

# Harris County Emergency Services District No.16

Suite 250, 8681 Louetta Road, Klein, Texas 77379-6682

## MINUTES OF THE SEPTEMBER 10, 2018 MEETING

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1 At 7:00 PM on September 10, 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) Headquarters. Present were ESD members Robert Carson, Mike Pate, Steven Falkner, and Lance Wilson. Present as guests were KVFD Fire Chief Josh Wenzel, KVFD First Vice President Wendy Rocha, KVFD Treasurer Daniel Erikson, KVFD Executive Administrator Michael Gosselin, Brad Dill of BD Realty, Ira Coveler of Coveler & Peeler P.C., and Simon VanDyk of Touchstone District Services.

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2 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to make Suite 250, 8681 Louetta Road, Spring, Texas 77379-6682 the District's new office location.

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3 A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to approve as presented the August 13, 2018 meeting's minutes.

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4 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 September 10, 2018. No certificates of cash time deposit needed to be rolled over.

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5 Brad Dill's distributed a status report on real estate projects along with a copy of Station No. 3 Complex's plat. Key points detailed in same along with discussion points follow.

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<b>6721 Spring Cypress</b>	Harris County agreed that a Limited Scope Traffic Analysis is not needed for this location.
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<b>New offices on Louetta</b>	Efforts with installing a doorway between the two offices continues.
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<b>Station No. 3 Complex</b>	The plat has been recorded. Activities related to installing a fence between three residences and the Complex continue. Brad Dill sent notifications to surrounding homes informing them about construction work at the site.
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<b>Maintenance facility</b>	The Bilma Public Utility District approved the ESD's request for installation of a new sign along with moving the fence and gate to the building's front.
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<b>Retried Station No. 5</b>	The neighboring property owner is considering adjusting the use restrictions for the property's eastern portion. The Trustee for the property's western portion remains unknown.
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## THE DISTRICT'S SEPTEMBER 10, 2018 MEETING MINUTES

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6 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, accounting, human resources, and public relations activities during August 2018 along with the minutes for the KVFD Board of Directors' meeting in July 2018 KVFD. Key issues provided in this material included:

- KVFD ran 211 calls in August 2018;
- The Firefighter II completer course was completed in early August;
- The Fall Recruit Class will commence in September 2018;
- The Administration staff have moved to the offices on Louetta Road;
- The trailer used by IT has been returned to Boxx;
- Remodeling of the Maintenance Facility will commence in mid-September and should be complete in early October;
- KVFD conducted one Safe Sitter class in August along with 14 public relations events;
- The trailers at Stations No. 5, No. 6, and No. 7 are operational; and
- Life Scan (screening for cancer) will commence in September 2018.

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**Josh Wenzel** Chief Wenzel summarized the Tactical Report and advised there are 15 Recruits in the fall class.

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**Michael Gosselin** KVFD is at the half way point in installing the new payroll system. KVFD is adding two engines during the day, which will cause them to exceed the 2018 payroll budget by \$530,000. They are studying options for addressing this shortfall.

No major mechanical repairs took place during the month.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to approve the 2019 KVFD budget of \$5,470,000.

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7 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to purchase two new engines from Pierce Manufacturing for \$1,500,000. Mike Pate said the District will not need to borrow money to pay for the trucks.

## THE DISTRICT'S SEPTEMBER 10, 2018 MEETING MINUTES

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- 8 Ira Coveler explained four scenarios for potential 2018 property tax rates.  
A motion made by Robert Carson and seconded by Mike Pate passed unanimously to propose \$0.04957 per \$100 of assessed value for the District's 2018 property tax. The 2017 tax was \$0.04947 per \$100 of assessed value so this is an increase of 0.202 percent.
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- 9 A motion made by Robert Carson and seconded by Mike Pate passed unanimously to approve the District's 2019 budget (Attachment 1) as presented.
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- 10 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 October 2018 meeting.
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- 11 Reviewing, discussing, and taking action on the payment of capital funding was tabled until the October 2018 meeting.
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- 12 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 October 2018 meeting.
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- 13 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to pay LDF Construction's \$284,129.80 Application No. 4 that BRW Architects certified for work at the Station No. 3 Complex and Christensen Building Group's \$105,670.45 Application No. 10 that Martinez Architects certified for work at Station No. 4.
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- 14 Mike Pate said they are closing accounts for renovation of Station No. 4, except for some punch list items.
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- 15 Mike Pate said work at the Station No. 3 Complex has been minimal due to adverse weather. However, contractors have framed in the driveway.
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- 16 Mike Pate said they expect to have cost projections for the Station No. 1 Complex in January 2019.
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- 17 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to accept Brown Reynolds Watford's proposal for architecture services at Station No. 6.
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- 18 A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to spend up to \$15,000 in 2018 for Touchstone District Services to provide public communications services. Their first task is to publicize the District's new Public Protection Classification rating issued by the Insurance Services Office.
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## THE DISTRICT'S SEPTEMBER 10, 2018 MEETING MINUTES

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- 19 The Commissioners discussed adding their pictures to the District's website.
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- 20 The next regular meeting was set and confirmed for October 8, 2018 at the Headquarters building.
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- 21 New items needing to be on the agenda for the October 2018 regular District meeting include:
- matters tabled at the September 2018 meeting;
  - reports from committees;
  - strategies for selling the property on Spring Cypress Road; and
  - adopting the 2018 property tax rate.
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- 22 Rich Jones reported about Meredith Minor's return to work and the activities of the committee for transferring administrative functions.
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- 23 No one from the public spoke.
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- 24 The Commissioners conducted a Closed Session pursuant to Chapter 551 of the Texas Government Code from 9:10 PM to 9:58 PM.
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- 25 At 9:58 PM, a motion to adjourn made by Robert Carson and seconded by Lance Wilson passed unanimously.

Respectfully submitted:  
HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16



  
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Steven Falkner  
Commissioner

# THE DISTRICT'S SEPTEMBER 10, 2018 MEETING MINUTES

## Attachment 1 District's 2019 Budget

HARRIS CO. ESD #16  
Annual Budget

As of: 8/13/2018

YR 2019  
BUDGET

<u>TAX RATE</u>			
<u>REVENUE</u>			
PROP. TAXES	\$ 6,854,746.00	HCAD	\$ 6,776,822.00 MIS
SALES TAXES	\$ 5,700,000.00	Monthly	
PEN. & INTEREST	\$ 15,000.00	Monthly	
INT. ON INV.	\$ 10,000.00	Monthly	
RENT FROM ESD #11	\$ 8,419		
EXCEPTIONS	\$ (551,250.00)		
	<u>\$12,036,915.00</u>		
<u>EXPENDITURES</u>			
KVFD OPERATIONS	\$ 5,470,000.00	Monthly	
BOOKKEEPING	\$ 10,000.00	Monthly	
MISC EXP.	\$ 28,000.00	Monthly	
APPRAISAL DIST	\$ 48,000.00	Quarterly	
INSURANCE	\$ 41,000.00	February	
LEGAL, PUB & NOTICE	\$ 110,000.00	Monthly	
LEGAL: ELECTIONS	\$ 50,000.00	April	
PROFESSIONAL SER: MIS	\$ 4,000.00	April	
HCTA COLLECTION FEE	\$ 101,652.00	Monthly	
AUDIT	\$ 11,000.00	March	
BD REAL	\$ 30,000.00	Monthly	
OFFICE SUPPLIES	\$ 2,000.00	Monthly	
PROFESSIONAL DUES	\$ 1,500.00	Monthly	
SALES TAX ASSURANCE	\$ 350,000.00	Quarterly	
APPARATUS	\$ 950,000.00	March	
STATION REMODEL	\$ 2,200,000.00	Monthly	
MISC CAPITAL	\$ 935,000.00	March	
TRAILER RENTAL	\$ 18,000.00	Monthly	
HCPMO	\$ 135,200.00	Monthly	
KVFD OFFICE LEASE	\$ 100,000.00	Monthly	
STA 1 COMPLEX LEASE	\$ 360,000.00	Monthly	
STA 3 LEASE	\$ 736,642.00	Apr. (P), Oct. (I)	
STA 8 LEASE	\$ 438,000.00	July	
PUMPER 5 (2) LEASE	\$ 208,443.00	December	
AERIALS LEASE	\$ 582,821.00	March	
	<u>\$12,921,258.00</u>		
OVER/UNDER	<u>(\$884,343)</u>		
FUNDS 8/13/2018	\$ 8,394,417		
TAXES DUE 2018 EST	\$ 932,488		
TO BE SPENT 2018 EST	<u>\$ 14,954,000</u>		
FUNDS '23/2018 EST	\$ 4,372,905		
FUNDS '23/2019 EST	\$ 3,488,562		

BOD APPROVED: 9/10/2018