

Harris County Emergency Services District No.16

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

MINUTES OF THE JANUARY 14, 2019 MEETING

1 At 7:02 PM on January 14, 2019, Harris County Emergency Services District No. 16 (ESD or District) President William 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 Interim Fire Chief Eric Reinkemeyer, KVFD President Wendy Rocha, KVFD Treasurer Daniel Erikson, KVFD Executive Assistant Administrator Meredith Minor, Simon VanDyk and Michael Willett of Touchstone District Services, Brad Dill of BD Realty Advisors, and Ira Coveler of Coveler & Peeler P.C. KVFD District Chief Daniel Rathe, KVFD Secretary Makayla Loeschen, and KVFD First Vice President Jeremy Smith arrived at 7:13 PM, 7:18 PM, and 7:26 PM respectively.

2 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to appoint the following District officers:

President	William Jones
Vice President	Mike Pate
Treasurer	Robert Carson
Secretary	Steven Falkner
Asst. Treasurer / Asst. Secretary	Lance Wilson

3 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to approve as presented the December 12, 2018 meeting's minutes.

4 A motion made by Robert Carson and seconded by Mike Pace passed unanimously to approve as presented the bills to be paid and the financial report for the period ending December 12, 2018.

A motion made by Robert Carson and seconded by Mike Pace passed unanimously to authorize the President and Treasurer to sign a \$30,000 check made out to Coveler & Peeler P.C. for legislative services.

No certificate of cash time deposit needed to be rolled over.

5 Brad Dill distributed a status report about projects on which he is working along with a sample sales brochure for the ESD's property on Spring Cypress Road.

A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to renew for one year the January 8, 2018 Exclusive Listing Agreement for BD Realty Advisors to market a 12.4-acre tract at 6721 Spring Cypress Road, Spring, Texas.

THE DISTRICT'S JANUARY 14, 2019 MEETING MINUTES

6 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 December 2018 along with the minutes for the KVFD Board of Directors November 2018 meeting. Key issues provided in this material included:

- KVFD responded to 221 calls during December 2018;
 - KVFD revised the Participation Policy and Two Strike Policy; thereby ending the suspensions of some volunteers;
 - KVFD graduated 16 volunteers from the second 2018 recruit class; and
 - KVFD participated in 18 public relations events in December 2018 and 249 public relations events in 2018.
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Wendy Rocha

Wendy Rocha said:

- KVFD will vote next month on a by-law change that will allow the Fire Chief to be a paid employee;
- a public relations event will be held on February 9, 2019 relating to three Fire Chiefs who were Eagle Scouts;
- she will follow-up with attendees on a date, time, and location for the next committee meeting on moving administration functions; and
- she would welcome hearing from the Commissioners as to what information they expect from her at the monthly meetings.

William Jones told her the Commissioners' expectations.

Eric Reinkemeyer

Eric Reinkemeyer went over the Tactical Report and asked if there were any questions. There were none. He then said:

- 114 people participated in the life scan program and 468 abnormalities - such as an elevated mass in the body - were revealed;
- no safety incident occurred during the previous month; and
- a Recruit Academy with nine cadets will begin in February 2019.

He concluded his report with a review of a recent house fire in Old Oaks.

THE DISTRICT'S JANUARY 14, 2019 MEETING MINUTES

- 7 William Jones distributed a hand-out that summarized the intentions of the committee on moving administrative duties from KVFD to the ESD.
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- 8 Lance Wilson said the agreement with Touchstone District Services expired on December 31, 2018.
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- 9 Reviewing, discussing, and taking action on 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 February 2019 meeting.
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- 10 Mike Pate said drawings needed to be revised before construction of the two new engines could move forward.
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- 11 Mike Pate asked KVFD to investigate Squad 32's utilization to determine whether the vehicle should be sold.
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- 12 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to pay LDF Construction's \$272,300.40 Application No. 8 that BRW Architects certified for work at the Station No. 3 Complex.
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- 13 Mike Pate distributed a sheet showing the project costs for construction at the Station No. 3 Complex. He said they are installing a trailer at the site to serve as sleeping quarters for the firefighters and thereby enhancing prompt responses after-hours.
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- 14 Mike Pate said we await signing of the ESD / BRW Architects' contract before renovating Station No. 6 commences.
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- 15 Mike Pate said the agreement with ESCI was signed and they should commence their time and coverage study shortly. He expects to receive a report 90 days after they begin work.
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- 16 Reviewing, discussing, and taking action on an electronic record retention policy was tabled until the February 2019 meeting.
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- 17 Reviewing, discussing, and taking action on acquiring new election equipment was tabled until the February 2019 meeting.
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- 18 February 16, 2019 was set as a target date for the ESD / KVFD bi-annual budget workshop.
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- 19 The next regular meeting was set and confirmed for February 11, 2019.
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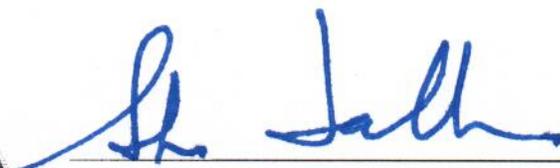
THE DISTRICT'S JANUARY 14, 2019 MEETING MINUTES

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- 20 New items needing to be on the agenda for the February 2019 regular District meeting include matters tabled at the January 2019 meeting.
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- 21 Daniel Erickson said Life Scan cost \$60,975 in 2018 for 114 people and the 2019 budget allocated \$60,000 for the cancer survey.
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- 22 The Commissioners conducted a Closed Session pursuant to Chapter 551 of the Texas Government Code from 8:23 PM to 8:48 PM.
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- 23 Lace Wilson tasked Touchstone District Services with developing a list of homeowner associations and, to a lesser extent, municipal utility districts with which we can meet to educate them about the ESD and fire department.
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- 24 At 8:52PM, 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