

Harris County Emergency Services District No. 16

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

MINUTES OF THE AUGUST 12, 2019 REGULAR MEETING

- 1 At 7:00 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 Fire Chief Michael Gosselin, KVFD Deputy Fire Chief Eric Reinkemeyer, KVFD Treasurer Daniel Erickson, Brad Dill of BD Realty Advisors, Simon VanDyk of Touchstone District Services, Ray Holiday and Marcus Gibbon of BRW Architects, and Ira Coveler of Coveler & Peeler P.C. KVFD District Chief Daniel Rathe arrived at 8:12 PM.

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

- 3 Ray Holiday and Marcus Gibbon presented a computer rendering of a three-dimensional walk-through of the Headquarters' and Station No. 1 Complex's buildings. Ray Holiday said he expects the buildings will last 40 to 50 years, they estimate the project will cost \$17,000,000, and the plans should be complete in January 2020.

- 4 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to approve as presented the minutes from the July 8, 2019 regular meeting and July 26, 2019 special 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 August 12, 2019. No certificates of cash time deposits needed to be rolled over.

- 6 Reviewing the proposed KVFD's 2020 budget was tabled until the September 2019 regular meeting.

- 7 Reviewing and discussing the District's 2020 budget was tabled until the September 2019 regular meeting.

- 8 Reviewing the District's 2019 appraisal valuation, 2019 effective tax rate calculations, and 2019 tax rate scenarios was tabled to a later meeting.

- 9 Proposing the 2019 District tax rate was tabled to a later meeting.

- 10 Discussing and scheduling any necessary public hearings to adopt the District 2019 tax rate was tabled to a later meeting.

THE DISTRICT'S JULY 8, 2019 REGULAR MEETING MINUTES

11 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 July 2019 along with the minutes of the KVFD June 25, 2019 and July 6, 2019 Board of Directors meetings. Key activities detailed in said material included KVFD:

- responding to 236 incidents;
- will begin staffing E38 instead of E30 in August to reduce the number of "no pulls";
- designated E30 as E38;
- removed unit number E30 from the computer-aided dispatch system;
- moved seven active members to general membership due to their failure to meet participation requirements during the second quarter of 2019;
- hired a paid Fire Chief, Michael Gosselin;
- is developing new policies and procedures;
- took delivery of two new pumpers and four new Tahoes; and
- participated in 29 public relations events, one Safe Sitter class, and ten hours of car seat events.

Eric Reinkemeyer

KVFD has started staffing Station No. 8 on a 24-hours a day and 7-days a week basis.

The new E37 has gone into service. The new E38 will go into service as soon as the decals are affixed.

Distributing the personal air masks is nearly complete.

Michael Gosselin

They are experiencing several problems with the vehicles air conditioning.

They will staff Tanker 32 on a 24-hours a day and 7-days a week basis.

William Jones reminded everyone there will be a budget meeting on August 24, 2019.

THE DISTRICT'S JULY 8, 2019 REGULAR MEETING MINUTES

- 12 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 September 2019 meeting.
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- 13 Reviewing, discussing, and taking action on the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code § 775.251 was tabled until the September 2019 meeting.
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- 14 Simon VanDyk said:
- the meeting with Northwest Amateur Radio Society went well;
 - we are next on the Red Cross' list of organizations to receive smoke alarms to be distributed to the public; and
 - the upcoming smoke alarm blitz will be held in the Pinewood Place Mobile Home Park.
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- 15 William Jones advised:
- during the upcoming week, ESD will give employment offers to three people currently working for KVFD;
 - Donny McComb will undertake tasks for both the ESD and KVFD;
 - there is a question as to whether the District's insurance will cover Mr. McComb should he be injured while responding as a firefighter; and
 - Organizology will need to monitor Mr. McComb's hours to ensure overtime rates are not incurred.
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- 16 The ESD Administrator is on vacation so his report was tabled until the September 2019 regular meeting.
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- 17 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to move all funds in the BBVA Administration account to the Frost Bank Account and to close the BBVA Administration account.
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- 18 William Jones advised he has Frost Bank's signature card, and he will deliver it to them.
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- 19 Ira Coveler said Texas Health and Safety Code §775.038 states, in part: "A commissioner of a district is entitled to receive compensation in the same manner and amount as are provided by Section 49.060, Water Code." The latter statute reads, in part:
- (a) A director is entitled to receive fees of office of not more than \$150 a day for each day the director actually spends performing the duties of a director. In this subsection, "performing the

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THE DISTRICT'S JULY 8, 2019 REGULAR MEETING MINUTES

19 (Cont'd) duties of a director" means substantive performance of the management or business of the district, including participation in board and committee meetings and other activities involving the substantive deliberation of district business and in pertinent educational programs. The phrase does not include routine or ministerial activities such as the execution of documents, self-preparation for meetings, or other activities requiring a minimal amount of time.

(a-1) A district, by resolution of the board, shall set a limit on the fees of office that a director may receive in a year. Except for a district that is a special water authority engaged in the distribution and sale of electric energy to the public, a district may not set the annual limit at an amount greater than \$7,200.

(b) Each director is also entitled to receive reimbursement of actual expenses reasonably and necessarily incurred while engaging in activities on behalf of the district.

The Commissioners tabled discussing the matter until the September 2019 regular meeting.

20 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to acquire one ESD credit card with a \$5,000 limit that Leo Mulvehill will administer. It will be obtained from Frost Bank.

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

22 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to pay LDF Construction \$179,172.85 for Application No. 15, which BRW Architects certified for work at the Station No. 3 Complex.

23 Mike Pate distributed a sheet summarizing the Station No. 3 Complex's project costs and reported the training building is now operating on permeant power and a split rail design has been selected for the fence to be installed around the retention pond.

24 Mike Pated reported meetings with BRW Architects are underway concerning remodeling Station No. 6 and they expect to have a cost estimate by the end of the year.

25 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to attach an awning to Station No. 4. The cost will not exceed \$12,000.

26 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to approve signing a TxDOT Interlocal Agreement related to the signal preemption project. This motion is subject to the District Counsel reviewing and accepting the agreement.

27 The ESD and ESCI are discussing the time and coverage study's scope. Work on the project will not commence until both parties agree to its scale.

THE DISTRICT'S JULY 8, 2019 REGULAR MEETING MINUTES

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- 28 Ira Coveler distributed a draft of a letter to the Tomball Fire Department. If the Commissioners desired changes to the letter, Ira Coveler requested they advise him of same as soon as possible.
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- 29 Mike Pate said BRW Architects is going forward with taking advantage of the Energy Efficient Commercial Building Tax Deduction.
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- 30 The next regular meeting was set and confirmed for September 9, 2019 at KVFD's Headquarters.
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- 31 New items needing to be on the agenda for the September 2019 regular District meeting include matters tabled at the August 2019 regular meeting.
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- 32 Reviewing, discussing, and taking action on matters related to Harris County Municipal Utility District No. 368 was tabled until the September 2019 meeting.
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- 33 The Commissioners did not participate in a Closed Session pursuant to Chapter 551 of the Texas Government Code.
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- 34 At 9:30 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