

Harris County Emergency Services District No. 16

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

MINUTES OF THE SEPTEMBER 9, 2019 REGULAR MEETING

1 At 7:00 PM on September 9, 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 President Wendy Rocha, KVFD Deputy Fire Chief Eric Reinkemeyer, KVFD Treasurer Daniel Erickson, Brad Dill of BD Realty Advisors, Simon VanDyk and Ravi Maini of Touchstone District Services, ESD Executive Administrator Leo Mulvehill, and Ira Coveler of Coveler & Peeler P.C. ESD Commissioner Lance Wilson arrived at 7:13 PM.

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

Milestone Properties asked that the ESD pay for the installation of a back slope drain to address issues created by rainwater flowing from retired Station No. 5 to a pond on their property. The cost of said work is \$7,235 plus \$4,000 to mobilize the dirt crew. Brad Dill will discuss the matter further with Milestone Properties.

3 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to approve as presented the minutes for the August 12, 2019 regular meeting and August 26, 2019 special meeting.

4 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 September 9, 2019. No certificates of cash time deposit needed to be rolled over. To expediate the meeting, Robert Carson and Steven Falkner will sign the checks on Tuesday September 10, 2019 at the Administration Office.

A motion made by Mike Pate and seconded by Robert Carson passed unanimously to approve paying the Administration Office's October 2019 rent. The payment will be made via an Automated Clearing House (ACH).

5 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to pay LDF Construction \$191,983.60 for Application No. 16, which BRW Architects certified for work at the Station No. 3 Complex.

6 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to accept the KVFD 2020 budget as presented.

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7 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to accept the ESD's 2020 budget (Attachment 1) as presented.

8 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to adopt \$0.0495 per \$100 of assessed value as the District's 2019 tax rate. The 2018 tax rate was \$0.04957 per \$100 of assessed value; therefore, the new tax rate is a 0.141 percent decrease from the previous year.

9 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, and public relations activities during August 2019 along with the minutes of the KVFD August 13, 2019 Board of Directors meeting. Key activities detailed in said material included KVFD:

- responded to 248 incidents;
- moved Tower 32 to Station No. 4 to be the fourth staffed, Shift 2 (afterhours and weekends) apparatus;
- moved Booster 35 to Station No. 8;
- moved Tanker 33, which was being housed at Station No. 8 due to construction work at Station No. 3, permanently to Station No. 5;
- completed their first public relations video, which introduced Chief Gosselin to the community;
- is scheduling more public relations videos throughout the year;
- is interfacing with Klein Independent School District Police about KVFD's role in school emergencies;
- appointed Lt. Ryan Horton as Liaison / Training Officer;
- participated in ten public relations events and eight hours of car seat inspections;
- has the money needed to staff four stations 24-hours a day and seven days a week; and
- Tower 31 will be staffed 24 hours continually.

Michael Gosselin

The stations being staffed full time are No. 2, No. 4, No. 8, and a fourth station that rotates between the other stations.

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9 (Cont'd) **Eric Reinkemeyer** Chief Reinkemeyer provided a recap of the apparatus repositions as detailed hereabove.

Wendy Rocha Cancer screenings, via LifeScan Wellness, will begin next week.

10 Before the meeting, Leo Mulvehill forwarded financial statements to the Commissioners. During the meeting, he said:

- changing over KVFD's accounting to the ESD's bank account has been completed;
- the number of checks needing to be signed by Commissioners will increase;
- during ESD meetings, need to approve payments to be made by the ACH process and therefore are not on accounting's Cash Report; and
- the ESD's payroll is operational.

Leo Mulvehill asked Bob Carson to send him a list of the loans outstanding and Chief Gosselin to send him a list of the facilities' maintenance and repair needs.

11 Regarding the Public Relations Committee, Lance Wilson:

- asked Touchstone to submit their monthly report sooner than they have in the past, requested they forward a budget for the balance of the year, and cease arranging meetings with homeowners' associations and municipal utility districts;
 - tabled nominating a date for the upcoming smoke alarm blitz; and
 - explained potential public relations events with Papa John Pizza wherein firefighters will accompany pizza deliveries and inspect the homes' smoke alarms.
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12 A discussion of remodeling the KVFD Headquarters was tabled until the Closed Session.

13 Information about the three pumpers the ESD is selling has been given to the broker and should be posted next week.

14 Reviewing, discussing, and acting on the ESD Commissioners' compensation was tabled.

15 Reviewing, discussing, and acting on the payment of capital funding pursuant to the current budget forecast was tabled until the October 2019 regular meeting.

16 Regarding construction at the Headquarters and Station No. 1 Complex, Mike Pate said there has been a lot of work done in the last month and the mechanical, electrical, and plumbing (MEP) group will meet Tuesday September 10, 2019.

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- 17 Regarding construction at the Station No. 3 Complex, Mike Pate said:
- an inspection conducted last week revealed a couple issues that need to be addressed;
 - construction has started “going vertical;”
 - the construction company has criteria for a fence around the pond and should have quotes for the Commissioners to consider at the October 2019 meeting; and
 - the pond area has not sustained any additional damage.
- 18 Regarding remodeling Station No. 6, Mike Pate said the MEP group will meet sometime in the next couple weeks.
- 19 ESCi has been given all the data they need to conduct their study. William Jones thanked Mikel Fontana and the Communications Center for their herculean efforts in obtaining the data.
- 20 The next regular meeting was set and confirmed for October 14, 2019 at KVFD’s Headquarters.
- 21 Items needing to be on the next meeting’s agenda include matters tabled at the September 2019 regular meeting, repairing the KVFD Headquarters building, and retired Station No. 5’s issues.
- 22 The District does not need to take any further action regarding the Harris County Municipal Utility District 368’s letter.
- 23 Addressing issues raised in the Tomball Fire Department’s letter concerning the primary responding agency has been delegated to the Tomball’s and Klein’s fire departments for them to resolve.
- 24 There were no public comments.
- 25 The Commissioners participated in a Closed Session pursuant to Chapter 551 of the Texas Government Code from 8:20 PM to 9:05 PM.
- 26 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to respond to KB Home Lane Star’s offer to purchase the real estate located at 6724 Spring Cypress Road, Klein, Texas as discussed during the Closed Session.
- 27 At 9:07 PM, a motion made by Mike Pate and seconded by Lance Wilson passed unanimously to adjourn.



Respectfully submitted,
HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16


Steven Falkner
Commissioner

**THE DISTRICT'S SEPTEMBER 9, 2019 REGULAR MEETING MINUTES
ATTACHMENT 1 – DISTRICT'S 2020 BUDGET**

Tax Rate Revenue	PROP. TAXES	\$7,08,528.00
	SALES TAXES	\$ 6,077,000.00
	PEN.&INTEREST	\$ 15,000.00
	INT. ON INV.	\$ 10,000.00
	RENT FROM ESD #11	\$ 8,419
	EXCEPTIONS	
		\$13,118,947.00
Expenditures	KVFD OPERATIONS	\$4,600,000.00
	BOOKKEEPING	\$10,000.00
	MISC EXP.	\$25,000.00
	APPRAISAL DIST	\$48,000.00
	HCTA COLLECTION FEE	\$104,722.00
	INSURANCE	\$117,000.00
	LEGAL	\$160,000.00
	PROFESSIONAL SERVICES	\$41,500.00
	AUDIT	\$11,000.00
	BD REALTY	\$30,000.00
	OFFICE SUPPLIES	\$2,000.00
	SALES TAX ASSURANCE	\$160,000.00
	ESD ADMINISTRATIVE COSTS	\$1,225,000.00
	APPARATUS	
	STATION REMODEL	\$4,420,000.00
	MISC CAPITAL	\$953,000.00
	TRAILER RENTAL	\$32,400.00
	HCFMO	\$135,200.00
	KVFD OFFICE LEASE	\$100,000.00
	STA 1 COMPLEX LEASE	\$410,000.00
	STA 3 LEASE	\$737,541.00
	STA 8 LEASE	\$437,372.00
	PUMPERS (2) LEASE	\$208,443.00
	AERIALS LEASE	<u>\$582,821.00</u>
		\$14,550,999.00
	OVER/UNDER	(\$1,432,052.00)
	FUNDS 8/12/2019	\$9,779,613.00
	TAXES DUE 2019 EST	\$2,229,203.00
	TO BE SPENT 2019 EST	<u>\$(7,470,590.00)</u>
	FUNDS 12/31/2019 EST	\$4,538,226.00
	FUNDS 12/31/2020 EST	\$ 3,106,174.00