

Harris County Emergency Services District No. 16

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

MINUTES OF THE OCTOBER 14, 2019 REGULAR MEETING

- 1 At 7:02 PM on October 14, 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 Fire Chief Michael Gosselin, KVFD Deputy Fire Chief Eric Reinkemeyer, KVFD District Chief Jay Watson, KVFD Treasurer Barry Blum, KVFD Firefighter Pavit Techachaiponpoj, Spring Fire Chief Scott Seifert, Brad Dill of BD Realty Advisors, Ravi Maini and Rob Miller of Touchstone District Services, ESD Executive Administrator Leo Mulvehill, and Ira Coveler of Coveler & Peeler P.C.

- 2 Brad Dill distributed a report about projects on which he is working and discussed same. Key points included:
 - a tree died near the fence at Station No. 3 and needs to be removed;
 - the company that offered to purchase the real estate on Spring Cypress Road was not responsive to our counteroffer; therefore, negotiations ceased;
 - Brad Dill and Ira Coveler will talk to Municipal Utility District (MUD) No. 24 about them annexing the District's property on Stuber Airline Road;
 - Brad Dill has been talking to the Project Manager of the apartments being built to the north of Station No. 7 about preventing stormwater from running from their property causing dirt to collect on the station's parking lot; and
 - the issue of stormwater flowing from retired Station No. 5 to the neighboring property has not been resolved.

- 3 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to approve as presented the minutes for the September 9, 2019 regular 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 October 14, 2019. To expediate the meeting, Robert Carson and Steven Falkner will sign the checks on October 15, 2019 at the Administration Office.

- 5 A motion made by Mike Pate and seconded by Robert Carson passed unanimously to instruct Bill Russell of Myrtle Cruz, Inc. to not extend the Allegiance Bank, Texas Capital Bank, and Independent Bank certificates of deposit when they mature.

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6 A motion made by Lance Wilson and seconded by Mike Pate passed to approve a depository pledge agreement and related documents needed for accounts being established at Frost Bank. Voting for the motion were Robert Carson, Mike Pate, Richard Jones, and Lacey Wilson. Voting against the motion was Steven Falkner.

7 A motion made by Robert Carson and seconded by Mike Pate passed unanimously to engage Breedlove & Co. for performing the District's 2019 audit.

8 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to pay LDF Construction \$351,797.35 for Application No. 17, which BRW Architects certified for work at the Station No. 3 Complex.

9 Before the meeting, KVFD personnel presented the Commissioners with documents that contained summaries of tactical, administration, financial, and public relations activities during September 2019 along with the minutes of the August 28, 2019 and September 10, 2019 KVFD Board of Directors meetings. Key activities detailed in said material included KVFD:

- responded to 206 incidents;
- improved the response times due to adding a staffed apparatus during the afterhours, staffing Station No. 4 24-hours a day, and miscellaneous other factors;
- participated in 16 public relations events;
- worked with other agencies to create a film about mutual aid to be shown on social media;
- participated in multiple child passenger safety events;
- will send weekly emails to the members from the Fire Chiefs that includes a safety topic; and
- set November 16, 2019 for the smoke alarm blitz and it will be held near Station No. 5.

Michael Gosselin recapitulated the tactical report.

Lance Wilson asked about the increased response times during July 2019. Michael Gosselin addressed the issue.

Richard Jones asked if challenges were incurred due to career firefighters and volunteers working alongside each other. Michael Gosselin, Eric Reinkemeyer, and Barry Blum agreed that both groups are working well together.

10 Before the meeting, Leo Mulvehill forwarded to the Commissioners updates of Administration's activities and financial statements. During the meeting, he said they are:

- reviewing and cleansing multiple communications accounts resulting in reducing costs by \$28,000;

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- 10 (Cont'd)
- adding companies to the list of those being paid by automated clearing house (ACH) and will thereby reduce the number of checks being issued in the future;
 - simplifying the payroll process;
 - converting some forms to electronic versions; and
 - working on setting up the accounts at Frost Bank.
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11 A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to authorize the ESD Executive Administrator to approve regularly occurring invoices to be presented to the District Board for payment.

12 Reviewing, discussing, and acting on authorizing the ESD Executive Administrator to approve purchase orders as set forth in the proposed Authorization Table was tabled until the November 2019 meeting.

13 A motion made by Steven Falkner and seconded by Mike Pate passed unanimously to approve, subject to approval by the District's legal counsel, the District's credit card use policy.

16 A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to terminate the District's agreement with Emergency Services Consulting International and request reimbursement of funds.

17 Regarding the Public Relations Committee, Lance Wilson said:

- both the Red Cross and Northwest Amateur Radio Society (NARS) will participate in the smoke alarm blitz on November 16, 2019;
- need to post the Insurance Services Office (ISO) video on the ESD's website; and
- since no new articles have been posted on the website since July 2019, would like to display articles about the property tax rate and exemptions.

Rob Miller said he attended the recent NARS meeting. He will liaise with them about the upcoming smoke alarm blitz including learning how many NARS personnel will attend, which will help determine how many KVFD personnel will be needed.

William Jones commented that a recent article in the *Community Impact Newspaper* misrepresented the District's population. Rob Miller will talk to the newspaper to discuss the matter.

18 Reviewing, discussing, and acting 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 November 2019 meeting.

19 An offer of \$100,00 was made for an engine that is for sale and it was not accepted.

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20 Considering a resolution pursuant to Health & Safety Code §775.038(a-1) related to the compensation of a District commissioner for performing the duties of a commissioner and for reimbursement of expenses incurred while engaging in activities on behalf of the district was tabled until the closed session.

21 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to install access keypads at Stations No. 2, No. 4, No. 5, and No. 7. The cost for same will not exceed \$17,500.

22 Regarding construction at the Headquarters and Station No. 1 Complex, Mike Pate said:

- soil samples revealed the fire station will need a structural slab, while the headquarters and maintenance buildings will use a slab-on-grade;
- he will get a second opinion about the slabs;
- will need to elevate all slabs by three feet to keep the buildings out of the flood plain;
- the drawings are 75 percent complete; and
- we need to resolve issues with MUD No. 24.

William Jones commented that the MUD fees exceed the budgeted amount.

23 Regarding construction at the Station No. 3 Complex, Mike Pate distributed a budget summary and said:

- they anticipate acquiring an occupancy permit for the training building within a week;
- they currently are \$100,000 under budget;
- the fence around the pond will cost \$14,800; and
- a motion is not needed to fund building the fence as the construction budget covers it.

24 Mike Pate said the committee for remodeling Station No. 6 will reconvene within a couple weeks.

25 William Jones advised they no longer are considering renewing the carpet in the current Headquarters building. The contractor is working on a proposal to remodel the building, sans a shower, and it should be available at the November 2019 meeting.

26 Brad Dill will discuss the drainage issue at retired Station No. 5 with the adjacent property owner.

27 A motion made by Mike Pate and seconded by Steven Falkner passed unanimously to include Opticom IntelliGreen in the traffic signal preemption agreement with Global Traffic Technologies, LLC

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- 28 The next regular meeting was set and confirmed for November 11, 2019 at KVFD's Headquarters.
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- 29 Items needing to be on the November 2019 meeting's agenda include matters tabled at the October 2019 meeting and replacing bottles for self-contained breathing apparatus (SCBA).
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- 30 There were no public comments.
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- 31 The Commissioners participated in a Closed Session pursuant to Chapter 551 of the Texas Government Code from 9:12 PM to 9:37 PM.
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- 32 At 9:37 PM, a motion made by Robert Carson and seconded by Mike Pate to adjourn passed unanimously.

Respectfully submitted:

HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16




Steven Falkner
Commissioner