

Harris County Emergency Services District No.16

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

MINUTES OF THE MARCH 14, 2019 MEETING

1 At 7:04 PM on March 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) Station No. 4. 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 First Vice President Jeremy Smith, KVFD firefighter Christopher Vollenweider, Brad Dill of BD Realty Advisors, and Ira Coveler of Coveler & Peeler P.C. Simon VanDyk of Touchstone District Services and KVFD Executive Administrator Michael Gosselin arrived at 7:07 PM and 7:31 PM respectively.

2 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to approve as presented the February 11, 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 March 14, 2019. The bills to be paid included the April, May, and June 2019 lease payments for the office on Louetta Road.

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

William Jones commented that his expense check was not included in Myrtle Cruz's envelope.

4 Brad Dill distributed a status report about projects on which he is working. Among other things, it revealed:

- he updated Station No. 3 Complex's neighbors via e-mail about construction activities at the site; and
- Thomas Surveying submitted the Spring Cypress plat for the city's signature.

Mr. Dill said the construction company for the Station No. 3 Complex distributed flyers to the neighboring homes updating them about upcoming activities at the site, which included a 2:00 AM pouring of concrete.

After a general discussion of the matter, the Commissioners agreed that Brad Dill can offer to reimburse the Station No. 3 Complex's neighbors for staying at a hotel of their choosing when the early morning concrete pour occurs. The maximum allowable expense will be \$150 per household.

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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, and public relations activities during February 2019. Key activities occurring during the month included KVFD:

- responding to 180 calls, none of which were in district Type 111;
 - participating in 13 public relations events; and
 - conducting a safety class for latchkey children.
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Eric Reinkemeyer Chief Reinkemeyer recommended keeping Squad 32 so it can respond to fires at Timber Top Condominiums. The Fire Chief said a stand pipe is in the building's underground parking area and only the squad was low enough to reach it.

The Fire Chief also recommended relocating Squad 32 to Station No. 4. Lance Wilson questioned the wisdom of moving Squad 32 to Station No. 4 given its history of the station personnel not responding to alarms. The Fire Chief responded that they were working to resolve the "no pull" problem.

Lance Wilson requested that KVFD present a Squad 32 utilization plan at the ESD's April 2019 meeting.

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KVFD formed a committee, consisting of the herebelow, for picking a paid Fire Chief.

- David Bessolo
- Eric Reinkemeyer
- Jim Hughes
- Shawn Dawson
- Thomas Robert
- William Bennet
- William Manning

Lance Wilson requested permission to serve on the committee. Chief Reinkemeyer said they would consider including him.

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5 **Eric Rein-** Eric Reinkemeyer said KVFD is able to staff three engines on the
(Cont'd) **kemeyer** weekends 100 percent of the time. They combine volunteers and
(Cont'd) **(Cont'd)** paid firefighters to accomplish this.

Wendy Wendy Rocha asked about the protocol for KVFD receiving funds to
Rocha cover the off-budget cost of the paid Fire Chief. Mike Pate said he
would send her Andy Dexter's letter with a similar request which she
can use as a template to apply for recompense.

Wendy Rocha reminded the Commissioners that KVFD is using a contractor, Organizology LLC, as their human resources department.

Michael Michael Gosselin said Daniel Erickson is helping with human re-
Gosselin sources matters and there was no disruption of services when they
transitioned to the contractor.

Organizology charges \$56,000 per year. Therefore, KVFD will have to receive bids from contractors for post 2019 service.

The new contractor will provide monthly human resources summaries for future ESD meetings.

6 Lance Wilson provided a summary of what Touchstone District Services and the public relations committee have done over the last month.

William Jones said KVFD personnel installing fire alarms in homes need instruction on the proper means of doing so.

It was agreed that after the initial distribution of fire alarms in Olde Oaks, the second distribution will occur in areas wherein fire related deaths had occurred – probably in trailer parks.

Mike Pate asked for and received clarification on posting information on the website about the signal preemption program.

Mike Pate reminded Simon VanDyk that he previously requested a list of community presentations that had occurred and those to be conducted in the future.

It was agreed that Touchstone would get shirts with the new District logo for the Commissioners when they procure ones for themselves.

7 Michael Gosselin pointed out that KVFD's 2019 budget used too low of an estimate for the hourly wages of career firefighters. Therefore, they expect to spend \$68,000 more than planned. Also, they under estimated the uniform costs by \$29,000. Mike Pate said they can address these matters in the July 2019 budget workshop.

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7 (Cont'd) A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to purchase a WeatherTRAK Controller and LowLink for installation at Station No. 7. Their cost is \$2,326.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to replace the tower lighting system at Station No. 7. The price will not exceed \$21,000.

8 Reviewing, discussing, and taking action on the payment of capital funding was tabled to the April 2019 meeting.

9 Reviewing, discussing, and taking action on the sale or disposal of surplus and/or salvage property was tabled to the April 2019 meeting.

10 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to pay LDF Construction's \$279,235.40 Application No. 10 that BRW Architects certified for work at the Station No. 3 Complex.

11 Mike Pate distributed a summary of project costs for work at Station No. 3 Complex.

To prevent incurring a work stoppage due to nonpayment of an invoice, the ESD will pay for unsatisfactory survey work and retrieve the disputed amount after the project is complete.

12 Mike Pate asked if Ira Coveler had reviewed Station No. 1 Complex's "Request for Pricing and Technical Qualifications for Construction Manager at Risk" and, if so, whether it was okay to publish same. Mr. Coveler replied he had and it was.

Steven Falkner requested that the address and website on the cover be changed from those for KVFD to those of the ESD. Mike Pate said he would make it so.

A motion passed to approve said document. Voting for the motion were Mike Pate, Steven Falkner, Rich Jones, and Lance Wilson. Voting against the motion was Robert Carson.

The schedule of events given in the document is:

March 18, 2019	first advertisement date
March 25, 2019	second advertisement date
April 4, 2019	non-mandatory pre-qualification meeting
April 10, 2019	deadline for questions and inquiries

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12 (Cont'd)	April 11, 2019	last revisions (if necessary)
	April 15, 2019	qualification submission deadline
	May 2019 to June 2019	contract evaluations / negotiations
	May 31, 2019	earliest award date
13	Mike Pate expects to have floor plans for a renovated Station No. 6 in April 2019.	
14	There has been little progress with the ESCI time / coverage study. In the near future, Mr. Montgomery of ESCI will provide the ESD and KVFD with a list of data he requires from them.	
15	<p>Steven Falkner said he misspoke when he said a couple months ago that the only ESD files not at the Louetta Road office was purchase orders. Actually; the oaths of office, purchasing logs, vendor lists, and commodity lists are absent. Ira Coveler said the oaths of office are stored at his office. The consensus opinion was that the other files do not exist.</p> <p>Steven Falkner said we are making slow progress on organizing the files, but there is a great deal of work to do and it will take some time.</p>	
16	The next regular meeting was set and confirmed for April 8, 2019.	
17	New items needing to be on the agenda for the April 2019 regular District meeting include matters tabled at the March 2019 meeting along with receiving reports from Municipal Information Services and Breedlove & Co. PC.	
18	William Jones read a letter Mike Pate received from the President of Harris County Municipal Utility District No. 368. A discussion about same was tabled to the closed session.	
19	<p>A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to engage Waddell Resource Group, LLC to conduct a search for an ESD Administrator.</p> <p>A motion made by Mike Pate and seconded by Lance Wilson passed unanimously for William Jones to head a committee which will screen the ESD Administrator applicants.</p>	
20	No one from the public commented.	

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- 21 The Commissioners conducted a Closed Session pursuant to Chapter 551 of the Texas Government Code from 9:00 PM to 10:11 PM.
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- 22 Wendy Rocha, Eric Reinkemeyer, the Commissioners, and Ira Coveler discussed moving the administrative duties from KVFD to the ESD.
- Ira Coveler and Mike Pate said they did not understand why the Department was rejecting the "Shared Services Addendum to Fire Protection Services Contract" given that they had several opportunities to voice their objections and they had not done so.
- Eric Reinkemeyer cited a Commissioner getting involved with the distribution of new face masks without the Fire Chief's input to illustrate the belief that the ESD wants full control now. Therefore, consideration should be given to transferring all activities to the ESD at this time. Mike Pate said the ESD has never considered taking control of the tactical operations and has never proposed same, so the Department's concerns are unfounded.
- Ira Coveler said that, in the future, there needs to be a free flow of information so that misunderstandings do not occur.
- Eric Reinkemeyer said the Department would like to know where the ESD wants to be in five years. KVFD can thereby better align their actions. Mike Pate said that the bi-annual budget meetings addressed this issue.
- Rich Jones said the ESD, at Michael Gosselin's suggestion, had changed their stance about the mechanics – that is, they will stay under the Department's administration.
- Rich Jones said he and Mike Pate will attend the Department's next Board of Directors meeting in an effort to resolve the two groups' differences.
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- 23 At 10:58 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