

Harris County Emergency Services District No. 16

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

MINUTES OF THE JULY 13, 2020 REGULAR MEETING

- 1 At 7:00 PM on July13, 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 were:
 - ESD Commissioners Mike Pate, Steven Falkner, Lance Wilson, and Marcus Melvin;
 - ESD Executive Administrator Leo Mulvehill;
 - KVFD Fire Chief Michael Gosselin;
 - Steven Jackson and Christopher Marchiando of Growth Services Inc. (GSI); and
 - Ira Coveler of Coveler and Peeler P.C.Brad Dill of BD Realty arrived at 8:30 PM.

- 2 Steven Jackson asked why the other finalists for the District’s landscaping business were interviewed while GSI was not. William Jones said District personnel did not see the need to scrutinize GSI as they have worked with them for several years and are therefore familiar with the company.

- 3 Ira Coveler said Harris County has not informed him about how much they will charge the District for handling the voting at the upcoming election.

A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to approve an order calling for an election on November 3, 2020 under Texas Health and Safety Code Section 775.0345 and to appoint Christopher Hollins the Early Voting Clerk.

- 4 The District’s web site will be revised to show election information – such as, its date and the candidate slate.

- 5 A motion made by Steven Falkner and seconded by Marcus Melvin passed unanimously to approve as presented the minutes for the June 8, 2020 regular meeting and June 24, 2020 special meeting.

- 6 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 July 13, 2020 by means of checks and the Automated Clearing House along with an invoice from Drop Deck Depot for \$6,040.00. No certificates of deposit needed to be rolled over.

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- 7 Reviewing, discussing, and acting on capital funding pursuant to the current budget forecast was tabled until the August 2020 meeting.
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- 8 Reviewing, discussing, and acting with respect to any pay applications approved by BRW Architects was tabled until the August 2020 meeting.
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- 9 William Jones reported that Walter Ellis vetted the lowest bidders for the landscaping work and found all to have good references.
- Michael Gosselin said he surveyed KVFD personnel about GSI and he recommended keeping them as the landscaper.
- Lance Wilson said he would like to know more about how Walter Ellis examined the bidders.
- William Jones said the dollar amount between the bidders was minimal, so the Commissioners should move forward with selecting a landscaper. He also pointed out that the issues he had with GSI were addressed in the new contract.
- A motion made by Marcus Melvin and seconded by Lance Wilson passed unanimously to select Growth Services Inc. as the landscaper for the District's properties.
- Ira Coveler pointed out that it is permissible for the Commissioners to consider factors other than the price when selecting a contractor or making a purchase when the price is under \$50,000. However, they will be required to select the lowest bidder if the dollar amount exceeds this amount.
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- 10 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to designate the Harris County Tax Collector as the entity that will prepare the District's tax rate calculations for the 2020 District Tax Rate.
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- 11 Before the meeting, KVFD personnel presented the Commissioners with documents that contained summaries of tactical, maintenance, personnel, and public relations activities during June 2020 along with the minutes of KVFD's Board of Director's May 26, 2020 meeting. Key activities detailed in said material included:
- KVFD responded to 245 incidents;
 - KVFD had one former member return and six new members join the Department;
 - there were no safety incidents during June 2020; and
 - there were nine public relations events, all of which involved driving by people's homes due to COVID-19.

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11 Chief Gosselin reported:
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- there was a spike of “no pulls” from Station No. 3, which might have been a result of station members being engaged with moving into the new building;
- the air and light unit was delayed;
- KVFD published the training packet for ladders and are working on packets for other units;
- the recruit class has 17 cadets, but it may be delayed or canceled due to COVID-19;
- the swift water / water evacuation class with continue as scheduled; and
- Engine 32 is back in District but is not in service yet.

Steven Falkner asked about reports on the Internet that 30 percent of the Houston Fire Department (HFD) personnel were in quarantine due to COVID-19 and whether this effected the Department’s ability to get duty crew personnel from this group. Chief Gosselin replied that only about three percent of the HFD personnel were in isolation and this situation did not impact KVFD’s operations.

There was a discussion about a volunteer firefighter who was struck by a passing vehicle while at an incident scene.

12 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 August 2020 meeting.

13 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to purchase from MES 36 voice amplifiers for face masks. The cost is expected to be \$17,151.12.

A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to spend \$1,688.68 on a 11-drawer tool box with extra shelves from Home Depot.

A motion made by Lance Wilson and seconded by Marcus Melvin passed unanimously to spend up to \$2,000.00 for a mounted pressure washer and to have it installed.

14 No neighboring fire department was interested in acquiring the District’s boom lift, so it will go to auction.

15 Before the meeting, ESD personnel posted financial statements on SharePoint for the Commissioners’ review. During the meeting, Leo Mulvehill said:

- Adriane Hutchison has started working for the ESD as the District’s Accountant;
- the scissor lift trailer arrived; they need to register it with the state;

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- lights have been installed at multiple stations;
 - the water leak at Station No. 3 has been patched but work on the ceiling is needed;
 - multiple sprinkler heads at the facilities have been replaced;
 - work on the air conditioning unit at Headquarters will commence tomorrow;
 - mattresses for Stations No.3 and No. 4 were replaced today;
 - moving computer operations from Desktop to on-line are expected to be complete by August 1, 2020; and
 - ESD staff are working on material for the new Standard Operating Procedures (SOP).

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to accept Organizology's proposal to administer the payroll for \$1,200 a month. Chief Gosselin voiced his strong objection to having an outsider handle payroll matters as he is very concerned there will be delays in payments being made to KVFD personnel.

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- Reviewing, discussing, and acting on any needed maintenance, replacements, and improvements related to the operation of District's fire stations, apparatus, or equipment was tabled until the August 2020 meeting.
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- Reviewing, discussing, and acting on DBR's reports was tabled until the Closed Session.
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- Mike Pate said the final paperwork for the Station No. 3 Complex should be complete next week. Also, the UL 70 report is forthcoming.
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- Regarding renovating Station No. 6, Mike Pate said:
- the committee met last week and will meet again next week;
 - they will invite station members to attend the next committee meeting;
 - he hopes to present plans at the District's August meeting; and
 - construction will take nine to 12 months.
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- Mike Pate said that due to COVID-19 pandemic there has been little progress in designing the Headquarters and Station No. 1 Complex.
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- Ira Coveler will renew his efforts to identify retired Station No. 5's trustees.
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- Steven Falkner reported the SOP committee is working to have a document in place before the upcoming elections.
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- 23 People participating in the upcoming budget workshop committee will exchange e-mails among themselves to determine an appropriate date to meet.
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- 24 Brad Dill circulated a memorandum that provided details about the projects on which he is working and discussed same. Specially:
- due to COVID-19, GSI's contractor has not been able to repair the damage GSI personnel did to the fence at the property on 6721 Spring Cypress Road;
 - yet to be determined is the cost to complete the cleanup on the said property; and
 - the lease for the Administration offices on Louetta Road ends in May 2021.
- At the District's August 2020 meeting, Brad Dill will provide the Commissioners with a list of options for addressing the Administration offices' location post May 2021.
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- 25 The next regular meeting was set and confirmed for August 10, 2020 at KVFD's Headquarters.
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- 26 Items needing to be on the August 2020 regular meeting's agenda include matters tabled at the July 2020 meeting and addressing the Headquarters' location post May 2021.
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- 27 The Commissioners participated in a Closed Session pursuant to Chapter 551 of the Texas Government Code from 9:06 PM to 10:01 PM.
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- 28 At 10:02 PM, a motion to adjourn made by Steven Falkner and seconded by Lance Wilson passed unanimously.

Respectfully submitted:

HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16



Steven Falkner
Commissioner