

Harris County Emergency Services District No.16

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

MINUTES OF THE OCTOBER 8, 2018 MEETING

1 At 7:02 PM on October 8, 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 President Wendy Rocha, KVFD Deputy Fire Chief Eric Reinkemeyer, KVFD Treasurer Daniel Erikson, KVFD Secretary Makayla Loeschen, KVFD Executive Administrator Michael Gosselin, Brad Dill of BD Realty, Ira Coveler of Coveler & Peeler P.C., and Simon VanDyk of Touchstone District Services. KVFD District Fire Chief Dan Rathe arrived at 7:09 PM.

2 A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to approve as presented the September 10, 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 for the period ending October 8, 2018;
- approve as presented the financial report for the period ending October 8, 2018; and
- roll over four certificates of cash time deposit as recommended by Bill Russell of Myrtle Cruz.

Robert Carson said that henceforth invoices need a Commissioner's signature, a statement that the invoice is approved for payment along with the date of signing, and to be sent to Myrtle Cruz with a copy to Robert Carson.

The Commissioners held CORT Furniture's check for \$553.00 and W|H|P's check for \$122,248.19.

4 Brad Dill distributed a status report on real estate projects on which he is working. Key points detailed in same along with discussion points follow.

6721 Spring Cypress Thomas Surveying is finalizing a submission to Harris County.

Station No. 3 Complex Efforts are ongoing to install fences between the site and three home owners, maintaining permanent power for the buildings, and informing nearby homeowners of activity at the site.

Retried Station No. 5 Efforts continue on addressing the two deed restrictions on the property.

8681 Louetta Road Efforts continue to resolve the air conditioning problems and correcting the internal office directory.

THE DISTRICT'S OCTOBER 8, 2018 MEETING MINUTES

5 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to adopt \$0.04957 per \$100 of assessed value as the District's 2018 tax rate.

6 Reviewing, discussing, and taking action on the District's stewardship of spending was tabled until the Closed Session.

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

- KVFD ran 190 calls in September 2018;
 - training on the new payroll system has begun;
 - KVFD conducted 14 public relations events and one Safe Sitter class in September 2018;
 - KVFD expects to start a 90-minute Safe @ Home class for latch-key fourth and fifth grade students; and
 - henceforth firefighters will not be allowed to donate blood on the days they are staffing apparatus.
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Josh Wenzel Chief Wenzel asked if there were any questions about the Tactical Report. There were none.

Rich Jones inquired about paying volunteers who report to the station but do not go on the incident scene. Chief Wenzel said they would discuss this with the volunteers at the upcoming General Business Meeting.

Chief Wenzel advised:

- Reserve Tower 301 is operational and stored at Station No. 6;
- the new payroll system went into effect;
- Engine 36 has a broken spring;
- Rich Jones and Mike Pate will meet with the KVFD Board of Directors on October 30, 2018 to discuss topics of mutual interest; and
- Life Scan will commence shortly and should be completed in November 2018.

Chief Wenzel presented the assumptions used to create KVFD's 2019 budget (Attachment 1).

THE DISTRICT'S OCTOBER 8, 2018 MEETING MINUTES

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- 8 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 November 2018 meeting.
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- 9 Reviewing, discussing, and taking action on the payment of capital funding was tabled until the November 2018 meeting.
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- 10 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 November 2018 meeting.
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- 11 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to pay LDF Construction's \$99,828.85 Application No. 5 that BRW Architects certified for work at the Station No. 3 Complex.
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- 12 Mike Pate advised the driveway at the Station No. 3 Complex has been poured and work on the training building should commence next week.
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- 13 Mike Pate said the first meeting with Brown Reynolds Watford Architects about Station No. 1 Complex's design study was held last week.
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- 14 Ira Coveler is reviewing the agreement for renovating Station No. 6.
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- 15 A motion made by Mike Pate and seconded by Steven Falkner passed unanimously to accept a proposal to stain the apparatus bays at Station No. 2 for a fee that is not-to-exceed \$16,500.
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- 16 Reviewing, discussing, and taking action on strategies for selling the property on Spring Cypress Road was tabled until the Closed Session.
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- 17 Simon VanDyk discussed public relations activities currently underway. The Commissioners picked the herebelow logo to use in the future.



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- 18 Rich Jones said he and Mike Pate will meet with the KVFD Board of Directors on October 30, 2018 to discuss moving administrative functions from KVFD to the District.
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- 19 Taking the Commissioners' photographs was tabled until the November 2018 meeting.
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- 20 The next regular meeting was set and confirmed for November 12, 2018 at the Headquarters building.

THE DISTRICT'S OCTOBER 8, 2018 MEETING MINUTES

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- 21 New items needing to be on the agenda for the November 2018 regular District meeting include:
- matters tabled at the October 2018 meeting;
 - extending the ESD / KVFD contract for one year; and
 - retaining an accounting firm for the annual District audit.
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- 22 Chief Wenzel introduced KVFD's new Secretary, Makayla Loeschen, and the new station officers.
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- 23 The Commissioners conducted a Closed Session pursuant to Chapter 551 of the Texas Government Code from 8:55 PM to 9:56 PM.
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- 24 At 9:56 PM, a motion to adjourn made by Robert Carson and seconded by Mike Pate passed unanimously.

Respectfully submitted:
HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16





Steven Falkner
Commissioner

THE DISTRICT'S OCTOBER 8, 2018 MEETING MINUTES

Attachment 1 Assumptions Used to Create KVFD's 2019 Budget

2019 FUNDING

1. WEEKDAYS (MONDAY - FRIDAY)

- Four (4) Engines staffed with Duty Crew (4 max per truck)
- One (1) Tower staffed with Duty Crew (4 max per truck)
- One (1) Rescue staffed with Duty Crew (2 max)

2. WEEKNIGHTS (MONDAY - FRIDAY)

- Two (2) Engines staffed with Volunteers (6 max per truck)
- One (1) Engine staffed with Duty Crew (4 max per truck)
- *** NOTE *** Once three (3) Engines are staff every weeknight, option to add fourth; fifth not added until every weeknight has four (4)

3. WEEKEND DAYS

- Two (2) stations staffed with Volunteers (12 max per station)
- One (1) Engine staffed with Duty Crew (4 max per truck)

4. WEEKEND NIGHTS

- Two (2) Engines staffed with Volunteers (6 max per truck)
- One (1) Engine staffed with Duty Crew (4 max per truck)

5. MISCELLANEOUS

- \$25 stipend for Volunteers to respond to the station but do not get on the apparatus, eliminated (\$0)
- \$25 paid per to Volunteers who respond on the apparatus as reported from Firehouse; eliminating the response sheet
- No increase in \$40 stipend and \$25 Meal card without ESD approval for funding
- Cost of Meal Cards will be tracked in separate account than other gift/meal cards
- Uniform allowance will be \$250 for 70 Duty Crew and 130 Volunteers
- Duty Crew Overtime: not to exceed 2%
- Special Events - need details as to what comprises this \$40K cost; in lieu of there will be \$18K funding
- Banquet - need details as to what comprises this \$50K cost, in lieu of there will be \$40K funding
- Emergency Phones - we understand this has department issued cell phones. Need a audit/report of who has department issued cell phones
- Network Expense - re-class Internet to individual station and wireless air cards to Emergency Phone
- Rename Emergency Phone account to Cellular Phones & Service