

Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

MINUTES OF THE JULY 9, 2018 MEETING

1 At 7:00 PM on July 9, 2018, Harris County Emergency Services District No. 16 (ESD or District) President Rich Jones called the regular meeting to order at the Klein Volunteer Fire Department (KVFD) Administration Building. Present were ESD members Robert Carson, Mike Pate, Steven Falkner, and Lance Wilson. Present as guests were KVFD Deputy Fire Chief Marcus Melvin, KVFD Treasurer Daniel Erikson, KVFD Secretary Wendy Ray, KVFD Executive Administrator Michael Gosselin, Brad Dill of BD Realty, Ira Coveler of Coveler & Peeler P.C., Richardo Martinez of Martinez Architects, and Karen McDaniel (Republican Chairperson of Precinct 514).

2 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to approve as presented the June 14, 2018 meeting's minutes.

3 A motion made by Robert Carson and seconded by Mike Pate passed unanimously to approve as presented the bills to be paid and financial report for the period ending July 9, 2018. No certificates of cash time deposit needed to be rolled over.

The Commissioners commented that checks for Steward Title and Lance Wilson were not in the accountant's packet.

4 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 June 2018;
- summaries of the payroll and accounting reconciliation for June 2018;
- budget and expenses by category; and
- minutes of KVFD's Board of Directors May 2018 meeting.

Key issues provided in the abovementioned material included:

- KVFD ran 229 calls during June 2018;
- new Boosters 35 and 36 were placed in service;
- the fall recruit class will commence in August 2018;
- Engine 34 and Rescue 34 moved back into the station;
- the trailer at Station 36 is connected and waiting inspection from the Fire Marshall;

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- 4 (Cont'd)** **Submitted records (Cont'd)**
- Trailer 35 is at the station and waiting to be connected;
 - Trailer 37 should be installed in mid July 2018; and
 - KVFD attended 19 public relations events in June 2018 and conducted inspections of 35 car seats.
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Reports given at the meeting

Mike Gosselin said Barry Blum could not attend the meeting and asked that he report KVFD continues to work on revising their by-laws.

Marcus Melvin reported three incidents; namely:

- an apartment's gate closed as Engine 32 was transiting the opening causing damage to the rail on the driver's side;
- Tanker 32 struck the station's bay door damaging the door but not the vehicle; and
- Safety 32's vehicle rolled while it was unattended and Safety 32 was responding to a house fire.

Rich Jones and Mike Pate reminded the Deputy Fire Chief that the Commissioners need to be advised of untoward events within 72-hours of their occurrence.

Lance Wilson questioned the accuracy of the "No Pull" graph in the Tactical Report. After discussing the matter, the consensus opinion was that it was wrong. Mike Pate requested Marcus Melvin asked Josh Wenzel to revise the graph and resubmit the report to the Commissioners.

Marcus Melvin said the KVFD members will vote on adding lift gates to two water evacuation trucks at the upcoming general business meeting.

Rich Jones gave a letter to Marcus Melvin to be forwarded to Barry Blum. It requested KVFD each month provided the information on payouts to KVFD members for:

- responding to incidents;
- going to the station when paged but not getting on the truck;
- attending public relations events, meetings, and KVFD Board of Directors meetings; and
- training.

The letter also requested that this information for the year to date be given to Rich Jones and Mike Pate before the July 21, 2018 ESD / KVFD budget workshop.

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- 5 Reviewing, discussing, and taking action regarding submittals by KVFD 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 August 2018 meeting.
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- 6 Reviewing, discussing, and taking action on the payment of capital funding was tabled until the August 2018 meeting.
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- 7 Mike Pate confirmed the ESD / KVFD budget workshop will take place on July 21, 2018. The Administration Building will be otherwise occupied on this day, so Mike Pate will determine a suitable location for the meeting and advise the attendees about same.
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- 8 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to sell surplus Boosters 35 and 36 to emergency service districts and / or fire departments within Texas that the U. S. Forest Service designates.
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- 9 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to pay LDF Construction's \$66,082.00 Application No. 2 that BRW Architects certified for work at Station No. 3. Martinez Architects did not submit an application.
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- 10 Richardo Martinez distributed a sheet showing design and anticipated activities at Station No. 4, the Certification of Substantial Completion (effective date is June 29, 2018), a punch list of tasks needing to be accomplished, and a floor plan of the station that supported the punch list. He said overnight staffing could commence in a week and the trailer will be removed by the end of July 2018.
- A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to accept the Certification of Substantial Completion for Station No. 4.
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- 11 Richardo Martinez reported Harris County is nervous about the number of trailers the ESD is using. Therefore, they are temporizing on issuing trailer permits.
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- 12 Mike Pate reported that due to rain not much progress has been made at Station No. 3; however, contractors are preparing the ground.
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- 13 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to allow, subject to review and approval by the District Counsel, the ESD to enter into a contract with Global Traffic Technologies, LLC.
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- 14 The Commissioners designated the shirt colors and sizes they desire.
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- 15 Reviewing, discussing, and taking action on authorizing Northwest Amateur Radio Society (NARS) to use space at the tower radio location was tabled until the August 2018 meeting.
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- 16 Reviewing, discussing, and taking action on the ISO announcement was tabled to the August 2018 meeting.
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- 17 Lance Wilson volunteered to research engaging a public relations / media firm to assist the District with public relations.
- Steven Falkner commented that any public relations activities the ESD undertakes should be done in coordination with KVFD's Brittney Hoover.
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- 18 A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to designate Rich Jones as the Authorized Representative to accept apparatus.
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- 19 The next regular meeting was set and confirmed for August 13, 2018 at Station No. 8.
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- 20 New items needing to be on the agenda for the August 2018 regular District meeting include matters tabled at the July 9, 2018 meeting and adding the Commissioners' pictures to the website.
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- 21 A motion made by Mike Pate and seconded by Steven Falkner passed unanimously to approve, subject to the District Counsel's review and approval, the new lease with Bilma Public Utility District for the facility at 5518 Winding Ridge Drive, Spring, Texas.
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- 22 No action was taken regarding reviewing, discussing and taking action on allocation of the District's reserve funds.
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- 23 Brad Dill distributed a status report on real estate projects, Here below are items detailed in same along with comments he made during the meeting.
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| 6721 Spring Cypress | Thomas Surveying submitted the plat to Harris County on June 25, 2018 for their review. The ESD paid the City of Houston fees. |
| New offices on Louetta | Furniture has been moved into the office. KVFD's name is being added to the street sign and on the suite's door. Need to install the phone system. |
| 8134 Dowdell | The owner of the neighboring property is considering removing the use restrictions they placed on a portion of the site. |
| New construction | Steven Falkner suggested that future design committees include two representatives from the ESD. Lance Wilson volunteered to serve on the committees along with Mike Pate. |
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- 24 Karen McDaniel asked about EViEW, Global Traffic Technologies, architects engaged by the ESD, the voting location, and identification of the Commissioners. The Commissioners addressed these issues.
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- 25 The Commissioners did not conduct a Closed Session pursuant to Chapter 551 of the Texas Government Code.
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- 26 At 8:58 PM, a motion to adjourn made by Lance Wilson and seconded by Mike Pate passed unanimously.

Respectfully submitted:
HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16




Steven Falkner
Commissioner
