

# Harris County Emergency Services District No. 16

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

## MINUTES OF THE JUNE 8, 2020 REGULAR MEETING

Due to the risks with assembling people during the COVID-19 pandemic, participants had the option of joining the meeting in person or via telephone.

Except for the Closed Session and motion to adjourn, the meeting was tape-recorded. The tape was terminated when the Commissioners went into Closed Session. Afterwards, it was not possible to resume recording.

Participants stated their name each time they spoke.

The phone connection was lost twice for a couple minutes each time. No business was conducted during the interruption.

Lance Wilson was away from the phone from 9:09 PM to 9:21 PM.

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1 At 7:00 PM on June 8, 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. Participating in person were:

- ESD Commissioners Mike Pate, Steven Falkner, and Marcus Melvin;
- ESD Executive Administrator Leo Mulvehill and ESD Facility Coordinator Walter Ellis;
- KVFD Fire Chief Michael Gosselin;
- Paula Barr of HdL Companies (formally Sales Tax Assurance);
- Jill Henze of Breedlove & Co., P.C. ;
- Brad Dill of BD Realty;
- Dan Diggallio; and
- Ira Coveler of Coveler and Peeler P.C.

Commissioner Lance Wilson participated via phone.

Dr. Welch of Municipal Information Services and KVFD Board President Wendy Rocha arrived respectively at 7:05 PM and 7:20 PM.

Commissioner Candidate Daniel Rathe joined the meeting via telephone at 8:20 PM.

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2 No one from the public commented.

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3 Paula Barr described the services HdL Companies provides – such as monitoring and correcting sales tax allocations along with advising the District about sales tax matters.

Steven Falkner said the anniversary date for the agreement with HdL Industries is July 1, 2020 and it will continue for another year at the same terms and condition unless we cancel it.

A motion made by Steven Falkner and seconded by Mike Pate passed unanimously to affirm the agreement with HdL Companies and to continue it for another year.

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4 Jill Henze distributed drafts of the auditor's "Report on Financial Statements (With Supplemental Material) For the Year Ended December 31, 2019" and reviewed same. No one requested modifications be made to the audit report.

A motion made by Mike Pate and seconded by Steven Falkner passed unanimously to accept the audit report as presented.

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5 Dr. Welch distributed Municipal Information Service's "2019 Update to Comprehensive Review for H.C. ESD #16" and provided a précis of same. Given below are the report's conclusions.

The January 2020 population estimated for the ESD is 165,075 total persons.

For the 2020 tax year, assuming no change in 2019 average appraised values, we are projecting that an additional \$220.84 million will be added to the ESD's tax roll compared to 2019.

Assuming no change in 2019 appraised values, the 2020 tax rolls should generate approximately \$7.18 million in revenues by early 2021.

. . . (W)hile the impacts of the opening the Grand Parkway still are being evaluated, based on what has happened in Western Harris and Ft. Bend counties, such will spur significant real estate development in the northern portions of the ESD.

Finally, it seems that Houston and Texas weathered the COVID-19 pandemic better than most other areas of the U.S.A. As Texas gradually opens up different business sectors, it will take some time to evaluate the damage caused by shutting down the economy. Only then can a prognosis of when things will get bac to "NORMAL" can be determined.

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

- Green Earth Tree Service removed the two trees from the property at 6721 Spring Cypress Road that threatened damage to DM Auto Body's buildings;
- Green Earth Tree Service charged \$2,500 for removing the trees, which Mr. Dill paid and will include the cost in his invoice to the District;

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- 6  
(Cont'd)
- Doug Mueller of DM Auto Body received a \$757.75 quote to repair the gutter damaged by trees on the District's property and another quote to repair the fence;
  - Mr. Mueller requested reimbursement to cover the cost of repairing the gutter and he said he did not expect compensation for the damaged fence;
  - on June 1, 2020, Dutch Design and Drafting prepared and submitted to Harris County an On-Site Sanitary Facility Report for the property on Stuebner Airline Road; and
  - the plat for the property on Stuebner Airline Road expires August 10, 2020 so our engineer submitted an extension request to Harris County.
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- 7
- Before the meeting, KVFD personnel presented the Commissioners with documents that contained summaries of tactical, maintenance, personnel (including staff activity), and public relations activities during May 2020. Key activities detailed in said material included:
- KVFD responded to 235 incidents;
  - one general member moved to active member, five volunteers joined the Department, and one active member moved to general member;
  - training resumed after a hiatus taken due to COVID-19;
  - Walter Ellis joined the Department in the new position of Facility Coordinator; and
  - there were 19 public relations events, all of which involved driving by people's homes due to COVID-19.

Chief Gosselin said:

- response times are down and "no pulls" are up;
- drivers are getting extensive training;
- all required training must be completed by December 1, 2020; and
- a renewed policy is that all officers "riding seat" must be trained drivers.

Mike Pate requested that at the July 2020 meeting Chief Gosselin reported on what percentage of the drivers are trained to the new standards.

William Jones asked if there was any resistance to the increased training. The Chief responded that there was none.

Steven Falkner asked if Harris County ESD No. 11 changed their service provider, as they are considering, what impact will that have on the Department. Chief Gosselin said:

- the Department has a contract with Cypress Creek Emergency Medical Services, not ESD No. 11, for dispatching resources to incidents;

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- 7 (Cont'd)
- ESD 11's request for proposals addresses providing medical services only – that is, it does not cover dispatching functions; and
  - this matter is of interest to KVFD and neighboring fire departments.

Steven Falkner asked what steps should be taken to prepare for a switch of the service provider. Chief Gosselin said they should closely monitor the situation.

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- Ira Coveler said he is waiting on information from Harris County about the November 2020 election.
- Leo Mulvehill asked about the election costs. Ira Coveler said the County has not advised him of same.
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- 9
- Steven Falkner asked that the District's website be revised to show information about the November 2020 election; specially, its date, voting locations, and a list of the candidates.
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- A motion made by Steven Falkner and seconded by Mike Pate passed unanimously to approve as amended the minutes for the May 11, 2020 meeting.
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- 11
- The District's financial reports and bills were available to the Commissioners before the meeting from the SharePoint on the server.
- Mike Pate said Myrtle Cruz sent the District's \$9,000 they were administering as a certificate of deposit, which completes our business with that company. Also, the District is under budget for the month.
- A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to approve paying bills for the period ending June 8, 2020 by means of checks and the Automated Clearing House. No certificates of deposit needed to be rolled over.
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- 12
- A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to approve the District's 2020 Investment Policy, which is the same as the 2019 Investment Policy.
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- 13
- A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to purchase five vehicles from EVS for a price that will not exceed \$270,000.
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- 14
- A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to pay LDF Construction \$90, 083.22 for Application No. 24, which BRW Architects certified for work at the Station No. 3 Complex.
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- 15
- William Jones said there were six replies to the District's request for proposals to do landscaping at the ESD's facilities, which will be addressed by the Commissioners at an upcoming special meeting.
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16 A motion made by Mike Pate and seconded by Marcus Wilson passed unanimously to purchase a Grace accountability system from Grace Industries at a price that will not exceed \$100,000.

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17 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 July 2020 meeting.

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18 The Attica (Kansas) Fire Department took delivery of the Enforcer engine sold to them for \$90,000.

A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to pay a \$9,000 commission to Brindlee Mountain Fire Apparatus for acting as a broker in the sale to the Attica Fire Department.

A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to sell the boom lift, after first seeing if any fire department in the area wants it.

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19 Before the meeting, ESD personnel posted financial statements on SharePoint. During the meeting, Leo Mulvehill said:

- the staff are integrating QuickBooks Online;
- Walter Ellis is getting acclimated to his new position as Facility Coordinator; and
- they are working on a system to support the supply chain.

Walter Ellis said he is working on:

- upgrading Headquarters' heating, ventilation, and air conditioning system;
- repainting the parking slots at Stations No. 1, No. 5, and No. 7;
- finding a mattress supplier given that the one used previously for Station No. 8 has gone out of business;
- replacing irrigation sprinkler heads at the stations; and
- getting the trailer at Station No. 7 cleaned.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to have STAR Services, Inc. replace the air conditioning unit at Headquarters. The cost will not exceed \$25,000.

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20 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to have Next Generation repair the irrigation systems at the retired stations at a cost that does not exceed \$12,000.

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## THE DISTRICT'S JUNE 8, 2020 REGULAR MEETING MINUTES

- 20 (Cont'd) A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to paint parking stripes at Stations No. 1, No. 4, No. 5, and No. 7 for a price that does not exceed \$2,000.
- 21 Reviewing, discussing, and acting on a report from DBR, Inc. was tabled until the June 2020 special meeting.
- 22 Mike Pate reported KVFD personnel are moving into the Station No. 3 Complex.
- 23 Mike Pate reported that the Station No. 6 committee's meeting was rescheduled for next week.
- 24 Designing the Headquarters and Station No. 1 Complex continues at a measured pace.
- 25 Steven Falkner reported that the committee working on the District's Standard Operating Procedures has had a slow start but working on the document should pick up this month.
- 26 A special meeting was set and confirmed for 3:00 PM on June 24, 2020 at KVFD's Headquarters. The next regular meeting was set and confirmed for July 13, 2020 at KVFD's Headquarters.
- 27 Items needing to be on the June 2020 special meeting's agenda include the landscaping contract and receiving a report from DBR, Inc.  
Items needing to be on the July 2020 regular meeting's agenda include matters tabled at the June 2020 meeting.
- 28 The Commissioners participated in a Closed Session pursuant to Chapter 551 of the Texas Government Code from 9:33 PM to 10:18 PM.
- 29 At 10:18 PM, a motion to adjourn made Mike Pate and seconded by Marcus Melvin passed unanimously.

Respectfully submitted:

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



Steven Falkner  
Commissioner