

# Harris County Emergency Services District No. 16

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

## MINUTES OF THE OCTOBER 13, 2020 MEETING

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1 At 7:00 PM on October 13, 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) Station No. 8. Participating were:

- ESD Commissioners Mike Pate, Steven Falkner, Lance Wilson, and Marcus Melvin;
- ESD Executive Administrator Leo Mulvehill; and
- Ira Coveler of Coveler and Peeler, P.C.

KVFD Fire Chief Michael Gosselin and Brad Dill of BD Realty arrived respectively at 8:08 PM and 8:45 PM.

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2 No one from the public commented.

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3 Before the meeting, Brad Dill posted on the SharePoint a memorandum that provided details about the projects on which he is working. Among other things, it showed that:

- the owner of the pasture north of Station No. 1 gave Brad Dill permission for the ESD to remove large bushes/small trees on his land as they obstruct the station personnel's view of south bound traffic on Stuebner Airline Road;
- the lease for the offices on Louetta Road expires on April 30, 2021; and
- drainage from Mister Car Wash drains through a church's parking lot into Station No.4's retention pond.

A discussion of real estate matters revealed:

- Brad Dill is having difficulty finding real estate for sale that could serve as a new home for Station No. 7;
- the District will make a counter offer to Harris County Emergency Services District No. 11's (ESD 11's) offer to buy the ESD's land on Spring Cypress Road;
- Brad Dill has the ESD's permission to use his discretion about finding the Mister Car Wash's drainage plans that are recorded with Harris County;
- Brad Dill seeks someone to mow the land on Spring Cypress Road; and
- the material making up the dilapidated green house on the land off Spring Cypress Road will be given to anyone willing to remove the structure for the material.

A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to grant Brad Dill authority to engage a landscaper to mow the land on Spring Cypress Road.

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- 4 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to approve:
- before November 1, 2020, exercising the ESD's option that extends the lease for the offices at 8681 Louetta Road, Klein, Texas to April 30, 2022; and
  - execute a lease addendum for an additional one-year option at \$5,525 per month with a two-month notice for this option.

If exercised, the new option would extend the lease expiration to April 30, 2023.

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- 5 Municipal Utility District No. 24 sent a proposed agreement for providing water and sewer services at the Headquarters Complex, nee Headquarters and Station No. 1 Complex. Ira Coveler and Brad Dill proposed several changes to the contract, and we wait for their response.
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- 6 Ira Coveler said Harris County failed to include information about the ESD's election in their public notice, so the District will pay \$30,000 for a separate announcement.
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- 7 A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to approve as amended the minutes for the September 16, 2020 regular meeting.
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- 8 Mike Pate reported:

- due in part to several expenditures being postponed, expenses are within budget;
- revenue from sales tax exceeds expectations; and
- the cash flow will be satisfactory for the balance of the year.

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 Marcus Melvin passed unanimously to approve paying bills for the period ending October 13, 2020 by means of checks and the Automated Clearing House.

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- 9 Reviewing, discussing, and acting on capital funding pursuant to the current budget forecast was tabled until the November 2020 meeting.
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- 10 No action was taken regarding acting on pay application approved by Brown Reynolds Watford Architects.
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- 11 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to make a \$416,000 prepayment for two engines purchased in 2016, thus saving \$12,000 in interest. There will be no penalty for this early payment.
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## MINUTES OF THE DISTRICT'S OCTOBER 13, 2020 MEETING

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12 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to spend up to \$60,000 to relocate the District's COM2 repeater.

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13 Prior to the meeting, KVFD personnel presented the Commissioners with documents that contained summaries of tactical, personnel, and public relations activities. They also provide KVFD's minutes of the Board of Directors September 2020 meeting. Key activities occurring during the month included:

- KVFD responded to 226 calls, three of which were an in-district Type 111 structure fire;
- three safety incidents occurred, resulting in one firefighter being injured;
- KVFD participated in eight public relations events, all of which involved driving by people's homes due to COVID-19;
- KVFD migrated from Wells Fargo & Company to Frost Bank to facilitate financial transactions with the ESD;
- Breedlove & Co, P.C. will be the new auditors for KVFD; and
- consideration is being given to moving oversight of maintenance from KVFD to the ESD.

No one had questions for the Fire Chief concerning the monthly tactical report.

Marcus Melvin commented that it is good that the monthly average of "No Pull" apparatus decreased.

Meeting attendees discussed the District 31 position.

Following a discussion of the matter, everyone agreed to moving maintenance's budget from KVFD to the ESD on January 1, 2021.

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14 No action was taken regarding the District's dealings with ESD 11 and the Cypress Creek Emergency Services District.

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15 ESD 11 paid for leasing land at Station No.7 during 2020 but they still owe for 2019.

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16 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 November 2020 meeting.

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17 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 November 2020 meeting.

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## MINUTES OF THE DISTRICT'S OCTOBER 13, 2020 MEETING

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18 Before the meeting, ESD personnel posted financial statements and records on the SharePoint for the Commissioners' review. Among other things, ESD Administrative personnel:

- auctioned the boom lift for \$15,500;
- completed inspections of KVFD vehicles;
- moved the fence at the Winding Ridge facility;
- had Boxx replace the air conditioning unit for Station No. 5's trailer; and
- will return to the office (stop working from home) on November 2, 2020.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to spend up to \$1,500.00 for Jose Joya Tree Service to trim tree limbs that extend over the trailer at Station No. 1 and remove large bushes/small trees that obstruct the station personnel's view of traffic on Stuebner Airline Road. Walter Ellis will supervise this work.

Station No. 3 personnel reported low water pressure. Walter Ellis canvassed the neighborhood and found that others had experienced the same problem. Mike Manning is investigating the matter.

The dorm rooms at Stations No. 2 and No. 4 are hot during the summer. A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to spend up to \$5,000 for DBR, Inc. to review the air conditioning system at these stations.

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19 Walter Ellis will investigate removing the mold on the northern exterior wall of Station No. 1 and its trailer.

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20 No action was taken on reviewing, discussing, and action on reports received from DBR, Inc.

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21 Mike Pate said the construction of the Station No. 3 Complex has been completed.

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22 Mike Pate said bids for renovating Station No. 6 should be solicited in late October 2020 or early November 2020.

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23 The Commissioners are postponing construction of a new Station No. 1.

Mike Pate said he hopes to have bids for constructing the Headquarters Complex by the November 2020 meeting, and he expects the Complex's construction cost to decrease from \$19,000,000 to \$12,000,000.

Mike Pate will task Government Capitol Corporation with gathering proposals for a loan to finance Headquarters Complex's construction.

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24 Reviewing, discussing, and acting on Station No. 5's property title was tabled until the November 2020 meeting.

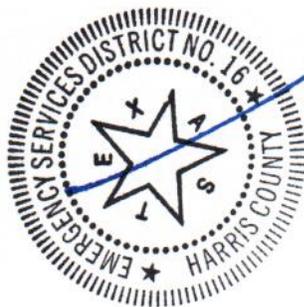
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- 25 The only committee report was about the new Standard Operating Procedures. (SOP).  
A motion made by Lance Wilson and seconded by Steven Falkner passed unanimously to accept the SOP as amended.
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- 26 The next regular meeting was set and confirmed for November 9, 2020 at KVFD's Station No. 3.
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- 27 Items needing to be on the agenda for the November 2020 regular meeting include matters tabled at the October 2020 meeting.
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- 28 The Commissioners participated in a Closed Session pursuant to Chapter 551 of the Texas Government Code from 9:45 PM to 9:58 PM.
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- 29 At 9:58 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