

# Harris County Emergency Services District No. 16

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

## MINUTES OF THE NOVEMBER 11, 2019 REGULAR MEETING

---

- 1 At 7:00 PM on November 11, 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 President Wendy Rocha, KVFD District Chief Baron Edmiston, Spring Fire Chief Scott Seifert, Brad Dill of BD Realty Advisors, Simon VanDyk of Touchstone District Services, ESD Executive Administrator Leo Mulvehill, Ira Coveler of Coveler & Peeler P.C., and Joe Clark.

---

- 2 Joe Clark introduced himself and said he:
  - lives nearby;
  - retired from the Houston Fire Department after forty years of service; and
  - is interested in learning more about the ESD's activities.

---

- 3 Brad Dill distributed a report about projects on which he is working and discussed same. Key points included:
  - the neighbors' tree limbs overhang the ESD's property at Station No. 3 Complex and could interfere with fire apparatus when the station becomes operational,
  - a dead tree at Station No. 3 Complex needs to be removed;
  - efforts are underway to secure a plat, a revised tax certificate, and water / sanitary services for the property on Stuebner Airline Road; and
  - steps are being taken to prevent stormwater and soil from the adjacent property to run onto Station No. 7's driveway.

A motion made by Lance Wilson and seconded by Mike passed unanimously to engage Cypress Tree Service. At Station No. 3 Complex, they will:

  - trim the overhanging tree limbs;
  - seal the cuts to prevent tree damage;
  - remove the dead tree and its stump;
  - haul off the debris; and
  - clean up the site.

The cost for the hereabove will be \$600 for trimming the limbs and \$1,200 for removing the dead tree.

## THE DISTRICT'S NOVEMBER 11, 2019 REGULAR MEETING MINUTES

---

- 4 Lance Wilson said the public relations committee will meet Tuesday to finalize activities for the upcoming smoke alarm blitz. The current plans are for ESD, KVFD, Red Cross, and Northwest Amateur Radio Society (NARS) personnel to meet at Station No. 5 Saturday morning to discuss the blitz's protocols and then move to Pinewood Place for installing the alarms.

Efforts are underway to post articles on the website about the property tax exemptions and the smoke alarm blitz.

---

- 5 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to approve as amended the minutes for the October 14, 2019 regular meeting.
- 

- 6 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 November 11, 2019. Robert Carson and William Jones will sign the checks on Tuesday at the Administration Office.
- 

- 7 A motion made by Robert Carson and seconded by Mike Pate passed unanimously to move money to TexPool from an expiring certificate of deposit at Independent Bank.
- 

- 8 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to pay LDF Construction \$201,299.30 for Application No. 18, 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, human resources, financial, and public relations activities during October 2019 along with the minutes of the September 24, 2019 KVFD Board of Directors meeting. Key activities detailed in said material included:

- seven KVFD members moved to being General Members as they did not meet participation requirements;
- those using the training building are extremely pleased with it;
- Brittney Edmiston's title changed to Public Information Officer / Public Fire Educator;
- BELIO media is making a video that highlights Station No. 7; and
- KVFD:
  - responded to 293 incidents in October 2019;
  - removed nine members from the active list;
  - participated in 70 public relations events during October 2019; and
  - along with 15 other agencies, released a video about mutual aid.

*Continued on the next page*

## THE DISTRICT'S NOVEMBER 11, 2019 REGULAR MEETING MINUTES

---

- 9 Michael Gosselin recapitulated the tactical report.  
(Cont'd) A general discussion about the definition of “no pull” took place.  
Baron Edmiston said a contractor will be used to create 30 fire preplans at a cost of \$80 per plan. Therefore, the plans’ cost will exceed the budgeted amount of \$1,000.
- 
- 10 A motion made by Steven Falkner and seconded by Mike Pate passed unanimously to extend the ESD / KVFD service contract from January 31, 2020 to January 31, 2021.
- 
- 11 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 invoices along with setting up separate accounts at Frost Bank for operations, sales tax, and construction.
- 
- 12 A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to allow preapproval of invoices as detailed on the prepaid schedule presented by the ESD Executive Administrator.
- 
- 13 Mike Pate said when Emergency Services Consulting International (ESCI) was told we are terminating the agreement with them for a response study and requesting a refund of money paid to them, they apologized for their tardiness in producing a report. Subsequently, ESCI submitted work completed to date and asked that they be allowed to complete the project. After a discussion about the matter, the consensus opinion was that their report was of little value; therefore, the termination will continue.
- 
- 14 No action was needed regarding obtaining new bottles for self-contained breathing apparatus (SCBA).
- 
- 15 After a discussion of Growth Services’ landscape maintenance proposal, the Commissioners decided to solicit bids for the work.
- 
- 16 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to purchase a barbeque grill for Station No. 4 at a cost of \$2,038.
- 
- 17 Reviewing, discussing, and acting on the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251 was tabled to the December 2019 meeting.
- 
- 18 Mike Pate said that at the December 2019 meeting, we will address a replacement for Equipment 37, which will become surplus.

## THE DISTRICT'S NOVEMBER 11, 2019 REGULAR MEETING MINUTES

---

- 19 Regarding construction at the Headquarters and Station No. 1 Complex, Mike Pate said the water and sanitary issues need to be resolved before progress can be achieved in securing permits and finalizing the plans. Also, he will meet next week with contractors about owner provided material.
- 
- 20 Regarding construction at the Station No. 3 Complex, Mike Pate distributed a budget summary and said:
- there was a second incident of teenagers vandalizing the property;
  - he will contact the homeowners association about law enforcement monitoring the area more;
  - we received an occupancy permit for the drill tower and training building; and
  - the fence has yet to be installed around the pond.
- 
- 21 Mike Pate said the committee for remodeling Station No. 6 will meet Wednesday to resurrect the project.
- 
- 22 A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to accept BH Construction's proposal to remodel the men's bathroom in the current KVFD Headquarters. The cost will be \$41,600 and Michael Gosselin will be owner's representative.
- 
- 23 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to:
- ratify a continuing Contract with a private law firm pursuant to §6.30 of the Property Tax Code for the collection of delinquent District *ad valorem* property taxes and, providing for the payment of up to 20% of the delinquent taxes, penalties, and interest which are collected by the attorney under said Contract;
  - impose an additional penalty on delinquent taxes accruing prior to June 1, 2019 pursuant to §33.07 of the Property Tax Code and adoption of a Resolution regarding same for taxes;
  - impose an additional penalty on delinquent taxes accruing after June 1, 2019 to defray costs of collection by the District's delinquent tax attorney, pursuant to §33.08 of the Property Tax Code and adoption of a Resolution regarding same; and
  - impose an early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to §33.11 of the Property Tax Code and adoption of a Resolution regarding same.
- 
- 24 The next regular meeting was set and confirmed for December 9, 2019 at KVFD's Headquarters.
-

## THE DISTRICT'S NOVEMBER 11, 2019 REGULAR MEETING MINUTES

- 
- 25 Items needing to be on the December 2019 meeting's agenda include matters tabled at the October 2019 meeting, maintaining files electronically, procuring a replacement for Equipment 37, a contract for landscaping services, transferring Prime IT's contract from the KVFD to the ESD, and authorizing Commissioners to attend the 2020 SAFE-D conference.
- 
- 26 No action was taken regarding reviewing, discussing, and acting on 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.
- 
- 27 Reviewing, discussing, and acting on a personal matter was tabled until the Closed Session.
- 
- 28 A motion made by Lance Wilson and seconded by Robert Carson passed unanimously to participate in a Closed Session pursuant to Chapter 551 of the Texas Government Code. The Commissioners meet from 8:37 PM to 9:15 PM.
- 
- 29 A motion made by Mike Pate and seconded by Steven Falkner passed unanimously to authorize payment of the November and December payroll for ESD personnel. The estimated cost is \$27,500.
- 
- 30 A motion made by Lance Wilson and seconded by Robert Carson passed unanimously to approve compensation for Jo Anne Escamilla as discussed during the Closed Session.
- 
- 31 At 9:17 PM, a motion made by Robert Carson and seconded by Lance Wilson to adjourn passed unanimously.

Respectfully submitted:

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16**



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