

# Harris County Emergency Services District No. 16

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

## MINUTES OF THE MAY 11, 2020 REGULAR MEETING

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1 At 7:05 PM on May 11, 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, Lance Wilson, and Marcus Melvin;
- ESD Executive Administrator Leo Mulvehill;
- KVFD Fire Chief Michael Gosselin; and
- Brad Dill of BD Realty.

Ira Coveler of Coveler & Peeler P.C. arrived at 7:18 PM.

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2 No one from the public commented.

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3 Brad Dill circulated memorandums that provided details about the projects on which he is working and discussed same. Specially:

- Growth Services, Inc. is working on a proposal to finish clearing land at 6721 Spring Cypress Road, Spring, Texas;
- Doug Mueller requested we remove trees near the boundary between DM Auto Body and the ESD's property on Spring Cypress Road and reimburse him for damage caused to his buildings by the ESD's tree limbs falling on them;
- bearing in mind the ESD's insurance deductible is \$5,000 per incident, the District may file an insurance claim for the damage done to DM Auto Body's buildings;
- Dutch Designs and Drafting submitted a \$4,000 proposal to prepare and submit an On-Site Sanitary Facility Report for the property on Stuebner Airline Road; and
- he confirmed the sod and gutters are working on the apartment's property at Station No. 7.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to remove two trees near the DM Auto Body's buildings at a cost that will not exceed \$3,000.

A motion made by Lance Wilson and seconded by Marcus Melvin passed unanimously to pay two invoices totaling \$4,443.66 and a possibly forthcoming third invoice that will not exceed \$1,000 for damage to DM Auto Body's buildings.

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- 4 A motion made by Steven Falkner and seconded by Lance Wilson passed unanimously to approve as presented the minutes for the April 13, 2020 regular meeting and April 30, 2020 special meeting.
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- 5 The District's financial reports and bills were available to the Commissioners before the meeting from the SharePoint on the server.
- A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to approve paying bills for the period ending May 11, 2020 by means of checks and the Automated Clearing House. No certificates of deposit needed to be rolled over.
- Mike Pate noted that the May 2020 sales tax was slightly less than for May 2019 and this was probably due to the COVID-19 pandemic. Since the virus was not prevalent until late February 2020, the first opportunity to see a precipitous drop in the sales tax will be in June 2020.
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- 6 Reviewing, discussing, and acting on the District's 2020 Investment Policy was tabled until the June 2020 meeting.
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- 7 Reviewing, discussing, and acting on payment of capital funding pursuant to the current budget forecast was tabled until the June 2020 meeting.
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- 8 Reviewing, discussing, and acting on paying LDF Construction for Application No. 24 for work at the Station No. 3 Complex was tabled until the June 2020 meeting.
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- 9 Before the meeting, KVFD personnel presented the Commissioners with documents that contained summaries of tactical, maintenance, personnel, and public relations activities during April 2020 along with the minutes of the KVFD March 2020 General Business Meeting. Key activities detailed in said material included KVFD:
- responded to 179 incidents;
  - had one General Member move to Active Member, one-member transition from active member to general member, one-member transition from volunteer to paid staff, and three new volunteers join; and
  - attended 14 public relations events, which were limited to driving by people's homes due to the COVID-19 pandemic.
- Chief Gosselin said:
- a recent increase in accidents is very troubling;

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- 9 (Cont'd)
- he is taking steps to reduce the number of safety incidents in the future, including more training for both the volunteers and paid firefighters; and
  - KVFD currently has enough volunteers; however, the Chief's goal is to increase their number to 120.

Given that Engines 35 and 37 would not start recently due to dead batteries, William Jones suggested considering replacing the vehicles' batteries on a regular basis.

William Jones noted that the KVFD duty crew's payroll is on target.

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- 10 Reviewing, discussing, and acting on the Grace accountability system was tabled until the June 2020 meeting.
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- 11 Up to 24 of the stations' mattresses need to be replaced. The ones at Station No. 8 have lasted, so the new ones should be the same type. Ten mattresses are needed as soon as possible.
- A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to purchase ten mattresses comparable to the ones at Station No. 8.
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- 12 Mike Pate reported the Attica (Kansas) Fire Department has decided to look at the Enforcer engine and if they like what they see they will pay the full price for it – that is, will not "layaway" the engine. Also, the Tivoli (Texas) Volunteer Fire Department has not contacted the ESD about the Wildlife Slide-In Unit.
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- 13 Before the meeting, ESD personnel posted financial statements and a personnel report on SharePoint. During the meeting, Leo Mulvehill said:
- the request for landscaping company proposals is complete and will be posted in newspapers soon;
  - a \$416,000 payment for Station No. 8 is due in August and no payments for capital items are due before then;
  - the Facilities Coordinator started work today;
  - Frost Treasury Connect has been set up for cash management, bank reporting, transactions, etc.;
  - \$9,000 remains in the ESD's Compass Bank account; and
  - they are working with QuickBooks on line.

William Jones said projected projects worth \$20,000 are to be discussed with the new Facilities Coordinator soon.

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- 14 Steven Falkner will head a committee to draft a set of ESD standard operating procedures. Leo Mulvehill and Angela Zacharias will participate in creating the first draft.
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- 15 Marcus Melvin will handle cybersecurity matters. This includes drafting wording about cyber security for the Standard Operating Procedures and ensuring all applicable ESD and KVFD personnel have cybersecurity training
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- 16 A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to sign a five-year contract with HydroPoint Data Systems for irrigation control at Stations No. 2, No. 3, No. 5., No. 7, and No. 8. The cost will not exceed \$6,000.
- A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to spend up to \$500.00 on shirts for new employees.
- A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to provide the new Facilities Coordinator, Walter Ellis, with a mobile phone stipend.
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- 17 Reviewing, discussing, and acting on any reports received from DBR, Inc. was tabled until the June 2020 meeting.
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- 18 Regarding the Station No. 3 Complex, Mike Pate said:
- the Fire Marshal should issue a certificate of occupancy by May 22, 2020;
  - addressing the punch list items should be done by May 22,2020; and
  - KVFD personnel should be able to occupy the facility by the end of May 2020, if not sooner.
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- 19 The committee for remodeling Station No. 6 should meet next week.
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- 20 BRW Architects are developing a plan of action for dealing with the sanitary line issue at the Headquarters and Station No. 1 Complex.
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- 21 Reviewing, discussing, and acting on committee reports was tabled until the June 2020 meeting.
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- 22 The next regular meeting was set and confirmed for June 8, 2020 at KVFD's Headquarters using Zoom video conferencing.
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- 23 Items needing to be on the June 2020 meeting's agenda include:
- matters tabled at the May 2020 meeting;
  - ESD and KVFD audit reports;
  - updating the website about the upcoming election;
  - the Municipal Information Services report; and
  - whether to extend the contract with HdL Companies.

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- 24 The Commissioners did not participate in a Closed Session pursuant to Chapter 551 of the Texas Government Code.
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- 25 At 9:35 PM, a motion to adjourn made by Lance Wilson and seconded by Mike Pate passed unanimously.

Respectfully submitted:

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



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Steven Falkner  
Commissioner