

Harris County Emergency Services District No. 16

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

MINUTES OF THE MARCH 8, 2021 REGULAR MEETING

- 1 At 7:02 PM on March 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;
 - Brad Dill of BD Realty;
 - KVFD firefighter David Bessolo;
 - Miguel Villarreal of Teal Construction; and
 - Ira Coveler of Coveler and Peeler, P.C.
- Scott Seifert of Prime ITS arrived at 7:05 PM.
-

- 2 No one from the public commented.
-

- 3 Brad Dill distributed a memorandum that provided information about Station No. 7 (Louetta). Among other things, it stated:
- closing will be no later than April 14, 2021;
 - a survey of the property revealed some minor fence encroachments along the western property line;
 - the Phase 1 Environmental Study did not find any troubling issues;
 - Brown Reynolds Watford Architects (BRW) determined that the property will be suitable for the proposed fire station;
 - Coveler & Peeler P.C. will prepare and review closing documents;
 - the house and shed have been removed from the property; and
 - earnest money has been released to the owner as detailed in the February 2021 regular meeting.

Continued on the next page

MINUTES OF THE DISTRICT'S MARCH 8, 2021 REGULAR MEETING

3 (Cont'd) A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to authorize Brad Dill to arrange water and sanitary services for Station No. 7 (Louetta).

The consensus opinion among the Commissioners was that an aerobic septic (treatment) system should not be installed at Station No. 7 (Louetta).

4 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to approve as presented the minutes for the February 8, 2021 regular meeting and for the February 12, 2001 special meeting.

5 Before the meeting, the District's financial reports and bills were available for the Commissioners' review on SharePoint. Mike Pate reported:

- as mentioned during the February 2021 meeting, Accounting moved funds from the general fund to the TexPool investment pool;
- a few items listed on the financial reports were miscoded; and
- it was necessary to "double dip" some of the utility bills.

A motion made by Mike Pate and seconded by lance Wilson passed unanimously to accept the Treasurer's report as presented and to approve paying bills for the period ending March 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 April 2021 regular meeting.

7 William Jones said:

- the current payroll company is not performing satisfactorily;
 - Organizology is researching alternatives and will propose switching to another company at the April 2021 meeting; and
 - the preference is for one company to handle payroll matters for both the ESD and KVFD.
-

8 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to spend \$3,212 for a data modem from Access Wireless.

A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to pay Prime ITS \$8,411 to replace access points at three stations.

9 Reviewing, discussing, and acting on any matters related to the District's voter education and outreach campaign being coordinated by Neuman & Company was tabled until the April 2021 meeting.

MINUTES OF THE DISTRICT'S MARCH 8, 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 February 2021 along with the minutes of the KVFD Board of Directors' February 9, 2021 (short) meeting. Key activities detailed in said material included:
- KVFD responded to 371 incidents of which 47 were fire related, 109 were rescue/EMS related, 37 were for hazardous conditions without fire, 66 were service/good intent calls, and 106 were false alarms;
 - KVFD held two public relations events in January 2021, both of which were drive by due to COVID-19; and
 - a hard freeze and attending icy road conditions adversely effected fire apparatus' response times.
- Chief Gosselin reported KVFD experienced the largest call volume in its history during February 2021 and Tower 34 is back in service.
- Barry Blum said KVFD is working on revising their by-laws.
-

11 Receiving KVFD's 2020 audit report was tabled until the April 2021 meeting.

12 Reviewing, discussing, acting on Cypress Creek EMS' request to maintain an ambulance at Station No. 8 was tabled until the Closed Session.

13 There have been no new developments regarding dispatching services.

14 By July 14, 2021 everyone with ESD or KVFD e-mail addresses will need cybersecurity training via Target Solutions.

15 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to spend \$13,033.00 for Sharp Testing Services, Inc. to conduct hydrostatic tests of fire hoses according to NFPA 1962.

16 A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to donate surplus bunker pants, bunker coats, fire boots, orange helmets, and gloves to the Trinity (Texas) Volunteer Fire Department via Texas A & M Forest Service's Helping Hands Program.

17 Receiving reports about the administrative personnel activities and taking any necessary action related to the reports was tabled until the April 2021 meeting.

MINUTES OF THE DISTRICT'S MARCH 8, 2021 REGULAR MEETING

18 A motion made by Mike Pate and seconded by Steven Falkner passed unanimously to compensate District Commissioners who have submitted claim forms as permitted by Texas Health & Safety Code §775.038 (a-1).

19 A motion made by Mike Pate and seconded by Steven Falkner passed unanimously to accept B & H Construction's \$11,400.00 proposal to repair water damage at the Kleinwood Annex building and \$19,125.00 proposal to repair water damage at Station No. 8. Said amounts, minus the deductibles, will be recovered from insurance.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to spend \$2,315.00 for an Uline Single Tier locker to be installed at Station No. 7.

A motion made by Lance Wilson and seconded by Marcus Melvin passed unanimously to purchase the herebelow items.

ITEM(S)	SUPPLIER	COST
Tool box	Truck Vault	\$3,748.50
Roll lock bed cover	Johnson GT	\$1,495.00
Roll lock bed cover	Johnson GT	\$1,730.00
Kassmaul charger	Siddons Martin Emergency Group	\$600.00

20 Regarding the remodel of Station No. 6, Mike Pate said bid packages have been sent and replies are due by March 18, 2021. It will take until around March 25, 2021 for BRW to score the bidders' responses. Commissioners will see the results either during a special meeting or the regular April 2021 meeting.

21 Regarding the construction of the District's Administrative and Maintenance Complex, Mike Pate said the issues with Municipal Utility District No. 24 have been resolved and Harris County has issued all of the permits except one. We will begin construction as soon as the final permit is issued.

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

23 Marcus Melvin said they are working on a request for proposals for a pest control vendor and he expects to have a draft ready for the April 2021 meeting.

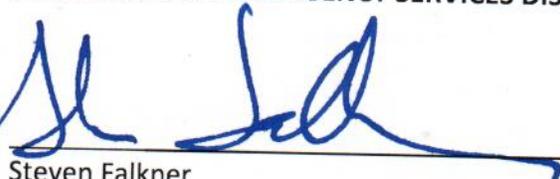
Lance Wilson said they are making progress on rewriting the ESD / KVFD contract and he expects to have a draft ready for the April 2021 meeting.

MINUTES OF THE DISTRICT'S MARCH 8, 2021 REGULAR MEETING

-
- 24 The next regular meeting was set and confirmed for April 12, 2021 at the KVFD Administration Building.
-
- 25 Items needing to be on the agenda for the April 2021 regular meeting include:
- matters tabled at the March 2021 regular meeting;
 - presentation of ESD's 2020 audit findings; and
 - Municipal Information Services' 2020 report.
-
- 26 Ira Coveler requested the Commissioners help find people who live in the District and are willing to work at the May 1, 2021 election.
-
- 27 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 8:37 PM to 10:22 PM.
-
- 28 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to offer the Accounts Payable Clerk position to Dianna Luker for the terms and conditions discussed during the Closed Session.
-
- 29 At 10:24 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