

Harris County Emergency Services District No.16

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

MINUTES OF THE MAY 13, 2019 MEETING

1 At 7:02 PM on May 13, 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 District Chief Keith Fitzpatrick, KVFD First Vice President Jeremy Smith; KVFD Second Vice President Evan Schroeder; KVFD Third Vice President Gemma Smith; KVFD Treasurer Daniel Erickson; KVFD Senior Captain Kevin Phillips; KVFD Captain Victoria Davis; KVFD firefighters Tana Corley, Alex Dudgeon, Justin Markwardt, De'Quandrick Menard, Paige Quinn, and A. J. Shunkwiler; KVFD Executive Administrator Michael Gosselin; Brad Dill of BD Realty Advisors; Ira Coveler of Coveler & Peeler P.C; Jill Henze and Louis Shocket of Breedlove & Co.; Bob Bedrich of Pogue Construction; Ray Holliday of BRW Architects; Fire Chief Scott Seifert of Spring Fire Department; and ESD Executive Administrator Leo Mulvehill. Simon VanDyk of Touchstone District Services, KVFD District Chief Dan Rathe, and KVFD firefighter Steven Ray arrived at 7:07 PM, 7:33 PM, and 7:55 PM respectively.

2 Mike Pate said the Construction Committee recommends the ESD selects LDF Construction, Inc. as Station No. 1 Complex's Construction Manager at Risk (CM@R).

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to accept LDF Construction's CM@R proposal and permit commencement of design and development of the construction documents for the Headquarters and Station No. 1 Complex.

3 Jill Henze distributed drafts of the auditor's "Report on Financial Statements (With Supplemental Material) For the Year Ended December 31, 2018" and reviewed same. Steven Falkner requested that Sales Tax Assurance's information be added to the report's page 21.

A motion made by Robert Carson and seconded by Mike Pate passed unanimously to accept the audit report as amended.

4 A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to approve as presented the minutes for the April 8, 2019 regular meeting, April 10, 2019 workshop, and April 25, 2019 special meeting.

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- 5 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 May 13, 2019;
 - as presented the financial report for the period ending May 13, 2019;
 - Bill Russell of Myrtle Cruz moving money from two certificates of cash time deposits (CD) to CDs earning at least 2.4% per year or to TexPool; and
 - paying four checks that were not on Myrtle Cruz's financial report, namely:
 - to CORT Furniture for \$549.17;
 - to KVFD for \$61,792.00;
 - to Breedlove & Co. for \$10,550.00; and
 - to BD Realty Advisors for \$1,729.04.
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- 6 Brad Dill distributed a status report about projects on which he is working, a draft site plan for the Station No. 1 Complex, and a real property summary. Among other things, the status report revealed:
- a neighbor (Lisa Will) of Station No. 3 is concerned about the amount of dust and sand coming into her pool from the training center's construction;
 - the city approved the plat for the property on Spring Cypress Road and passed it to the County; and
 - Bill Dill requested utility services from Municipal Utility District No. 24 for the new maintenance facility.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to clean Lisa Will's pool for a price that will not exceed \$3,000.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to accept Damian Prause's agreement for mowing the real property on Stuebner Airline Road. As compensation for this work, he will sell what he cuts.

A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to remove retired Station No. 5's fence assuming the neighbor is agreeable to us doing so and the cost does not exceed \$2,000. Brad Dill will research the cost for doing this work and secure the neighbor's permission to tear the fence down.

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7 A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to grant in 2019 the following property tax exemptions :

- ten per cent per year on homes with a homestead exemption;
- \$80,000 per year on homes in which persons who are 65 years old or older reside; and
- \$50,000 per year on homes housing those who qualify as a disabled person.

The 2018 exemptions for those 65 years old or older and the disabled was \$20,000. The homestead exemption remains unchanged.

8 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 April 2019 along with minutes for KVFD's March 2019 Board of Directors (BOD) meeting.. Key activities occurring during the month included KVFD:

- responding to 206 incidents;
 - working on means to reduce the number of "no pulls";
 - moved seven active members to general membership due to their failure to meet participation requirements during 2019's first quarter;
 - participated in 15 public relations events;
 - held a Safe@Home class, inspected child car seats for six hours, and held their first ever smoke alarm blitz; and
 - worked with Organizology, LLC to revamp their personnel policies and procedures.
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Wendy Rocha

Wendy Rocha said:

- five people have applied for the position of Fire Chief so far;
- they are waiting to hear Organizology's advice before making a final decision, but expect to pay the Fire Chief between 120,000 and 140,000 dollars per year;
- KVFD will request supplemental funds in July 2019 to cover the Fire Chief's compensation;

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- 8**
(Cont'd)
- Wendy Rocha**
(Cont'd)
- she would appreciate the Commissioners in the future keeping her in the loop on any communications with KVFD;
 - she expects to be able to send the Commissioners their audit's final report in the near future;
 - they will hold a safety day on Klein High School's parking lot June 23, 2019;
 - contrary to what was reported in the ESD's minutes, Commissioners were invited to their March BOD meeting; and
 - their next BOD meeting will be the last Tuesday of May.
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- Michael Gosselin**
- Michael Gosselin:
- asked if there were any questions about the maintenance report;
 - said they are working on a reconfiguration of Station No.5's gate; and
 - said they are taking applications for duty crew personnel.
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- Eric Reinkemeyer**
- Eric Reinkemeyer:
- reviewed various options they are considering to reduce the number of "no pulls";
 - said they needed access to the stations' information technology areas; and
 - said transfer of Squad 32 to the new owners should occur at noon on the coming Friday.
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Commissioners Mike Pate commented that pictures of KVFD officers and board members are missing from their web page.

Steven Falkner said he was aware they are having trouble getting members to staff vehicles overnight and on the weekends. For example, he understood that only the three duty trucks responded to a house fire on Valka Road. The Fire Chief asked for particulars, but Steven Falkner had no more information about the incident.

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15 Mike Pate reported the architect believes it is not possible to get everything we want into Station No. 6's existing structure so they are examining how best to expand the station.

16 Mike Pate said Mr. Montgomery no longer is the project manager for ESCI's time and coverage study. Bringing a new person up to speed will delay delivery of the report by 30 days.

17 William Jones introduced the new ESD Executive Administrator, Leo Mulvehill, who is working on:

- establishing a benefits package for ESD employees;
- setting up a payroll account;
- creating a bank account for administrative matters; and
- ESD protocols.

A motion made by Mike Pate and seconded by Robert Carson passed unanimously to purchase QuickBooks Online for \$70 per month for the first three months and \$35 per month thereafter.

Ira Coveler said he received comments from KVFD personnel about the new agreement that details the ESD's and KIVFD's role and responsibilities regarding administrative duties. He will communicate with them to resolve the differences.

18 Ira Coveler is working on a letter to Tomball FD concerning the primary responding agency.

19 The next regular meeting was set and confirmed for June 12, 2019 at Station No. 3's training center, if it is available.

20 New items needing to be on the agenda for the June 2019 regular District meeting include matters tabled at the May 2019 meeting and developing an action plan for transitioning administrative duties from KVFD to the ESD.

21 Scott Seifert said he is going to the meetings for all of the ESDs in the area to familiarize himself with their operation. He expects he will attend future ESD No. 16 meetings.

22 Ira Coveler said he meet with the lawyers for Harris County Municipal Utility District No. 368. He anticipates there will be additional meetings in the future to address issues of mutual interest.

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- 23 The Commissioners conducted a Closed Session pursuant to Chapter 551 of the Texas Government Code from 9:35 PM to 10:40 PM.
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- 24 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to staff four ESD positons (Accountant, Clerk, IT, and Logistics) which were previously approved to be included in KVFD's budget.
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- 25 At 10:42 PM, a motion to adjourn made by Lance Wilson and seconded by Robert Carson passed unanimously.

Respectfully submitted:

HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16





Steven Falkner
Commissioner