

Harris County Emergency Services District No. 16

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

MINUTES OF THE FEBRUARY 10, 2020 REGULAR MEETING

1 At 7:00 PM on February 10, 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 Mike Pate, Steven Falkner, and Lance Wilson. Present as guests were KVFD President Wendy Rocha; KVFD Fire Chief Michael Gosselin; KVFD Deputy Fire Chief Eric Reinkemeyer; Brad Dill of BD Realty Advisors; ESD Executive Administrator Leo Mulvehill; KVFD Firefighters David Bessolo, Marcus Melvin, and Dan Rathe; Scott Seifert of Prime ITS, Inc.; and Ira Coveler of Coveler & Peeler P.C.

2 No one from the public commented.

3 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to appoint Marcus Melvin to fill the board vacancy as permitted by Texas Health and Safety Code §775.0445.

Ira Coveler administered the oath of office to Marcus Melvin.

4 No action was taken on reviewing and acting on calling an election to be held on May 2, 2020.

5 Brad Dill's distributed a memorandum that provided a status report on real estate projects. Given below are key points detailed in same along with comments he made during the meeting.

Regarding Stuebner Airline property	Before the plat can be finalized, need either a letter from Municipal Utility District No. 24 about utility availability or an On-Site Sewage Facilities report that shows how a water well and aerobic system can be utilized on the site.
	A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to extend the mowing agreement with Damian Prause for one year.

Regarding 6721 Spring Cypress Road	Need to wait for the property to dry before Growth Services can mow it.
	Prospective buyers have shown an interest in the property. Harrigan Development Partners, LLC made an offer to purchase the property.

Regarding 19302 TC Jester	The drainage is working well on the north side of Station No. 7 and the sod is taking root.
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- 6 No action was taken regarding the public relations committee.
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- 7 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to approve as presented the minutes for the January 13, 2020 regular meeting.
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- 8 A motion made by Mike Pate and seconded by Lance Wilson 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 February 10, 2020. William Jones and Mike Pate will sign checks and make ACH payments on Tuesday at the Administration Office. No certificates of deposit needed to be rolled over.
- In the future, the financial report will be closed on the Friday before a meeting. Any bills arriving after the report is closed and before the regular meeting will be identified in the meeting so the Commissioners can approve paying for same.
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- 9 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to transfer all of the District's funds held by Myrtle Cruz, Inc. (approximately \$11,582,000), except for two certificates of deposit and \$32,000, to the District's operating fund. The cash will cover uncashed checks Myrtle Cruz wrote in the District's behalf. The certificates of deposit total \$315,000 and will mature in April 2020 and September 2020.
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- 10 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to spend \$18,236 for Prime ITS, Inc. to install firewalls in the information technology equipment.
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- 11 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to pay LDF Construction \$243,797.55 for Application No. 21, which BRW Architects certified for work at the Station No. 3 Complex.
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- 12 Before the meeting, KVFD personnel presented the Commissioners with documents that contained summaries of tactical, administration, human resources, financial, and public relations activities during January 2020 along with the minutes of the KVFD Board of Directors November 26, 2019, December 10, 2019, and January 14, 2020 meetings. Key activities detailed in said material included Engine 33 and Tower 34 were involved in accidents and KVFD:
- responded to 251 incidents;
 - changed the dispatch line-up to include a staffed apparatus to all calls, except for still alarms;
 - checked 49 children's car seats;
 - participated in 14 public relations events; and
 - engaged Lexipol, LLC to revise their policies and procedures.

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- 12 (Cont'd) Michael Gosselin referenced the tactical report and said Engine 36 is in the body shop in Katy with an uncertain return date and inaccurate time cards are being addressed.

A general discussion of inaccurate time cards revealed that District Chiefs are relying on administrative personnel to resolve same. William Jones said that the present situation was unacceptable and henceforth firefighters presenting inaccurate time cards will not be paid until the Command Staff and firefighters rectify them.

The semi-annual budget workshop has been moved to February 29, 2020.

Mike Pate pointed out that four accidents occurred in the last 90 days and he found this alarming.

- 13 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 March 2020 meeting.
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- 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 March 2020 meeting.
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- 15 Before the meeting, Leo Mulvehill forwarded financial statements and updates of Administration's activities to the Commissioners.

Leo Mulvehill said they are using PSTrax for gear inventory and they are in the process of identifying an area to receive material for remodeling Station No. 6.

- 16 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to purchase a scissor lift for station maintenance at a cost of \$6,000.
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- 17 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to purchase shirts with the District's logo for ESD employees and Marcus Melvin at a cost that does not exceed \$1,200.
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- 18 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to allow Horizon Distributors to use landscape supplies at Station No. 8 for one year without incurring a cost.
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- 19 Leo Mulvehill distributed a proposed job description for a Facilities Coordinator.

A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to posting of a job description for a Facilities Coordinator, subject to a review of the job description.

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- 20 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to authorize William Jones and Lance Wilson to interview prospective candidates for the Facilities Coordinator position. Michael Gosselin expressed an interest in participating in the interviews.
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- 21 Reviewing, discussing, and acting on ESD employee evaluations and compensation adjustments was tabled until the Closed Session.
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- 22 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to renew insurance with VFIS of Texas , including with a bond, at the same terms and conditions.
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- 23 A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to spend \$26,227 on exercise equipment. The equipment will be bought from Fit Supply, LLC and used at Station No. 7.
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- 24 Lance Wilson said he is working with Growth Services, Inc. about providing landscaping for the ESD's stations in 2020.
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- 25 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to preapprove up to \$20,00 a month for repairs to the ESD's facilities necessitated by non-emergency accidents.
- A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to spend up to \$50,000 for repairs to the ESD's facilities provided two Commissioners approve doing so.
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- 26 An engineer from DBR, Inc. inspected the mold at Station No. 8 and is preparing a report.
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- 27 Reviewing, discussing, and acting on matters related to the construction of Headquarters and Station No. 1 Complex was tabled until the Closed Session.
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- 28 Regarding construction at the Station No. 3 Complex, Mike Pate said:
- construction is moving along nicely and should be complete sometime in the late March and early April 2020 timeframe;
 - he and Brad Dill attended a recent homeowners meeting to advise them of developments; and
 - the training building is up and being utilized.
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- 29 Reviewing, discussing, and acting on matters related to the remodeling of Station No. 6 was tabled until the Closed Session.
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- 30 Reviewing, discussing and acting on allocation of the District's IRC 179D Government Agency Tax Credit Allocation was tabled until the March 2020 meeting.
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- 31 Michael Gosselin reported that remodeling the KVFD Headquarters should be complete in two to two and a half weeks.
- 32 The next regular meeting was set and confirmed for March 9, 2020 at KVFD's Headquarters.
- 33 Items needing to be on the April 2020 meeting's agenda include matters tabled at the February 2020 meeting, Grace accountability system, and a committee report about the Facilities Coordinator.
- 34 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 8:55 PM to 10:02 PM.
- 35 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to make a counter offer to Harrigan Development Partners, LLC as discussed during the Closed Session. This concerns the real estate at 6721 Spring Cypress Road, Klein, Texas.
- 36 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to engage DBR, Inc. to review the construction of Station No. 3's heating, ventilation, and air conditioning system. The cost for said work will not exceed \$10,000.
- 37 A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to adopt the ESD employees' wage increases as detailed by Leo Mulvehill during the Closed Session.
- 38 At 10:02 PM, a motion to adjourn made by Lance Wilson and seconded by Marcus Melvin passed unanimously.

Respectfully submitted:

HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16



Steven Falkner
Commissioner