

Harris County Emergency Services District No. 16

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

MINUTES OF THE JULY 8, 2019 REGULAR MEETING

- 1 At 7:02 PM on July 8, 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, and Steven Falkner. Present as guests were KVFD Interim Fire Chief Eric Reinkemeyer, KVFD President Wendy Rocha, KVFD Treasurer Daniel Erickson, KVFD Executive Administrator Michael Gosselin, ESD Executive Administrator Leo Mulvehill, Brad Dill of BD Realty Advisors, Simon VanDyk and Rob Miller of Touchstone District Services, Roy Lackey of Harris County Municipal Utility District (MUD) No. 368, and Adam Tabak of Coveler & Peeler P.C. KVFD Senior Captain Gemma Smith along with KVFD Firefighters Paige Quinn and Preston Collins arrived at 7:20 PM. KVFD Senior Captains Matt Pentifallo, Kevin Phillips, and Bryan Romero; KVFD Captain William Manning; KVFD Lieutenant Jeremy Smith; and KVFD Firefighters Caleb Bice, Gary Bonnett II, Anthony Brischetto, Jacob Davis, Robert Donstad, Isabel Garcia, Marco Kimassi, Chris Queret, Michael Reddicks, Shari Sanchez, Alexis Skeen, Kris Slayton, Pavit Techachaiponpoj, and Christopher Vollenweider arrived at 7:28 PM. KVFD District Chiefs Keith Fitzpatrick and Daniel Rathe arrived at 8:30 PM and 8:35 PM respectively.

- 2 Roy Lackey requested the District considered entering into a sales tax allocation agreement with MUD 368. They plan on using the sales tax to promote increased development in the district which would provide the ESD with additional property taxes. He provided background information – such as, they are currently collecting sales taxes through a special purpose annexation agreement with the City of Houston. The ESD Commissioners tabled making a decision on this request.

- 3 Brad Dill distributed a status report about projects on which he is working and discussed same.

- 4 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to approve as presented the minutes from the June 12, 2019 regular meeting.

- 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 July 8, 2019. No certificates of cash time deposits needed to be rolled over.

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6 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to pay Metro Fire Apparatus \$43,953.20 for firefighting equipment to be installed on the two new engines.

A motion made by Mike Pate and seconded by Robert Carson passed unanimously to pay JWA \$8,758.00 for equipment to be installed on the two new engines.

A motion made by Mike Pate and seconded by Robert Carson passed unanimously to pay Plastic Plus \$1,085.00 for equipment to be installed on the two new engines.

A motion made by Mike Pate and seconded by Robert Carson passed unanimously to pay Northwest Communications Inc. \$281 for a repeater's interface card.

A motion made by Mike Pate and seconded by Robert Carson passed unanimously to pay AT&T \$6,711.35 for a new cellular telephone modem.

A motion made by Mike Pate and seconded by Robert Carson passed unanimously to pay \$1,431.02 to DA Mid South Integrated Security Systems to replace damaged boards.

7 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to pay LDF Construction \$67,311.30 for Application No. 14, which 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 June 2019 along with the minutes of the KVFD April and May 2019 Board of Directors meetings. Key activities detailed in said material included KVFD:

- responding to 207 incidents;
- hosted a Community Safety Day with several mutual aid organizations at Klein High School;
- will receive two new Pierce engines in the near future;
- participated in 15 public relations events;
- conducted a Safe Sitter class, a Safe@Home class, and ten hours' worth of car seat inspections;

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(Cont'd) **Submitted records (Cont'd)**
- hosted a blood drive to help the local Emergency Medical Service and their whole blood program; and
 - let the Northwest Amateur Radio Society (NARS) hold their annual ham radio field day event at the Department's Headquarters.

Wendy Rocha Wendy Rocha said:

- they canceled the smoke alarm blitz which was to be held in Station No. 5's first due area due to conflicts with other events – such as, live fire training;
- over 400 people attended the Safety Day, even though it was a rainy day, and it was a great success; and
- the ESD failed to staff a table at the Safety Day as they promised to do.

Michael Goselin There were no questions about the monthly maintenance report. Station No. 3's new radio tower will be stored at the Annex until the site is ready for its installation.

Eric Reinkemeyer A slow response to one of two Type 111 structure fires in June 2019 was caused by problems associated with its dispatching. The Fire Chief Committee meet with two candidates and selected the person they will recommend hiring. Screening firefighters for cancer will commence later in the year. They expect to start distributing individual face masks shortly now that the testing equipment is fixed. William Jones reminded everyone of the bi-annual budget workshop which will be held on July 20, 2019.

9 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to pay General Truck Body \$15,958.00 to install a platform on the rear of a light, medium tactical vehicle used for water rescues and other purposes.

10 Mike Pate said retired Utility 32 was sold at auction for \$12,599.00, which was more than was expected.

A motion made by Mike Pate and seconded by Robert Carson passed unanimously to sell four retired safety vehicles (three Tahoes and one Sports Trac) via auctions.

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11 Simon VanDyk reported they are trying to arrange for a *Chronicle* reporter to write an article about the rescheduled smoke alarm blitz; also he and Rob Miller will attend NARS' upcoming meeting to promote their participation in the smoke alarm blitzes.

Mike Pate expressed his frustration that Touchstone has not published a list of the HOA/MUD meetings attended by ESD and/or KVFD spokespersons during the last six months and those planned for the next six months.

12 Leo Mulvehill said they are making progress towards moving administrative duties from KVFD to the ESD.

13 Mike Pate distributed a sheet summarizing the Station No. 3 Complex's project costs and reported:

- vandals damaged the retention pond's banks by driving a four wheel vehicle violently over them;
 - consideration is being given to encircling the pond area with a fence to prevent future damage;
 - they are working on recovering \$30,000 incurred because of an improper land survey;
 - weather has caused construction delays;
 - foundation forms have been installed; and
 - rain washed away the hydromulch, so it needs to be spread again.
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14 Mike Pate distributed diagrams of three options for remodeling Station No. 6, namely:

- installing eight dorms on the north and south sides of the station's second floor, which would allow retention of the training room, for an estimated cost of \$3,000,000;
- installing five dorms on the north side of the station's second floor for an estimated cost of \$2,750,000; and
- extending the station to the east, which would allow the addition of eight dorms for an estimated cost of \$4,000,000.

Each option will take around nine months to complete.

William Jones pointed out that the facility is a key station and they have enough firefighters that they typically can staff an engine and a tower at the same time.

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- 15 At the August 2019 ESD meeting, Mike Pate expects the Commissioners will be able to observe a computer rendering of a three dimensional walk-through of the Headquarters' and Station No. 1 Complex's buildings.
- A meeting on the mechanical, electrical, and plumbing aspects of the Complex will be held on July 9, 2019.
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- 16 The report on ESCI's time and coverage study is delayed and its completion date is uncertain.
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- 17 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to request that Myrtle Cruz, Inc. moved \$200,000 from the ESD's operating account to an administrative account at a bank to be nominated.
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- 18 Adam Tabak summarized the proposed 2019 Investment Policy, which included changes to the 2018 Investment Policy made to address new statutes.
- A motion made by Robert Carson and seconded by Mike Pate passed unanimously to approve the 2019 Investment Policy.
- A motion made by Mike Pate and seconded by Steven Falkner passed unanimously to appoint Robert Carson as the Investment Officer.
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- 19 Reviewing, discussing, and taking action on the Tomball Fire Department's letter was tabled until the August 2019 meeting.
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- 20 BRW is interested in taking advantage of the Energy Efficient Commercial Building Tax Deduction. They will research the matter and will advise us about their course of action.
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- 21 The next regular meeting was set and confirmed for August 12, 2019 at KVFD's Headquarters.
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- 22 New items needing to be on the agenda for the August 2019 regular District meeting include matters tabled at the July 2019 meeting, determining a credit card policy, and appointing a bank for handling the administration funds.
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- 23 Daniel Erickson asked how detailed the ESD wants the budget which will be presented at the upcoming bi-annual budget workshop. William Jones provided suggestions about how to go about making KVFD's budget.
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- 24 The Commissioners participated in a Closed Session pursuant to Chapter 551 of the Texas Government Code from 9:14 PM to 10:14 PM.
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- 25 At 10:14 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