

# Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

## MINUTES OF THE MARCH 12, 2018 MEETING

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1 At 7:05 PM on March 12, 2018, Harris County Emergency Services District No. 16 (ESD or District) 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 President Barry Blum, KVFD Executive Administrator Michael Gosselin, Brad Dill of BD Realty, Ira Coveler of Coveler & Peeler P.C., and Landon Newton of Government Capital. KVFD Deputy Fire Chief Marcus Melvin arrived at 8:08 PM.

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2 Ira Coveler advised:

- he received applications from Ezekiel “Zek” Enriquez, Rich Jones, Herb Marker, and Lance Wilson to be included on the May 5, 2018 ballot;
- the ballots are being printed and will be sent to military personnel next week;
- training the judges is in progress; and
- voting, other than absentee voting, will be limited to the Administration Building.

Mike Pate said information about the election is posted on the ESD website.

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3 A motion passed unanimously to approve as presented the minutes for the February 5, 2018 meeting and as amended for the February 12, 2018 meeting (Motion: Rich Jones; Seconded: Mike Pate).

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4 Landon Newton distributed sheets that detailed the bids Government Capital Corporation received for financing Station No. 3 Complex’s construction. He then discussed same.

A motion passed unanimously to accept Landon Newton’s proposal; namely, borrowing \$6,500,000 from Chase Bank at 2.586% for ten years during which time the loan will not be callable (Motion: Mike Pate; Seconded: Robert Carson).

Herb Marker requested that the payment dates be moved back to the 20<sup>th</sup> of the month to allow sufficient time after monthly meetings to make the payment.

Steve Falkner asked Ira Coveler whether there was problem using the sales tax as collateral given that we previously used the tax for another loan’s collateral. His response was that there is no problem as each loan only pledges a portion of the tax.

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5 Don Cameron of North West Radio did not attend the meeting as planned. In his absence, Rich Jones discussed the possible acquisition of a radio frequency available from the City of Houston.

A motion passed unanimously to task the ESD with applying for a spare channel license with North West Radio as the contractor (Motion: Rich Jones; Seconded: Mike Pate).

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**6** Given below is a paraphrase of Bill Russell's note, which Herb Marker read out loud.

1. No certificates of cash time deposits need to be rolled over before the April meeting.
2. He deducted the \$177,286 payment to Sales Tax Assurance from the March sales tax revenue.
3. He will send a messenger Tuesday to pick up our packet as loan and truck payments are due soon.
4. We are paying Harris County Appraisal District twice this month to avoid a late payment as they mailed the invoice to the wrong address.

Mike Pate said we should make the final payment to Teal Construction for work on Station No. 8, at which time we will be able to close the construction account.

A motion passed unanimously to approve as presented the bills to be paid and financial report for the period ending March 12, 2018 (Motion: Robert Carson; Seconded: Mike Pate).

Herb Marker reminded everyone that when we approve a bill for Myrtle Cruz to pay, we need to make sure they understand it is for Harris County ESD No. 16's account.

A motion passed unanimously to pay Government Capital Corporation \$81,250 as compensation for arranging the aforementioned loan (Motion: Mike Pate; Seconded: Robert Carson).

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

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**8** Reviewing, discussing, and taking action on the payment of capital funding was tabled until the April 2018 meeting.

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**9** Mike Pate said renovating Station No. 4 is proceeding ahead of schedule and they expect to complete work sometime during May 2018.

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**10** Michael Gosselin said the Kleinwood facility was a mess and KVFD will pay \$10,895 to repair the office, bathroom, *et al.*

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**11** A motion passed unanimously to expand the current Maintenance Facility, subject to its lease being extended and the Municipal Utility District approving the work, at a cost that will not exceed \$140,000 (Motion: Mike Pate; Seconded: Rich Jones).

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**12** Regarding Station No. 8, Mike Pate disturbed a sheet showing project costs. He then advised:

- there should be around \$100,000 left in the station's construction account after we make the final payment to Teal Construction;
  - we will be able to draw down the construction account with architecture fees; and
  - Tony Spitzenberger is arranging for a test to be conducted to determine the station's UL rating.
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- 13** Mike Pate disturbed a sheet showing Station No. 3 Complex's project costs. He then advised:
- the contract with LDF Construction Inc. is ready for signing;
  - the preconstruction meeting was held on February 27, 2018;
  - a Station No. 3 member wants to remove some material from the station, which will reduce our demolition cost by \$4,500; and
  - they expect to commence work on the Training Center in about 30 days.
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- 14** Brad Dill's distributed a status report on real estate projects and computer discs with title documents. Given below are key points detailed in same along with discussion points.
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**Station No. 1 Complex** Damian Praust is willing to mow the property provided he can keep the hay and not compensate us for same.

A motion passed unanimously to enter into an one year agreement with Damian Praust stating he will mow the property on Stuebner Air-line Road, keep the hay, and not compensate the ESD for the hay (Motion: Mike Pate; Seconded: Rich Jones).

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**Station No. 3 Complex** Brad Dill prepared a draft letter to Methil Drive homeowners regarding the upcoming construction activities.

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**Station No. 7** The Amendment to the easement for the building encroachment has been executed and recorded.

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**Assorted stations** Brad Dill:

- confirmed the Kleinwood facility's survey, deed, and legal description in the deed match;
- is still working with Ira Coveler on the fence issue at retired Station No. 5; and
- has requested an extension of retired Station No. 7's lease and transfer of the lease into the ESD's name.

Mike Pate said Ira Coveler is occupied with the upcoming election and does not have time to work on the retired Station No. 5 fence issue. He requested that Brad Dill pursued the matter.

Ira Coveler suggested that Brad Dill asked the Public Utility District for another ten year extension to retired Station No. 7's lease – that is, an option to extend the lease from 2028 to 2038.

A question arose as to the location of Station No. 1's plans, which are needed for designing the new fence. Rich Jones said Richardo Martinez had them.

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**15** Reviewing, discussing, and taking action on leasing offices for KVFD's administrative staff was tabled until the Executive Session.

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

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**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 February 2018;
- summaries of the payroll and accounting reconciliation for February 2018;
- budget and expenses by category; and
- the minutes of KVFD's Board of Directors January 2018 meeting.

Key issues provided in the abovementioned material included:

- KVFD ran 185 calls during February 2018;
  - mostly due to quality control over incident reporting and staffing numbers/geographic locations, there was a significant decrease in response times during February 2018;
  - renovation of Station No. 2 continues, but is limited to a few items which await the architect's input; and
  - hose testing has been completed.
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**Barry Blum's report**

An open house and rededication ceremony for Station No. 2 will be held April 21, 2018.

KVFD is working on revising their bylaws.

The Commissioners' identification badges will be completed soon and will be placed in the ESD's mailbox.

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**Mike Gosselin's report**

Mike Gosselin said there were no changes to the administration's report and a second mechanic started work today.

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**Josh Wenzel's report**

Josh Wenzel went over the tactical report. He then said:

- KVFD received kudos for their response to the apartment fire in Little York's district – for example, Engine 32 was the first pumper on scene;
- KVFD is now staffing two trucks every night;
- KVFD changed Engine 302's designation to Engine 32;

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- 16** **Josh Wenzel's report (Cont'd)**
- trailers for Stations No.5, No. 6, and No. 7 will be installed in six to eight weeks;
  - the new towers should go in service at the end of April after fire-fighters have a chance to train on them; and
  - KVFD is experiencing problems with the thermal imagers as they are seven or eight years old.

Mike Pate asked the current thermal imagers' value. Josh Wenzel responded he will research the matter.

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- 17** 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 April 2018 meeting.
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- 18** Reviewing, discussing, and taking action regarding 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 April 2018 meeting.
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- 19** On March 20, 2018, Rich Jones and Mike Pate will meet with members of the Communications Center to discuss acquisition of traffic preemption equipment. They should be able to report about same at the April 2018 meeting.
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- 20** Reviewing, discussing, and taking action regarding the District's rating issued by the Insurance Services Office (ISO) was tabled until the April 2018 meeting.
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- 21** The next regular meeting was set and confirmed for April 9, 2018.
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- 22** Mike Pate distributed the latest ten year forecast of the District's expenditures.
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- 23** Potential items needing to be on the agenda for the April 2018 meeting include reviewing, discussing, and taking action on:
- audit and MIS reports;
  - leasing furniture for the new office; and
  - acquisition of traffic preemption equipment.
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- 24** As a follow-up to items discussed at the SAFE-D conference, Steve Falkner asked if there was any interest in the Commissioners examining securing a retirement program for KVFD members. Robert Carson pointed out that was matter for the KVFD Board of Directors to consider; not the ESD. Steve Falkner said he would forward pertinent information to Josh Wenzel and Barry Blum for their consideration.
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- 25** No one from the public commented.
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- 26** The Commissioners conducted an Executive Session pursuant to Chapter 551 of the Texas Government Code from 9:04 PM to 9:30 PM.
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- 27 A motion passed unanimously to enter into a three year lease with a one year option for the offices at 8681 Louetta Road, Spring, Texas at the price discussed in Executive Session (Motion: Rich Jones; Seconded: Mike Pate).
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- 28 At 9:31 PM, a motion to adjourn passed unanimously (Motion: Robert Carson; Seconded: Mike Pate).



Respectfully submitted:

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16**

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