

Harris County Emergency Services District No. 16

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

MINUTES OF THE DECEMBER 14, 2020 REGULAR MEETING

1 At 7:09 PM on December 14, 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 located at 16810 Squares Road, Klein, Texas. Participating in person were:

- ESD Commissioners Mike Pate, Steven Falkner, William Jones, and Lance Wilson;
- KVFD Fire Chief Michael Gosselin;
- Brad Dill of BD Realty; and
- Ira Coveler of Coveler and Peeler, P.C.

Commissioner Marcus Melvin participated via telephone.

2 Brad Dill thanked KVFD for responding to his neighbor's spilled gasoline incident and removing the hazard.

3 Steven Falkner said he had concerns about the recent loan used to fund construction of the District's Administration and Maintenance Complex. Mr. Falkner's main concerns were: [1] five of the eight responding banks not being identified but instead labeled "Community," [2] the bank with the lowest interest rate was not identified, and [3] Government Capital Corporation (GCC) being listed on the promissory note as the lender. The latter item is a problem as the District paid GCC to find the best lender and GCC identified themselves as said company.

Mike Pate asked Ira Coveler if the transaction was legal and he said it was. Steven Falkner believes that because a matter is legal does not mean it is proper.

Steven Falkner asked if there was any interest in handling future loans differently. There were none.

4 Brad Dill distributed a memorandum that provided details about the projects on which he is working. Among other things, it showed:

- interest in the District's property on Spring Cypress Road is weak, which is consistent with the current real estate market;
- Brad Dill is having difficulty finding someone to mow / remove debris from said property; and

the utility service agreement with Municipal Utility District No. 24 for the property on Stuebner Airline Road has been executed. *Continued on the next page*

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4 (Cont'd) A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to continue listing the Spring Cypress Road property with BD Realty until December 31, 2021.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to pay \$4,040 to Hovis Surveying Co. for a boundary and topo survey of the three-acre property on Louetta Road (Station No. 7 [Louetta]).

A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to pay Phase Engineering, Inc. \$1,950 to conduct a Phase 1 Environmental study of the Station No. 7 (Louetta) property.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to pay Bilma Public Utility District a \$5,000 deposit for a feasibility study of the Station No. 7 (Louetta) property.

A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to pay Terranova West Municipal Utility District a \$7,000 deposit for a feasibility study of the Station No. 7 (Louetta) property.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to amend the contract for the purchase of the Station No. 7 (Louetta) property to allow a 1031 exchange. ("A 1031 exchange gets its name from Section 1031 of the U.S. Internal Revenue Code, which allows you to avoid paying capital gains taxes when you sell an investment property and reinvest the proceeds from the sale within certain time limits in a property or properties of like kind and equal or greater value." Wikipedia)

5 A motion made by Lance Wilson and seconded by Marcus Melvin passed unanimously to approve as presented the minutes for the November 9, 2020 regular meeting and November 16, 2020 special meeting.

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

Mike Pate reported that \$11,600,000 is drawing interest in TexPool and the District did not withdraw money from said investment pool in 2020.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to accept the Treasurer's report as presented.

A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to approve paying bills for the period ending December 14, 2020 by means of checks and the Automated Clearing House.

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7 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to replace multiple Kerdi boards at a cost of \$6,200.

8 Reviewing, discussing, and acting on pay applications approved by Brown Reynolds Watford Architects was tabled until the January 2021 regular meeting.

9 Prior to the meeting, KVFD personnel presented the Commissioners with documents that contained summaries of tactical, personnel, financial, apparatus repairs, and public relations activities. They also provide minutes of KVFD's Board of Directors November 24, 2020 meeting December 8, 2020 General Business Meeting. Key activities occurring during November 2020 included:

- KVFD units were dispatched to 260 incidents;
- Tower 34 is still out of service;
- a 70th anniversary KVFD 2021 calendar will be published in mid-December 2020; and
- KVFD held three public relations events, all of which were drive-by events due to the COVID virus.

Chief Gosselin said the following.

1. There were 19 "no pulls" during the month, none of which affected the outcome of the calls;
2. Effective February 2021, KVFD is adding a fifth engine to 24-hours a day / seven days a week staffing. Given below are the applicable engines. Tower 34 at 16810 Squyres will also be staffed full time.
 - E32 at 14640 Gladebrook Drive;
 - E36 at 18822 N. Eldridge Parkway;
 - E37 at 19302 T.C. Jester Boulevard;
 - E38 at 9600 Crescent Clover Drive; and
 - rotating E 31 on Stuebner Airline, E33 on Landry, or E35 on Boudreaux.
3. Brittney Edmiston did a good job with the 2021 KVFD calendar.
4. KVFD's payroll account is moving to Frost Bank.

William Jones pointed out that a "Comparison of Total Duty Crew vs. Volunteer Hours Per Pay Period" is posted on SharePoint and it is very informative. Also, the goal is to achieve staffing of six engines on a 24-hours a day / seven days a week basis.

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10 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 January 2021 meeting.

11 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to spend up to \$850 for one pressure washer that will be shared by the stations.

12 Review, 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 January 2021 meeting.

13 William Jones provided the ESD Administrator's report as Leo Mulvehill was on vacation. He reported:

- KVFD will switch to Frost Bank in January 2021;
- KVFD personnel will need new credit cards;
- on December 21, 2020, the mechanics will switch their employment from KVFD to the District; and
- Walter Ellis examined the cause of the fire alarm sounding at Station No. 8 and discovered an air handler was the culprit.

Separately, William Jones said he and Mike Pate meet with Representative Sam Harless, Texas House District 126, to exchange views on the Emergency Services District No. 11 / Cypress Creek Emergency Medical Services dispute.

14 DBR, Inc. will not be able examine the heating and air conditioning systems at two stations until summer 2021. Consideration is being given to selecting another contractor.

15 Mike Pate reported that Harris County is still moving slowly regarding approving the remodel plans for Station No. 6. Bid requests will not be issued until we obtain said approval.

16 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to appoint Spitz Construction and Consulting, Inc. as the Owner's Representative at the construction of the District's Administrative and Maintenance Complex. The fee for their services will be \$70,000.

17 Reviewing, discussing, and acting on Station No. 5's property title was tabled until Closed Session.

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- 18 Reviewing, discussing, and acting on committee reports was tabled until the January 2021 meeting.
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- 19 The next regular meeting was set and confirmed for January 11, 2021 at the KVFD Administration Building.
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- 20 Items needing to be on the agenda for the January 2021 meeting include:
- matters tabled at the December 2020 regular meeting;
 - reviewing the 2021 budget; and
 - setting limits on credit cards.
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- 21 The Commissioners participated in a Closed Session pursuant to Chapter 551 of the Texas Government Code from 8:49 PM to 9:25 PM.
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- 22 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to promote Adriane Hutchinson to Business Manager. The upgrade becomes effective January 1, 2021.
- A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to authorize Organizology and William Jones to seek a clerk.
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- 23 At 9:28 PM, a motion to adjourn made by Mike Pate and seconded by Marcus Melvin passed unanimously.

Respectfully submitted:

HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16



Steven Falkner
Commissioner

