

Harris County Emergency Services District No. 16

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

MINUTES OF THE FEBRUARY 8, 2021 REGULAR MEETING

1 At 7:04 PM on February 8, 2021, 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, Lance Wilson, and Marcus Melvin;
- KVFD Fire Chief Michael Gosselin;
- KVFD President Barry Blum;
- KVFD Secretary Wendy Ray; and
- Brad Dill of BD Realty.

Ira Coveler of Coveler and Peeler, P.C. arrived at 7:06 PM.

2 No one from the public commented.

3 Brad Dill distributed a memorandum that provided details about the projects on which he is working and a list of due diligence items for Station No. 7 (Louetta). Among other things, they stated:

- he has received multiple inquiries about the property on Spring Cypress Road but no offers;
- contrary to the ESD's desire to have one water supply line at the Administration Complex, Municipal Utility District No. 24 requires a water service line and a separate fire line;
- surveys, feasibility studies, environmental studies, *et al.* have been completed or are underway for Station No. 7 (Louetta); and
- the intended driveway location at Station No. 7 (Louetta) will probably be acceptable to Harris County.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to release \$10,000 to the seller of the real estate for Station No. 7 (Louetta) at this time and \$15,000 when the feasibility period expires (March 15, 2021), all of which will be credited to the ESD at closing.

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4 A motion made by Steven Falkner and seconded by Lance Wilson passed unanimously to approve the minutes as presented for the January 4, 2021 special meeting and as amended for the January 11, 2001 regular meeting.

5 Before the meeting, the District's financial reports and bills were available on the SharePoint for the Commissioners' review. HdL Companies' invoice for \$65,844.00 needed to be added to the invoice list.

Mike Pate reported:

- the ESD has received 75 percent of the anticipated property tax receipts for the year;
- the ESD has an ample cash reserve; and
- given the cash reserve's amount, the Accounting Department will move \$4,000,000 from the general fund to the TexPool investment pool over the next three months.

A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to accept the Treasurer's report as presented and to approve paying bills (including HdL Companies' invoice) for the period ending February 8, 2021 by means of checks and the Automated Clearing House.

6 Establishing the District's Investment Policy for the year was tabled until the March 2021 regular meeting.

7 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to accept Municipal Information Services' proposal to estimate the 2020 tax roll revenue *et al.* for \$2,600.

8 The Commissioners agreed to use Newman & Company for a voter outreach program about the District's future funding requirements. Said company does not require a retainer fee. They instead charge ten percent of the outreach material's cost as a fee for their services.

9 Reviewing, discussing, and acting on the payment of capital funding pursuant to the current budget forecast was tabled until the March 2021 regular meeting.

10 Before the meeting, KVFD personnel presented the Commissioners with documents that contained summaries of tactical, human resources, financial, and public relations activities during January 2021 along with the minutes of the KVFD Board of Directors' January 12, 2021 (short) meeting.

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10 Key activities detailed in said material included:
(Cont'd)

- KVFD responded to 256 incidents of which 28 were fire related, 138 were rescue/EMS related, 13 were for hazardous conditions, 29 were service/good intent calls, and 48 were false alarms;
- volunteers make up 39 percent of the responders and the Fire Chief would like to increase their participation to 50 percent;
- efforts are underway to add Daniel Rathe's name on the National Fallen Firefighter's wall in Maryland; and
- KVFD held five public relations events in January 2021, all of which were drive by due to COVID-19.

Chief Gosselin reported:

- Station No. 3 will soon be staffed on a 24-hours and seven days a week basis;
 - Stations No. 1 and No. 5 will continue being staffed by volunteers, all other stations have a mix of volunteers and career firefighters;
 - the District Chiefs are being rotated to promote their training;
 - as agreed to at the ESD's January 2021 regular meeting, KVFD no longer reports "no pulls"; and
 - the Safety Officer position has been abolished.
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11 No action was taken on extending the service contract with KVFD.

12 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to purchase the herebelow items. .

ITEM(S)	SUPPLIER	COST
Three tires	Beasley Tire	\$13,416.00
Ten air bottles	Municipal Emergency Services	\$12,383.40
Ford IDS software	Helm	\$866.00
Miscellaneous engine parts	Northwest Drive Train Service	\$8,667.42
Office chair	Office Deport	\$499.98

13 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to auction three F150 Ford pickup trucks.

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14 William Jones said the new mechanic intern, Emmitt Smith, has started work and all is going well.

17 No action was taken about reviewing, discussing, and acting on a policy to implement Health and Safety Code §775.038 authorizing Commissioner compensation for work performed in service to the District.

18 Reviewing, discussing, and acting on any needed maintenance, replacements and improvements related to the operation of the District's fire stations, apparatus or equipment was tabled until the March 2021 regular meeting.

17 Regarding the remodel of Station No. 6, Mike Pate said:

- we may solicit bids next week;
- a special meeting may be needed to review the bids; and
- Emergency Services District No. 11 will continue their property lease at Station No. 6 after September 2021.

18 Regarding the construction of the District's Administrative and Maintenance Complex, Mike Pate said:

- groundwork may start sometime in the next few weeks;
- the group who mowed the property have been notified to discontinue doing so and to remove bales of cut grass presently on the property; and
- some grassy areas will need to be mowed in the future.

19 Reviewing, discussing, and acting on Station No. 5's property title was tabled until the March 2021 regular meeting.

20 Committees are working on securing a vendor for pest control at the ESD's facilities and updating the ESD / KVFD service contract.

21 The next regular meeting was set and confirmed for March 8, 2021 at the KVFD Administration Building.

22 Items needing to be on the agenda for the March 2021 regular meeting include:

- matters tabled at the February 2021 regular meeting;
- presentation of KVFD's 2020 audit findings; and
- cybersecurity training for 2021.

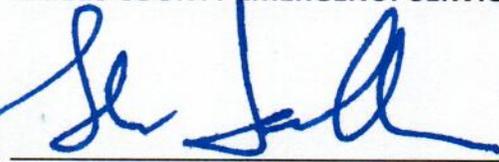
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- 23 The Commissioners in consultation with Legal Counsel participated in a Closed Session pursuant to Texas Government Code §551.072 (real estate matters) and §551.074 551 (personnel matters) from 8:54 PM to 10:04 PM.
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- 24 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to hire Dianna Luke as an Accounts Payable Clerk for the terms and conditions discussed during the Closed Session.
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- 25 At 10:06 PM, a motion to adjourn made by Mike Pate and seconded by Lance Wilson passed unanimously.

Respectfully submitted:

HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16





Steven Falkner
Commissioner