

Harris County Emergency Services District No.16

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

MINUTES OF THE FEBRUARY 11, 2019 MEETING

1 At 7:06 PM on February 11, 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 First Vice President Jeremy Smith, KVFD Treasurer Daniel Erikson, KVFD Executive Administrator Michael Gosselin, Michael Willett of Touchstone District Services, Brad Dill of BD Realty Advisors, and Ira Coveler of Coveler & Peeler P.C. Simon VanDyk of Touchstone District Services, KVFD President Wendy Rocha, and KVFD District Chief Keith Fitzpatrick arrived at 7:11 PM, 7:12 PM, and 7:19 PM respectively.

2 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to approve as presented the January 14, 2019 meeting's minutes.

3 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 February 11, 2019.

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

4 Brad Dill distributed a status report about projects on which he is working. Among other things, the report revealed he attended a homeowners meeting for residences near Station No. 3 to brief them about activities at the site.

In a response to Mike Pate's query, Brad Dill did not recommend lowering the asking price for the real estate on Spring Cypress Road.

5 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 January 2019. Key issues provided in this material included KVFD:

- responded to 223 calls during January 2019;
- held a class that instructed baby sitters on how to be safe;

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- 5 (Cont'd) **Submitted records (Cont'd)**
- held a class that instructed latchkey children how to be safe (Safe@Home); and
 - will hold one Safe@Home class each month for the foreseeable future.
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Wendy Rocha Wendy Rocha said KVFD's audit will commence on February 25, 2019 and requested that the next meeting of the committee for moving administrative functions be delayed. Said meeting was not delayed.

Michael Gosselin Michael Gosselin asked if there were any questions about the maintenance report. There were none.

Eric Reinkemeyer Eric Reinkemeyer went over the Tactical Report and said there are nine cadets in the recruit class.

- 6 William Jones said KVFD was given a draft "Shared Services Addendum to Fire Protection Services Contract" on January 28, 2019 and they have not agreed to it so far. Further discussion of the matter was tabled until the Closed Session.
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- 7 Lance Wilson said the public relations committee and Touchstone have done a great deal of work during the last month; including several meetings with community groups. Also: (1) there will be a roll out of information about the ISO rating at Station No. 6 on February 15, 2019 and (2) we will meet shortly with homeowners in Olde Oakes subdivision where a house fire occurred recently.

Michael Willett said they need to anticipate queries better to minimize problems arising from challenging questions.

Mike Pate asked whether Michael Willett obtained the password for accessing the District's website. They had.

A motion made by Lance Wilson and seconded by Steven Falkner passed unanimously to fund Touchstone District Services' activities through the first three months of 2019. Said expenditure will not exceed \$15,000.

A motion made by Lance Wilson and seconded by Steven Falkner passed unanimously for Touch District Services to serve as the District's Public Information Officer and to provide them with shirts that so identify them. The shirts are to include the new ESD brand.

William Jones requested that Touchstone create talking points for the Commissioners to use during public meetings and consider creating a newsletter.

Touchstone is working on handouts to distribute at public meetings. They expect to have drafts for the Commissioners to review by February 15, 2019.

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- 8 A motion made by Robert Carson and seconded by Mike Pate passed unanimously to retain Municipal Information Services (MIS) to update the comprehensive District review.
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- 9 A motion made by William Jones and seconded by Mike Pate passed unanimously to repair or modify the irrigation systems at Stations No. 2, No. 5, No. 7, and No. 8. Said work will not exceed \$30,000
- Michael Gosselin said KVFD's 2019 budget earmarked \$10,000 for purchasing hoses and he believes they may exceed this amount
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- 10 Reviewing, discussing, and taking action on the payment of capital funding was tabled to the March 2019 meeting.
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- 11 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to dispose of Utility 37 and Utility 30 via auction.
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- 12 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to pay LDF Construction's \$284,637.10 Application No. 9 that BRW Architects certified for work at the Station No. 3 Complex.
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- 13 Mike Pate distributed a summary of project costs for construction at the Station No. 3 complex. He said three surveys of the site were carried out as the first two were inaccurate by six inches at Rannock Way.
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- 14 Mike Pate said Ira Coveler is reviewing a draft of the notice to contractors about work at Station No. 1 Complex and expects to distribute it to the Commissioners at the next meeting.
- Mike Pate has meet with the three construction committees (one each for the fire station, administration, and maintenance buildings).
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- 15 A kick-off meeting about renovating Station No. 6 was held January 22, 2019. There will be another round of meetings in late February 2019.
- Prior to the meeting, William Jones inquired about extending the living quarters past the existing structure. Therefore the architect will create two plans; one confining the building to the existing structure and another with an extension.
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- 16 ESCI personnel initiated their study by meeting with Eric Reinkemeyer and Michael Gosselin. Mike Pate expects the report will be complete in 90 days.
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- 17 No action was taken on the electronic record retention policy.

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- 18 No action was taken acquiring new election equipment.
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- 19 The next regular meeting will be held, depending on when Lance Wilson will be free to attend, either on March 5, 20019 or March 11, 2019. He will advise his availability beforehand.
- The meeting of the biannual budget committee was set and confirmed for March 16, 2019 at 9:30 AM.
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- 20 New items needing to be on the agenda for the March 2019 regular District meeting include matters tabled at the February 2019 meeting and a status report on filing the District's records.
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- 21 No one from the public commented.
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- 22 Reviewing, discussing, and taking action on a letter from the Tomball Fire Department was tabled until the Closed Session.
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- 23 The Commissioners conducted a Closed Session pursuant to Chapter 551 of the Texas Government Code from 9:30 PM to 9:54 PM.
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- 24 Mike Pate asked who is currently handling KVFD's accounting. Daniel Erickson said he and Maricella Perez were.
- Ira Coveler asked if there were any problems with the password for the accounting system. Daniel Erickson said there were none.
- A motion passed to adopt "A Written Resolution of the Board of Harris County Emergency Services District No. 16 Regarding an Addendum to the Shared Services Addendum to Fire Protection Services Contract with Klein Volunteer Fire Department" pending KVFD's approval of same. Voting for the motion were Mike Pate, William Jones, and Lance Wilson. Voting against the motion were Robert Carson and Steven Falkner.
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- 25 At 10:01 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