

Harris County Emergency Services District No. 16

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

MINUTES OF THE DECEMBER 9, 2019 REGULAR MEETING

- 1 At 7:00 PM on December 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 Commissioners Robert Carson, Mike Pate, Steven Falkner, and Lance Wilson. Present as guests were KVFD Fire Chief Michael Gosselin, KVFD Deputy Fire Chief Eric Reinkemeyer, Scott Seifert of Prime ITS, Brad Dill of BD Realty Advisors, Simon VanDyk of Touchstone District Services, ESD Executive Administrator Leo Mulvehill, Chris Marchiando of Growth Services Inc., and Ira Coveler of Coveler & Peeler P.C.

- 2 No one from the public commented

- 3 Brad Dill distributed a report about projects on which he is working and discussed same. Key points included Cypress Tree Service removed the overhanging limbs and dead tree at the Station No. 3 Complex. Also, potential buyers continue to show interest in the real estate at 6721 Spring Cypress Road.

Brad Dill will discuss mowing and cleaning the property on Spring Cypress Road with Chris Marchiando.

- 4 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to renew the District's listing agreement with BD Realty Advisors, LLC.

- 5 Lance Wilson said the public relations committee will not meet in December and the smoke alarm blitz was a great success. Also, we should post an article on the website about property tax exemptions but delay publishing anything about remodeling Station No. 6.

Simon VanDyk reiterated that the smoke alarm blitz was a success, over 80 percent of the people in the area canvassed spoke Spanish so it was good that they were four translators among the KVFD and Red Cross personnel, and KVFD made an excellent video about the event.

William Jones asked about the status of revising the website to satisfy the new requirements imposed by the state. Mike Paste said most changes have been made; however, he needs help from the website's contractor to make the rest of them.

- 6 A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to approve as presented the minutes for the November 11, 2019 regular meeting.

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- 7 A motion made by Robert Carson and seconded by Lance Wilson passed unanimously to approve as presented the financial report and the bills to be paid for the period ending December 9, 2019. Robert Carson and William Jones signed two checks and will sign the rest on Tuesday at the Administration Office. No certificates of deposit needed to be rolled over.
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- 8 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to pay LDF Construction \$276,056.70 for Application No. 19, which BRW Architects certified for work at the Station No. 3 Complex.
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- 9 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to notify Myrtle Cruz, Inc. (MCI) that the District will pay all bills starting January 1, 2020 and the ESD / MCI relationship will continue through the first quarter of 2020.
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- 10 Before the meeting, KVFD personnel presented the Commissioners with documents that contained summaries of tactical, administration, human resources, financial, and public relations activities during November 2019 along with the minutes of the October 29, 2019 KVFD Board of Directors meeting. Key activities detailed in said material included there were no safety incidents reported and KVFD:
- responded to 265 incidents in November 2019;
 - participated in 25 public relations events;
 - installed 108 alarms in 31 homes and entered 70 percent of the homes with which they made contact during the smoke alarm blitz; and
 - developed a video that showcases Station No. 7 and its personnel.
- Michael Gosselin recapitulated the tactical report and said:
- volunteers' and career firefighters' gear is no longer being segregated in the stations;
 - KVFD discontinued life scan screenings due to a lack of personnel willing to participate; and
 - volunteer staffing remains strong.
- There a discussion about the definition of "no pull." Lance Wilson reminded KVFD personnel they need to change the definition given in the tactical report.
- William Jones commented that if KVFD continues to staff firefighters at the current rate, they will exceed their 2020 budget by \$400,000. Mike Pate said they will address this issue during the budget workshop held in January 2020.

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11 Before the meeting, Leo Mulvehill forwarded financial statements and updates of Administration's activities to the Commissioners.

A motion made by Mike Pate and seconded by Robert Carson passed unanimously to transfer the ESD's operations funds in BBVA Bank to the ESD's operations account at Frost Bank. However, a reserve will remain at BBVA Bank to cover checks that were issued but have not been cashed.

A motion made by Mike Pate and seconded by Robert Carson passed unanimously to transfer \$1,000,000 of ESD's construction funds in BBVA Bank to the ESD's construction account at Frost Bank.

A motion made by Mike Pate and seconded by Robert Carson passed unanimously to transfer \$7,000,000 of ESD's sales tax funds in BBVA Bank to the ESD's sales tax account at Frost Bank.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to authorize:

- funding \$250,000 for ESD Administration during December 2019;
- funding \$200,000 for KVFD operations duration during December 2019;
- funding \$90,000 for ESD personnel's payroll during the first quarter of 2020;
- funding \$1,400,000 for KVFD operations during the first quarter of 2020; and
- paying by credit card \$25,000 monthly for ESD's utility bills.

12 Ira Coveler said the Texas State Library and Archives Commission allows the District's files to be stored electronically. Also, the protocols for paper storage – such as, record disposal – also apply to electronic storage.

Scott Seifert said Prime ITS will work with the ESD Executive Administrator to set up a file cabinet for storing files electronically.

13 A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to purchase a training aid for roof ventilation. The price will be \$6,500.

14 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 until the January 2020 meeting.

15 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to make a \$208,443.18 loan payment to Trust Bank.

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16 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to purchase from Pierce Manufacturing an Air/Light truck with a five-year warranty for a price that will not exceed \$460,000 and with a trade-in of a 2008 Enforcer engine. The new vehicle will replace Equipment 37. No financing will be needed to purchase the engine.

A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to purchase \$4,000 Poll Pads from KnowInk and Hart Intercivic for the upcoming election in lieu of paper voter list books. The purchase's purpose is to comply with the new election laws and for the convenience of the voters and election judges.

17 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to enter into an agreement to use the services of Prime ITS for \$3,950 per month.

18 Reviewing, discussing, acting on selection of a landscape contractor to service the District was tabled until the January 2020 meeting.

19 Reviewing discussing and acting on construction and design matters related to the Station No. 8 was tabled until the closed session.

20 Regarding construction at the Headquarters and Station No. 1 Complex, Mike Pate reported no progress has been made in resolving the water and sanitary issues. Also, the ESD's representatives need to attend Municipal Utility District's No. 24's January 15, 2020 meeting with a proposal.

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

- there was another incident of teenagers vandalizing the property;
 - they expect to complete construction in March 2020; and
 - they expect to hold the grand opening in April 2020.
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22 Regarding remodeling Station No. 6, Mike Pate said the drawings are 75 percent complete and they expect to have a proposal for the Commissioners in January or February 2020.

23 Regarding remodeling KVFD's current Headquarters, Mike Pate said:

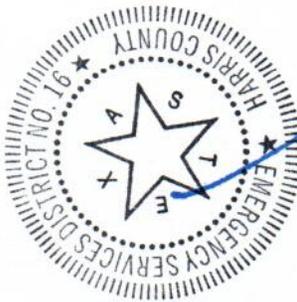
- permits are under development;
 - they will sign the contract with the contractor soon; and
 - remodeling work should start after the first of the year.
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- 24 A motion made by Steven Falkner and seconded by Lance Wilson passed unanimously to [1] authorize Commissioners and Department members – for example, Leo Mulvehill – to attend the SAFE-D conference in Galveston, Texas from February 20th through February 22, 2020 and [2] reimburse the attendees for reasonable expenses.
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- 25 The next regular meeting was set and confirmed for January 13, 23020 at KVFD's Headquarters.
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- 26 Items needing to be on the January 2020 meeting's agenda include matters tabled at the December 2019 meeting and Energy-Efficient Commercial Building Tax Deduction.
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- 27 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to participate in a Closed Session pursuant to Chapter 551 of the Texas Government Code. The Commissioners meet from 9:04 PM to 10:08 PM.
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- 28 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to pay DBR up to \$8,000 for mold remediation at Station No. 8.
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- 29 At 10:10 PM, a motion made by Steven Falkner and seconded by Lance Wilson to adjourn passed unanimously.
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Respectfully submitted:

HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16





Steven Falkner
Commissioner