

Harris County Emergency Services District No. 16

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

MINUTES OF THE MARCH 9, 2020 REGULAR MEETING

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- 1 At 7:00 PM on March 9, 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 Marcus Melvin. Present as guests were KVFD Fire Chief Michael Gosselin, Brad Dill of BD Realty Advisors; ESD Executive Administrator Leo Mulvehill, KVFD Firefighter David Bessolo, and Ira Coveler of Coveler & Peeler P.C.
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- 2 No one from the public commented.
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- 3 A motion made by Mike Pate and seconded by Steven Falkner passed unanimously for Marcus Melvin to fill the District Officer position of Assistant Secretary and Assistant Treasurer.
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- 4 Ira Coveler said ballots for the May 2020 election will be mailed sometime between March 15, 2020 and March 20, 2020. Also, *circa* April 15, 2020 he will have the voting machines moved into the KVFD's Headquarters.
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- 5 A motion made by Mike Pate and seconded by Steven Falkner passed unanimously to approve as presented the minutes for the February 10, 2020 regular meeting.
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- 6 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to approve as presented the financial report and the bills to be paid for the period ending March 9, 2020. William Jones and Mike Pate signed checks after the meeting. No certificates of deposit needed to be rolled over.
- \$11,950,000 of the District's money is invested in TexPool.
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- 7 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to approve the District's revised 2020 budget. Mike Pate said the District will have \$7,500,000 in reserve on December 31, 2020.
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- 8 Reviewing, discussing, and acting on the payment of capital funding pursuant to the current budget forecast was tabled until the April 2020 meeting.
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- 9 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to pay LDF Construction \$263,993.31 for Application No. 22, 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, maintenance, and public relations activities during February 2020. Key activities detailed in said material included KVFD:

- responded to 216 incidents;
- had three active members convert to General Membership, experienced one member transiting from volunteer to paid staff, and admitted eight new volunteers; and
- conducted eight public relations events.

On February 4, 2020, Chief Gosselin and Chief Seifert (of the Spring Fire Department) made a presentation to the Spring-Klein Chamber of Commerce. They explained the departments' operations and the first-class service they provide the residents and businesses.

During the meeting, Chief Gosselin reported on the operations and maintenance reports.

Mike Pate requested that KVFD personnel start tracking the number of volunteers and paid personnel who staff vehicles afterhours and over the weekend.

Steven Falkner asked whether they changed the Department's name from Klein Volunteer Fire Department to Klein Fire Department. Chief Gosselin said KVFD's Board of Directors had not done so.

Ira Coveler asked whether developers had petitioned for alternate water supplies – such as dry hydrants. Chief Gosselin said KVFD was a response agency, not an enforcement agency. Therefore, such discussion was outside their purview.

11 The remodel of KVFD Headquarters is complete.

12 Reviewing, discussing, and acting on the Grace accountability system was tabled until the April 2020 meeting.

13 Brad Dill distributed a memorandum that provided a status report on real estate projects and discussed same. He advised that the agreement with Damian Prause for mowing the property on Stuebner Airline was extended to December 31, 2020 and Harrigan Development Partners did not accept the ESD's counter offer for the land on Spring Cypress Road.

Mike Pate asked Brad Dill to determine the tap fee for Station No. 3.

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 April 2020 meeting.

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

Leo Mulvehill said:

- TexPool has been initiated and is functional;
 - credit cards for paying the utilities have been authorized;
 - an extra \$450,000 is due to KVFD in March because of an extra pay period; and
 - time card administration is running smoothly.
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16 William Jones presented the revised job description for the Facility Maintenance Coordinator, which included removal of the need to have a college degree and changing the job's title.

A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to adopt said job description.

A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to instruct Organizology, LLC to search for candidates for the position of Facility Maintenance Coordinator.

17 William Jones said no progress has been made with securing a landscape contractor for 2020. He therefore tasked Leo Mulvehill and Ira Coveler with developing a bid package template to be used whenever the ESD solicits contractors. After one is developed, it will be used to search for a landscape contractor.

18 The mold at Station No. 8 has gone through its second round of mitigation. A report about same is forthcoming.

A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to accept Next Generation Lighting and Irrigation Design's proposal to repair the sprinkler system at Station No. 8. The cost will not exceed \$3,500.

19 DBR, Inc. wrote a report about the mold at Station No. 8. They determined that the air conditioning system was installed incorrectly. Ira Coveler will format a plan of action for addressing the matter.

20 Mike Pate distributed a budget for construction of Station No. 3 Complex. He said the work should be complete in early April 2020.

21 After a general discussion of the matter, the Commissioners decided to resume planning activities for remodeling Station No. 6.

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- 23 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to approve allocation of a tax credit to BRW Architects for their design of Station No. 8 per IRC 19D Government Agency Tax Credit Allocation. The Commissioners anticipate BRW will reduce future charges to the ESD in consideration of the ESD's effort on their behalf.
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- 24 There were no committee reports.
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- 25 The next regular meeting was set and confirmed for April 13, 2020 at KVFD's Headquarters.
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- 26 Items needing to be on the April 2020 meeting's agenda include matters tabled at the March 2020 meeting.
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- 27 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to participate in a Closed Session pursuant to Chapter 551 of the Texas Government Code. The Commissioners meet from 8:35 PM to 9:25 PM.
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- 28 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to accept the recommendations made in Closed Session for ESD employee compensation.
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- 29 At 9:26 PM, a motion to adjourn made by Marcus Melvin and seconded by Mike Pate passed unanimously.

Respectfully submitted:

HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16




Steven Falkner
Commissioner