

Harris County Emergency Services District No. 16

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

MINUTES OF THE SEPTEMBER 16, 2020 MEETING

- 1 At 7:00 PM on September 16, 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;
 - Brad Dill of BD Realty;
 - KVFD President Barry Blum and KVFD Secretary Wendy Ray;
 - Scott Seifert of Prime ITS, Inc.; and
 - Ira Coveler of Coveler and Peeler, P.C.

- 2 No one from the public commented.

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

- 4 Reviewing, discussing, and acting on relocating the District's Administrative Office was tabled to the Closed Session.

- 5 Brad Dill and Ira Coveler meet with the board of Municipal Utility District No. 24 (MUD 24) regarding the Headquarters and Station No. 1 Complex site. They proposed the MUD:
 - provided water and wastewater services with a capacity of 17 Single Family Equivalence Units;
 - annexed the site into MUD 24;
 - charged the ESD in-district rates; and
 - included the tap fee along with all other fees and charges.To date, the MUD has not responded to the proposal.

- 6 Ira Coveler reported Harris County ESD No. 9 has canceled their election. Therefore, the County will charge the District more money to handle the election. The District's cost will probably exceed \$200,000.

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6 Lance Wilson asked when the cancellation deadline was. Ira Coveler replied the cutoff date
(Cont'd) is very near and may have passed already.

7) A motion made by Steven Falkner and seconded by Lance Wilson passed unanimously to approve as presented the minutes for the August 10, 2020 regular meeting and August 24, 2020 special meeting.

8 Before the meeting, the District's financial reports and bills were available on the SharePoint for the Commissioners' review.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to approve paying bills for the period ending September 16, 2020 by means of checks and the Automated Clearing House. No certificates of deposit needed to be rolled over.

9 Reviewing, discussing, and acting on capital funding pursuant to the current budget forecast was tabled until the October 2020 meeting.

10 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to pay LDF Construction's \$120,081.95 Application No. 27 that BRW Architects certified for work at the Station No. 3 Complex.

A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to pay LDF Construction's \$172,000 Application No. 28 once BRW Architects certifies all remaining items have been completed satisfactorily and the ESD has received all documentation for work at the Station No. 3 Complex.

11 Given below are KVFD's reports.

Submitted records Prior to the meeting, KVFD personnel presented the Commissioners with documents that contained summaries of tactical, personnel, and public relations activities during August 2020. Key activities occurring during the month included KVFD:

- responding to 234 calls, one of which was an in-district Type 111 structure fire;
- conducting eight public relations events, all of which involved driving by people's homes due to COVID-19;
- working with Precinct 4 to make a virtual education video for children to view at a Civic Adventure Day;

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- 11 (Cont'd) **Submitted records** (Cont'd)
- working on a fire prevention program for school children to view virtually via Google classroom; and
 - experiencing two minor safety incidents.

In addition, two new members joined, three withdrew from membership, and two moved from Active to General Member.

Chief Gosselin On October 1, 2020, KVFD will go from three engines to four engines and an aerial operating at night and on the weekends. They will be Engine 32, Engine 36, Engine 38, and Tower 34 along with a fourth engine that will rotate between the other stations.

On the morning of September 11, 2020, Tankers 31 and 35 were paged to a large house fire in Spring's district. Neither vehicle pulled and the Comm Center did not advise a District Chief or the Fire Chief about the problem. Therefore, consideration is being given to crewing a tanker during the after-hours.

Informal discussions are underway with Cypress Creek Emergency Medical Services about housing an ambulance at either Station No. 3 or Station No. 8.

The consensus opinion was that the Commissioners should delay building a new Station No. 1 to allow time for consideration of cash flow ramifications, the nearness to Station No. 7, *et al.* Planning for the Complex will continue.

- Barry Blum** Barry Blum said:
- he looks forward to working with the KVFD members, Chief Gosselin, and ESD Commissioners to continue providing good service to the community;
 - he was glad to be serving as the President of the KVFD Board; and
 - Wendy Ray is back as the KVFD Secretary.
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- 12 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to sign the Harris County Basic Plan for disaster operations.

Steven Falkner said we need a copy of the plan for our files and ready reference. Ira Coveler said it is a very large plan, making getting us a copy onerous.

- 13 Review, discussing, and acting on the District's contracts with Harris County Emergency Services District No. 11 (ESD 11) and Cypress Creek EMS was tabled until the closed session.
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- 14 The ESD Executive Administrator will issue an invoice to ESD 11 for land usage at Station No. 6 during 2019 and 2020.

Ira Coveler said the ESD 16 / ESD 11 contract about Station No. 6 needs to be refreshed. He will talk to Bill Russell of Myrtle Cruz about this.

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- 15 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 October 2020 meeting.
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- 16 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to donate surplus bunker gear to the U. S. Forest Service.
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- 17 Before the meeting, ESD personnel posted financial statements and records on the SharePoint for the Commissioners' review. Among other things, ESD Administrative personnel removed all scrap metal at the mechanic's shop and completed work on the Headquarters' air conditioning which the Commissioners had approved. Additional work is needed on the air conditioning once the Commissioners have approved said work.
- Mike Pate asked when people will return to work at the Administrative Office bearing in mind that the State has lowered the COVID-19 threat level. Leo Mulvehill will examine the matter.
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- 18 A motion made by Lance Wilson and seconded by Marcus Melvin passed unanimously for Jose Joya Tree Service to trim trees at Station No. 4 and the Kleinwood facility at a cost of \$3,500.00.
- A motion made by Lance Wilson and seconded by Steven Falkner passed unanimously for The Fierro Group Ltd. Co. to remove a fence, install a new fence, and install a gate operator at the facility on Winding Ridge. The cost for said work will be \$6,400.00.
- Leo Mulvehill said there is a problem with Station No. 4's upstairs air conditioning. They are considering ways to address the matter.
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- 19 Mike Pate said:
- they are reviewing DBR's heating, ventilation, and air conditioning reports;
 - they should finalize Station No. 3 Complex matters in October 2020;
 - BRW is moving slowly on developing plans for remodeling Station No. 6 due to COVID-19; however, they may go out for bids at the end of September 2020; and
 - planning is underway for constructing the Headquarters and Station No. 1 Complex.
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- 20 Reviewing, discussing, and acting on matters related to retired Station No. 5's property title was tabled until the October 2020 meeting.
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- 21 Reviewing, discussing, and acting on the District's Standard Operating Procedures was tabled until the October 2020 meeting. There were no other committee reports.

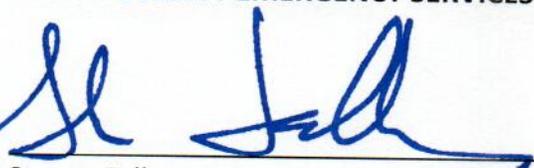
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- 22 The next regular meeting was set and confirmed for Wednesday, October 14, 2020 at KVFD's Headquarters.
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- 23 Items needing to be on the agenda for the October 2020 regular meeting include matters tabled at the September 2020 meeting.
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- 24 At 8:30 PM, 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 came out of Closed Session at 9:41 PM.
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- 25 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to join with nearby Emergency Services Districts in a non-profit organization, if one is formed, and for an ESD Commissioner to serve on its Board, if appropriate.
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- 26 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to spend up to \$250,000 to buy equipment for the aforementioned non-profit organization.
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- 27 At 9:45 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