

Harris County Emergency Services District No. 16

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

MINUTES OF THE JANUARY 13, 2020 REGULAR MEETING

- 1 At 7:00 PM on January 13, 2020, 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, Brad Dill of BD Realty Advisors, ESD Executive Administrator Leo Mulvehill, KVFD Firefighter Marcus Melvin, and Ira Coveler of Coveler & Peeler P.C. KVFD Firefighter David Bessolo, Spring Fire Chief Scott Seifert, and the Duty Crew from Station No. 1 (Menard DeQuandrick, Evan Schroeder, and Jeremy Smith) arrived respectively at 7:15 PM, 7:27 PM, and 7:30 PM.

- 2 No one from the public commented

- 3 Electing District Officers for the 2020 term was tabled until after the Closed Session.

- 4 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to:
 - hold an election on May 2, 2020 under Texas Health and Safety Code §716.0345;
 - appoint Coveler & Peeler, P.C., as the agent for the election;
 - establish KVFD's Headquarters (16810 Squyres Road, Klein, Texas 77379) as the polling and early voting places;
 - appoint Leo Mulvehill as the Early Voting Clerk;
 - open the polling place from 9:00 AM to 5:00 PM on Monday through Friday between April 20, 2020 and April 29, 2020 as well as 9:00 AM to 3:00 PM on Saturday April 26, 2020; and
 - contract with Hart InterCivic, Inc. for election services.

- 5 Brad Dill distributed a report about projects on which he is working and discussed same.
A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to accept Growth Services' proposal to clean up 12.45 acres at 6721 Spring Cypress Road, Klein, Texas. The cost for said work will not exceed \$20,000.

- 6 Lance Wilson said the public relations committee advised Touchstone District Services the ESD will use their services in the future on an *ad hoc* basis.
The ESD and KVFD will share the cost of Brittaney Edmiston's Public Information Officer and Public Education Coordinator services.

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- 7 A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to approve as presented the minutes for the December 9, 2019 regular meeting.
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- 8 A motion made by Robert Carson and seconded by Mike Pate passed unanimously to approve as presented the financial report and the bills to be paid by check and Automatic Clearing House (ACH) for the period ending January 13, 2020. William Jones and Lance Wilson will sign checks and make ACH payments on Tuesday at the Administration Office. No certificates of deposit needed to be rolled over.
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- 9 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to pay LDF Construction \$443,664.25 for Application No. 20, which BRW Architects certified for work at the Station No. 3 Complex.
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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 December 2019. Key activities detailed in said material included Engines 34 and 36 along with Rescue 34 experienced safety incidents and KVFD:
- responded to 246 incidents;
 - participated in 24 public relations events;
 - released the Chief's quarterly video; and
 - worked with Cummins on major recall work, namely EGR coolers and VGT valves.
- Michael Gosselin referenced the tactical report and said:
- the number of "No Pull" occurrences increased slightly due mostly to holiday conflicts, yet staffed apparatus responded to every incident;
 - Engine 36 will leave the District for repairs;
 - the Commissioners should expect to receive a proposal for purchasing new bunker gear; and
 - the Department has a new logo.
- Steven Falkner said he regretted that the Department removed "Volunteer" from their logo.
- A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to spend up to \$72,000 on members' uniforms (budget item 6081).
- The next budget workshop was set and confirmed for 9:00 AM on February 8, 2020 at KVFD's Headquarters.

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- 11 Before the meeting, Leo Mulvehill forwarded financial statements and updates of Administration's activities to the Commissioners.
- Leo Mulvehill said \$1,281,000 is needed to pay the ESD's bills in January 2020 and Myrtle Cruz had a balance of \$7,300,000 in the District's account.
- A motion made by Mike Pate and seconded by Robert Carson passed unanimously to move \$5,227,000 from the ESD's account held by Myrtle Cruz to the ESD General Fund.
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- 12 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to purchase eight modems at a cost of \$6,000.
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- 13 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to donate ten sets of expired gear to Klein Independent School District for teaching future first responders.
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- 14 Reviewing, discussing, and acting on the payment of capital funding pursuant to the current budget forecast was tabled to the February 2020 meeting.
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- 15 Reviewing, discussing, and acting on selection of a landscape contractor to service the District was tabled until the February 2020 meeting.
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- 16 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to enter into a contract with DBR, Inc. for engineering services related to the humidity problems at Station No. 8.
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- 17 Mike Pate said planning for construction of the Headquarters and Station No. 1 Complex is on hold pending resolution of issues with water supply and sanitary lines. Messrs. Pate, Falkner, and Coveler will meet with the Municipal Utility District No. 24 on February 5, 2020 to discuss the matter.
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- 18 Regarding construction at the Station No. 3 Complex, Mike Pate distributed a budget summary and said:
- construction should conclude in April 2020;
 - station personnel are planning the grand opening ceremonies; and
 - in February 2020, Mike Pate and a KVFD representative will meet with the homeowners' association to update them on developments.
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- 19 Mike Pate said planning for remodeling Station No. 6 is on hold pending resolution of design concerns with Station No. 8.
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- 20 Reviewing, discussing, and acting on allocation of the District's IRC 179D Government Agency Tax Credit Allocation was tabled until the February 2020 meeting.
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- 21 The contract has been signed with BH Construction to remodel the current Headquarters Building. Construction should start soon. Portable toilets will be used while remodeling is underway.
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- 22 The next regular meeting was set and confirmed for February 20, 2020 at KVFD's Headquarters.
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- 23 Items needing to be on the February 2020 meeting's agenda include matters tabled at the January 2020 meeting.
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- 24 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 8:58 PM to 9:27 PM.
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- 25 The Commissioners reluctantly accepted Robert Carson's resignation letter.
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- 26 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to elect the 2020 District Officers listed herebelow.
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| Mike Pate | Treasurer |
| Steven Falkner | Secretary and Assistant Treasurer |
| William Jones | President |
| Lance Wilson | Vice President |
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- 27 At 9:32 PM, a motion made by Steven Falkner and seconded by Lance Wilson to adjourn passed unanimously.

Respectfully submitted:

HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16




Steven Falkner
Commissioner