

Harris County Emergency Services District No.16

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

MINUTES OF THE APRIL 8, 2019 MEETING

1 At 7:00 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) Headquarters. Present were ESD members Robert Carson, Mike Pate, Steven Falkner, and Lance Wilson. Present as guests were KVFD First Vice President Jeremy Smith, KVFD Secretary Makayla Loeschen, KVFD Executive Administrator Michael Gosselin, Brad Dill of BD Realty Advisors, Ira Coveler of Coveler & Peeler P.C., Simon VanDyk of Touchstone District Services, Dr. Welch of Municipal Information Services, Bill Rogers of Next Generation Irrigation, and Ron Matusek of WA6TQH representing Northwest Amateur Radio Society (NARS).

2 Dr. Welch distributed Municipal Information Service's "2018 Update to Comprehensive Review for H.C. ESD #16" and provided a précis of same. Given below are the report's conclusions.

The January 2020 population estimated for the ESD is 165,465 total persons.

For the 2019 tax year, assuming no change in 2018 average appraised values, we are projecting that an additional \$197.22 million will be added to the ESD's tax roll compared to 2018.

Assuming no change in 2018 appraised values, the 2019 tax rolls should generate approximately \$6.96 million in revenues by early 2020.

Finally, while the impacts of the opening the Grand Parkway still are being evaluated, based on what has happened in Western Harris and Ft. Bend counties, such will spur significant real estate development in the northern portions of the ESD.

3 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to approve as presented the March 11, 2019 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 for the period ending April 8, 2019;
- as presented the financial report for the period ending April 8, 2019; and
- Bill Russell of Myrtle Cruz moving \$1,500,000 from four certificates of cash time deposit to TexPool.

5 Reviewing, discussing, and taking action on granting exemptions for 2019 was tabled to the May 2019 meeting.

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

- one homeowner stayed in a hotel, at the ESD's expense, due to an 2 AM pouring of concrete at Station No. 3;
- the city approved the plat for the real estate at 6751 Spring Cypress Road, Klein, Texas and sent it to the county; and
- slats are missing from retired Station No. 5's fence which the manager of neighboring facility is unaware of them causing the damage.

Brad Dill and Michael Gosselin will produce a plan for addressing the damaged fence at retired Station No. 5.

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

- responding to 225 calls;
 - during the fourth quarter of 2018, the Department gained nine members and lost 35 members for a net loss of 26 volunteers;
 - KVFD anticipates they will move around eight active members to be General Members due to them not satisfying participation requirements;
 - an exam was given to potential duty crew personnel, the results of which will be used to evaluate future hires;
 - the new human resources contractor, Organizology Human Resource Consulting, is familiarizing themselves with applicable processes and finding missing data;
 - there were 13 public relations events during the month; and
 - the Fire Educator held a Safe Sitter class and a Safe@Home class during the month.
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Jeremy Smith William Jones noted that the ESD has paid the Department for cost of living increases yet KVFD has not passed the increase along to the firefighters. He also noted that KVFD's Board of Directors meeting minutes do not show any discussion of this matter. Jeremy Smith said he would research the issue and report back about same.

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7 **Jeremy Smith** (Cont'd) Lance Wilson noted that response times are trending upward and Engine 34 is "not pulling." He requested that the Fire Chief report at the May meeting on actions being taken to reverse these two developments.

Michael Gosselin Michael Gosselin reported:

- there was not a significant apparatus incident during the last month;
- to assist with recording costs, the mechanics are issuing tracking numbers to apparatus;
- KVFD is working on an insurance claim involving damage to Engine 33's engine; and
- a topic for the budget workshop in July will be uniform costs .

8 Ira Coveler amended the proposed agreement for redefining the ESD's and KVFD's role and responsibilities by keeping the mechanic's duties remaining with KVFD. He forwarded the draft agreement to interested parties. KVFD's President said they would address the issue in the upcoming Board of Directors (BOD) meeting. Mike Pate and William Jones were not invited to the meeting.

The agreement has not been distributed to KVFD members outside of the Committee. This includes the BOD. William Jones said he would e-mail the agreement to KVFD's BOD.

Since the KVFD personnel at the ESD meeting have not seen the agreement, Lance Wilson said it was wrong to ask them questions at this time.

9 Simon VanDyk said the following about the previous weekend's smoke alarm blitz in Olde Oaks.

1. Twenty volunteers, including some from the Red Cross, installed smoke alarms in 16 home.
2. Rain and time spent organizing personnel limited the distribution time to two hours.
3. There was a language problem at one home. One of the Red Cross volunteers spoke Spanish, so they were able to overcome this difficulty.
4. Use of amateur radio operators – such as NARS – would have enhanced communications at the event.

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- 9 (Cont'd) 5. Had the firefighters wore Class B uniforms, people might have been more willing to allow them into their homes. Future volunteers should be so attired.

Mike Pate said NARS will conduct a field day at KVFD's Administration Building on June 25, 2019. Simon VanDyk will coordinate activities between NARS, ESD, and KVFD.

Steven Falkner requested that Touchstone forwarded the latest versions of the talking points and hand out. He also asked why Touchstone proposed making presentations to Municipal Utility Districts (MUD) when we previously decided to withhold doing so for the time being. Simon VanDyk replied they included the MUDS only to let the Commissioners know their options.

- 10 Reviewing, discussing, and taking action regarding submittals by the Department of request(s) for necessary purchases related to the provision of emergency services was tabled to the May 2019 meeting.
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- 11 A motion made by Mike Pate and seconded by Lance Wilson to purchase ISO 2 decals from Siddons-Martin Emergency Group for \$5,407.35 passes unanimously. Steven Falkner said the ESD should not be implying the entire District had an ISO Class 2 rating. William Jones said that 90% of the District received the rating.

A motion made by Mike Pate and Seconded by Lance Wilson passed unanimously to pay \$3,689 to DA Mid South for installing a key pad at Station No. 8's security gate so garbage trucks have access to the dumpster.

A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to purchase exercise equipment for Station No. 2 at a cost of \$28,227.70.

- 12 A motion by Mike Pate and seconded by Lance Wilson passed unanimously to dispose of retired Utility 30 and retired Utility 37 via auction with reserves of \$1,000 each. Jeremy Smith will check if any gear should be removed from retired Utility 37 before it is sold.

Jeremy Smith said he received an e-mail from Fire Chief Eric Reinkemeyer that said Squad 32 is surplus.

A motion by Mike Pate and seconded by Lance Wilson passed unanimously to sell Squad 32 for \$1.00 to Jones Creek Volunteer Fire Department

- 13 LDF Construction's did not submit a pay application for work at the Station No. 3 Complex.
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- 14 Mike Pate distributed a summary of project costs for work at Station No. 3 Complex and he reported:
- they expect to begin tearing down retired Station No. 3 on April 22, 2019;
 - the elevation issue has been resolved;
 - a trailer will be delivered to the station this week so personnel can respond from the station during afterhours; and
 - the building committee meet last week.
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- 15 Regarding constructing the Station No. 1 Complex, Mike Pate reported he received a draft floor plan today which he is sending to the committee and they expect to do a walk through inspection within the next 30 days
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- 16 Mike Pate hopes to see some activity about renovating Station No. 6 within the next 30 days.
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- 17 Mike Pate is meeting with Mr. Montgomery of ESCI in 45 days. When the report is complete, the ESD and KVFD will be able to update it in the future.
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- 18 William Jones briefed the meeting attendees on his and Steven Falkner's meeting with Organizology Human Resource Consulting. Should the ESD engage them:
- there will be no mixing of the ESD's files with those of KVFD;
 - we can terminate their contact at any time; and
 - Organizology will generate all applicable documents – such as a policy manual.
- A motion made by William Jones and seconded by Steven Falkner passed unanimously to contract with Organizology Human Resource Consulting as needed with the understanding that we can terminate the contract at any time.
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- 19 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to approve a response to Tomball Fire Department's letter, pending legal review.
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- 20 After discussing the matter, it was agreed that William Jones and Ira Coveler will meet with Municipal Utility District 368 to hear their proposal.
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- 21 Reviewing, discussing, and talking action on the sales tax matters was tabled to the Closed Session.
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- 22 The next regular meeting was set and confirmed for May 13, 2019.
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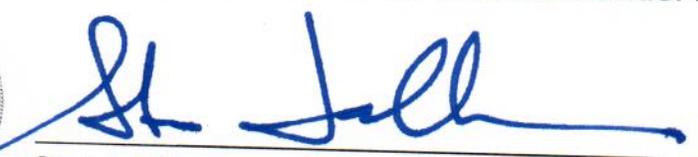
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- 23 New items needing to be on the agenda for the May 2019 regular District meeting include matters tabled at the April 2019 meeting along with receiving an audit report from Breedlove & Co. PC.
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- 24 Ron Matusek provided an overview of NARS and its activities.
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- 25 The Commissioners conducted a Closed Session pursuant to Chapter 551 of the Texas Government Code from 9:08 PM to 9:58 PM.
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- 26 A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to pay supplemental funds of \$61,792.00 to KVFD.
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- 27 At 9:59 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