everyone about the budget workshop which will be held from 9:00 AM to 11:00 AM next Saturday.

---

**Josh Wenzel's report**      Josh Wenzel summarized the Tactical Report for January 2018.

Mike Pate commented he is currently reviewing what KVFD defines as an active firefighter and asked what could be done to reduce the number "no pulls" from Stations No. 2 and No.4. Josh Wenzel replied there were a number of factors; including low morale, the stations being remodeled, and Joe (3411) and Wendy Rocha moving.

As to new vehicles coming on line:

- the three new towers will receive the final inspection on March 5, 2018;
- the new boosters will be available around April 2018; and
- three F-150 trucks and one F-350 truck will be available at the end of February 2018.

Engine 301 is being renamed Engine 30 and will move to Station No. 8. Henceforth, the tower will be staffed during weekdays.

---

**Mike Gosselin's report**      Mike Gosselin summarized the Administration Report.

---

**23**      Reviewing, discussing, and taking action for 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 March 2018 meeting.

---

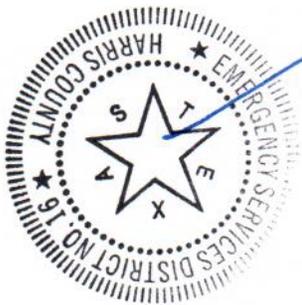
**24**      A motion passed unanimously to install trailers at Stations No. 5, No. 6, and No. 7 at a cost that does not exceed \$31,000 (Motion: Mike Pate; Seconded: Rich Jones).

---

## THE DISTRICT'S FEBRUARY 12, 2018 MEETING MINUTES

- 
- 25 Rich Jones and Mike Pate meet with two potential vendors for the traffic preemption equipment. They will meet with the traffic preemption alliance to review three vendors and learn which one the group wants to use.
- 
- 26 Rich Jones received a call from the Insurance Services Office (ISO) auditor who asked for some clarification about KVFD's operation. He would not comment about the audit's status except to say the paperwork was being passed to their office in Jersey City, New Jersey.
- 
- 27 The next regular meeting was set and confirmed for March 12, 2018.
- 
- 28 Potential items needing to be on the agenda for the March 2018 meeting include reviewing, discussing, and taking action on:
- the ten year forecast;
  - audit and MIS reports;
  - lessons learned at the SAFE-D conference;
  - construction of Station No. 3, Training Center, and Station No. 8;
  - renovation of Station No. 4; and
  - acquisition of traffic preemption equipment.
- 
- 29 No one from the public commented.
- 
- 30 The Commissioners did not conduct an Executive Session pursuant to Chapter 551 of the Texas Government Code.
- 
- 31 At 9:17 PM, a motion to adjourn passed unanimously (Motion: Robert Carson; Seconded: Mike Pate).

Respectfully submitted:  
HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16



*Steven Falkner*  
\_\_\_\_\_  
Steven Falkner  
Commissioner  
E-Mail: sfalkner@hcesd16.org