

# Harris County Emergency Services District No.16

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

## MINUTES OF THE JUNE 12, 2019 MEETING

---

1 At 7:00 PM on June 12, 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. 7. 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, ESD Executive Administrator Leo Mulvehill, Brad Dill of BD Realty Advisors, Dr. Angela Zacharias PhD of Organizology LLC, and Ira Coveler of Coveler & Peeler P.C.

---

2 Dr. Zacharias presented multiple options for providing health insurance and a retirement program for the ESD's employees after distributing a summary of costs for same.

A motion made by Mike Pate and seconded by Steven Falkner passed unanimously to approve the proposed medical plan with BlueCross BlueShield of Texas.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to enter into an agreement for a 457 (b) retirement plan with Woodbury Financial Services, Inc.

---

3 A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to approve as amended the minutes from the May 13, 2019 regular meeting.

---

4 Brad Dill distributed a status report about projects on which he is working and information about visits to the website describing the real estate on Spring Cypress Road. Among other things, the status report revealed:

- Mike Gosselin had the northern and eastern portions of retired Station no. 5's fence removed;
- Brad Dill is working with Municipal Utility District No. 24 for a service agreement for the Headquarters and Station No. 1 Complex; and
- the plat for the property on Spring Cypress Road is ready to go back to Harris County for approval.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to reimburse \$941.23 to the Memorial Chase Home Owners Association for repairing their sprinkler system at the Station No. 3 Complex.

A motion made by Mike Pate and seconded by Robert Carson passed unanimously to engage Blackline Engineering to create a plat for the real estate on Stuebner Airline Road. The plat's cost will be \$16,900.

---

## THE DISTRICT'S JUNE 12, 2019 MEETING MINUTES

---

5 A motion made by Robert Carson and seconded by Mike Pace passed unanimously to approve as presented the financial report and the bills to be paid for the period ending June 12, 2019. No certificates of cash time deposits needed to be rolled over.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to pay Lakes Medical Building LP for the KVFD Administrative Office's lease during July, August, and September of 2019.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously for Leo Mulvehill to research paying Medical Building LP in the future via Automated Clearing House (ACH).

---

6 Reviewing, discussing, and taking action on the payment of capital funding pursuant to the current budget forecast was tabled until the July 2019 meeting.

---

7 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to pay LDF Construction's \$111,913.80 Application No. 13 that BRW Architects certified for work at the Station No. 3 Complex.

---

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 May 2019. Key activities occurring during the month included KVFD:

- responding to 217 incidents;
  - Connie McComb was hired to handle payroll and accounts payable for KVFD;
  - KVFD participated in 19 public relations events;
  - the Fire Educator held Safe Sitter and Safe@Home classes along with participated in six hours' worth of car seat events; and
  - the Fire Chief search committee reviewed candidates for the position.
- 

**Wendy Rocha**

Wendy Rocha said:

- Michael Gosselin regrets not being able to attend the meeting;

*Continued on the next page*

## THE DISTRICT'S JUNE 12, 2019 MEETING MINUTES

---

- 8 Wendy Rocha  
(Cont'd) (Cont'd)
- KVFD will pay for LifeScan Wellness to screen firefighters who were not examined last year; and
  - KVFD will hold a Safety Day at Klein High School on June 23, 2019.

There was a discussion about the Northwest Radio Society having access to KVFD's Headquarters during afterhours. Mike Pate will be the primary contact and William Jones his backup to be contacted should they need access to the facilities.

---

**Eric Reinkemeyer**

There no questions about the monthly Tactical Report.

Mike Pate asked if Engine 301 is in the CAD system. It is.

Eric Reinkemeyer said:

- they should start issuing firefighters their personal air masks next week;
- their machine for testing tightness of air masks is broken so they are checking with neighboring fire departments to see if they can borrow one;
- Organizology is conducting phone interviews of applicants for the Fire Chief position to create a short list of candidates; and
- five fire departments are interested in acquiring our surplus Tahoe trucks.

William Jones asked whether firefighters were responsible for replacing lost or damaged air masks. Chief Reinkemeyer replied they are.

Mike Pate reminded everyone that a ESD / KVFD workshop on budgets will be held in July 2019.

---

- 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 July 2019 meeting.
- 

- 10 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to dispose of retired Utility 32 via auction with a \$1,000 reserve.

A motion made by Mike Pate and seconded by Steven Falkner passed unanimously to dispose of retired Engines 302 and 303 via either an auction with reserves of \$80,000 each or via selling them to another fire department.

---

## THE DISTRICT'S JUNE 12, 2019 MEETING MINUTES

---

- 11 Lance Wilson reported:
- the ESD will have a table at the Safety Day on June 23, 2019;
  - he is talking to Ace Hardware about them donating smoke alarms for KVFD to distribute to local homeowners;
  - they will reshoot a video about the ISO rating on Monday; and
  - he will attend the Olde Oaks CIA and Waterford Park homeowners association meeting on June 18, 2019.
- There was a discussion about revising the ESD website.
- 

- 12 Ira Coveler said he received a *Shared Services Addendum to Fire Protection Services Contract* signed by KVFD. He also said ESD and KVFD representatives need to discuss how to implement the agreement.
- 

- 13 Mike Pate apologized for not bringing summaries of charges for the Station No. 3 Complex to the meeting. He also said:
- retired Station No. 3 is almost completely demolished;
  - because Harris County has not released an inspection permit for the detention pond, CenterPoint is unable to start permanent power which is preventing us from receiving the Occupancy Permit;
  - the Occupancy Permit issue should be resolved in the next 30 days; and
  - a trailer has been installed from which the firefighters can operate while construction is taking place.
- 

- 14 Mike Pate reported there are three options for remodeling Station No. 6.
1. Add five berths to the existing structure, which will leave no space for a training room. This option will cost around \$3,000,000.
  2. Add an extension to the existing building, resulting in the station having eight berths. This option will cost around \$4,000,000
  3. Tear down the existing station and build a new one. This option will cost around \$5,500,000.
- Lance Wilson said he would like to delay making a decision until after reviewing the ESCI time and coverage study.
-

## THE DISTRICT'S JUNE 12, 2019 MEETING MINUTES

- 
- 15 Mike Pate met with the Headquarters and Station No. 1 Complex's Construction Manager at Risk. They did a 3D walk-through of the fire station.
- A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to approve BRW's proposal, not to exceed \$1,598,000, to complete the design phase and to create construction drawings for the three buildings within the Headquarters and Station No. 1 Complex.
- 
- 16 ESCI estimates it will take 60 days for them to produce the report for the time and coverage study report.
- 
- 17 Leo Mulvehill provided an overview of his activities during the previous month.
- 
- 18 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to authorize Ira Coveler to prepare and publish an Effective Tax Rate Notice.
- 
- 19 Reviewing, discussing, and taking action regarding adoption of the District's 2019 Investment Policy was tabled until the July 2019 meeting.
- 
- 20 Reviewing, discussing, and taking action on a letter from the Tomball Fire Department was tabled until the July 2019 meeting.
- 
- 21 Reviewing, discussing, and taking action on matters relating to Harris County Municipal Utility District No. 368 was tabled until the July 2019 meeting.
- 
- 22 Steven Falkner said the anniversary date for the agreement with HdL Industries (formally Sales Tax Assurance) is July 1, 2019 and it will continue for another year at the same terms and condition unless we cancel it.
- A motion made by Steven Falkner and seconded by Mike Pate passed unanimously to affirm the agreement with HdL Companies and to continue it for another year.
- 
- 23 Reviewing, discussing, and taking action on matters relate to taking advantage of the Energy Efficient Commercial Building Tax Deduction was tabled until the July 2019 meeting.
- 
- 24 The next regular meeting was set and confirmed for July 8, 2019 at KVFD's Headquarters.
- 
- 25 New items needing to be on the agenda for the June 2019 regular District meeting include matters tabled at the June 2019 meeting.
- 
- 26 Ira Coveler provided an overview of new laws enacted at the 2019 Texas Legislature Session.

## THE DISTRICT'S JUNE 12, 2019 MEETING MINUTES

- 
- 27 The Commissioners did not participate in a Closed Session pursuant to Chapter 551 of the Texas Government Code.
- 
- 28 At 10:30 PM, a motion made by Robert Carson and seconded by Mike Pate passed unanimously to adjourn.

Respectfully submitted:  
**HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16**



  
\_\_\_\_\_  
Steven Falkner  
Commissioner