

# Harris County Emergency Services District No. 16

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

## MINUTES OF THE APRIL 12, 2021 REGULAR MEETING

Before the meeting, firefighters from Spring and Klein Fire Departments used battery powered and hydraulic powered rescue tools to demonstrate vehicle extrication.

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- 1 At 7:16 PM on April 12, 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 District Chief Jay Watson;
    - KVFD President Barry Blum;
    - KVFD Secretary Wendy Ray;
    - Brad Dill of BD Realty;
    - Dr. Ron Welsh of Municipal Information Services;
    - Fire Chief Scott Seifert of Spring Fire Department; and
    - Ira Coveler of Coveler and Peeler, P.C.

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  - 2 Chief Seifert presented Chief Gosselin with a plaque that thanked KVFD for their continued support and dedication.

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  - 3 Brad Dill distributed two memorandums that provided information about projects on which he is working. Given below is information contained in these documents.
    1. Regarding the property at 6721 Spring Cypress Road, B & H Construction completed their mowing and clean-up work and are reinstalling the fence. The vegetation has grown eight to twelve inches in the last month.
    2. Personnel are working on plans for the turn lane esplanade in front of the Administration Complex. The work will include moving a fire hydrant, rerouting irrigation lines, and replacing landscaping. Cost of the first two items is expected to be between \$15,000 and \$20,000.

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- 3 (Cont'd) 3. Regarding property for Station No. 7 (Louetta), the Seller approved moving the closing to April 16, 2021. Also Mr. Dill received the title report, and he sent an objection letter to the title company as the Seller has not removed the temporary access easement granted to the Eastern neighbor. Once a driveway permit is issued, the temporary easement will be removed.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to approve closing on the Station No. 7 (Louetta) property and for the ESD President to sign papers necessary for the purchase. The ESD will pay \$1,708,445 at the closing.

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- 4 Receiving the ESD's 2020 audit report was tabled until the May 2021 meeting.
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- 5 Receiving the KVFD's 2020 audit report was tabled until the May 2021 meeting.
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- 6 Dr. Welch provided a summary of the "2020 Update to Comprehensive Review for H. C. ESD #16." Given below are the report's conclusions.

The January 2021 population estimated for the ESD is 168,543 total persons.

For the 2021 tax year, assuming no change in 2020 average appraised values, we are projecting that an additional \$277.30 million will be added to the ESD's tax roll compared to 2020.

Assuming no change in 2020 appraised values, the 2021 tax rolls should generate approximately \$7.61 million in revenues by early 2022.

(T)he impacts of the opening the Grand Parkway still are being evaluated, based on what has happened in Western Harris and Ft. Bend counties, such will spur significant real estate development in the northern portions of the ESD.

Finally, it seems that Houston and Texas weathered the COVID-19 pandemic better than most other areas of the U.S.A. As Texas gradually opens . . . different business sectors, it will take some time to evaluate the damage caused by shutting down the economy. Only then can a prognosis of when things will get bac to "NORMAL" can be determined.

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- 7 A motion made by Steven Falkner and seconded by Marcus Melvin passed unanimously to approve as presented the minutes for the March 8, 2021 regular meeting.
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- 8 Before the meeting, the District's financial reports and bills were available for the Commissioners' review on SharePoint. Mike Pate reported Accounting moved \$2,000,000 from TexPool for purchasing the Station No. 7 (Louetta) property.

A motion made by Mike Pate and seconded by Steven Falkner passed unanimously to accept the Treasurer's report as presented and to approve paying bills for the period ending April 12, 2021 by means of checks and the Automated Clearing House.

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9 Ira Coveler said Harris County has not provided him with the latest property tax information, so he cannot advise the Commissioners about the ramifications of granting exemptions.

A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to grant 2021 property tax exemptions of:

- ten per cent per year on homes with a homestead exemption;
- \$100,000 per year on homes in which persons who are 65 years old or older reside; and
- \$100,000 per year on homes housing those who qualify as a disabled person.

The 2021 homestead exemption is the same as for 2020. The exemptions for those over 65 and the disabled increased from \$80,000 and \$50,000, respectively.

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

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11 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to switch from Paycom Software Inc. to Paycor for handling the ESD's payroll accounting, provided KVFD makes the same switch.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to offer ESD employees insurance coverage from Aflac Inc.

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

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13 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 regular May 2021 meeting.

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14 Before the meeting, KVFD personnel presented the Commissioners with documents that contained summaries of tactical, human resources, facilities, financial, and public relations activities during March 2021 along with the minutes of the KVFD Board of Directors' March 2, March 9, and March 23, 2021 meetings. Key activities detailed in said material included:

- KVFD responded to 243 incidents of which 36 were fire related, 122 were rescue/EMS related, 19 were for hazardous conditions without fire, 34 were service/good intent calls, and 32 were false alarms;

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- 14 (Cont'd)
- KVFD held two public relations events in January 2021, both of which were drive by due to COVID-19; and

- Brittney Edmonson is communicating with the local newspapers about the Department's activities.

Chief Gosselin said six of the eight stations are staffed 24-hours a day and 7-days a week. Also, 34.6 per cent of the KVFD personnel responding to incidents are volunteers.

Chief Watson spoke about the advantages of using battery powered extraction equipment.

A motion made by Mike Pate and seconded by Steven Falkner passed unanimously to spend up to \$46,000 for one set of battery powered extraction equipment. Said gear will serve as a test to determine whether KVFD's fleet should be so equipped.

Barry Blum said the Department continues to draft revisions to their by-laws.

William Jones reminded Barry Blum that Department personnel need cybersecurity training.

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- Mike Pate spoke about recent events relating to dispatching services; namely:

- Cypress Creek Emergency Medical Services' (CCEMS) offer for funding CCEMS for dispatching services after August 2021 was rejected by five nearby fire departments they currently serve;
- the five fire departments, which includes KVFD, will form a new dispatching service, Texas Emergency Communications Center (TECC);
- until TECC can find a permanent location, they will be housed in KVFD's Headquarters meeting room; and
- TECC will be in operation before the end of August 2021.

A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to allow TECC to use space in KVFD's Headquarters building as described in a lease agreement which Ira Coveler will draft.

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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 May 2021 meeting.
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- A motion made by Steven Falkner and seconded by Marcus Melvin passed unanimously to declare the computer used by KVFD's Secretary for the last eight years to be surplus; therefore, they can discard it.
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## MINUTES OF THE DISTRICT'S APRIL 12, 2021 REGULAR MEETING

18 William Jones reported Donnie McComb is monitoring Walter Ellis' activities and has posted information about the facilities on SharePoint.

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

20 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to purchase the herebelow items.

ITEM(S)	SUPPLIER	COST
Roll N Lock Bed cover and under seat storage	Johnson GT	\$1,730
Roll lock bed cover	Johnson GT	\$1,495
Annual inspection and maintenance of eight stations' garage doors	Conroe Commercial Door	\$4,650

21 Attachment 1 provides a bid evaluation for remodeling Station No. 6. Mike Pate said LDF Construction, Inc. had the lowest bid and the highest rating.

A motion made by Lance Wilson and seconded by Marcus Melvin passed unanimously to accept LDF's bid to remodel Station No. 6, including the three alternates (stair covering, stucco front facade, and use metal studs instead of wooden ones).

Station No. 6 personnel and response equipment will operate out of retired Station No. 6 while remodeling is in progress.

22 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to pay LDF Construction \$87,699.42 for Application No. 1, which BRW Architects certified for work at the Administration Complex.

Mike Pate expects ground preparation for the Administration Complex will commence within the next two weeks.

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

24 Marcus Melvin distributed a draft "Request for Proposal (RFP) for 2021-2022 Pest Control Service," which the Commissioners will discuss at the May 2021 meeting.

Lance Wilson said work continues on revising the ESD / KVF D service contract.

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- 25 The next regular meeting was set and confirmed for May 10, 2021 at the KVFD Training Center, which is next to Station No. 3.
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- 26 Items needing to be on the agenda for the May 2021 regular meeting include matters tabled at the April 2021 regular meeting and paying LDF Construction's application and certificate for payment.
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- 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 9:16 PM to 9:58 PM.
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- 28 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to authorize Brad Dill to make an offer to purchase 4.7 acres of real estate on FM 2920 near the Klein Independent School District Multipurpose Center per the terms and conditions discussed during the Closed Session.
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- 29 At 9:59 PM, a motion to adjourn made by Steven Falkner and seconded by Marcus Melvin passed unanimously.

Respectfully submitted:

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16**



  
Steven Falkner  
Commissioner

## MINUTES OF THE DISTRICT'S APRIL 12, 2021 REGULAR MEETING

### Attachment 1

<b>HCESD 16 Klein Fire Station No. 6 - Bidder Evaluations</b>							
Category		Evaluation Percentage	BIDDERS				
			LDF	Frost Const.	Const. Masters of Houston	Nash Ind.	C.A. Walker
	<b>Base Bid Including \$400,000 Contingency</b>		<b>\$3,417,000.00</b>	<b>\$3,444,000.00</b>	<b>\$3,555,000.00</b>	<b>\$3,424,000.00</b>	<b>\$3,551,968.00</b>
	Alternate 1 (Stair Covering)		\$9,700.00	\$24,000.00	\$33,000.00	\$27,500.00	\$26,320.99
	Alternate 2 (Stucco Front Façade)		\$5,200.00	\$10,000.00	\$10,000.00	\$1,800.00	\$18,000.00
	Alternate 3 (Metal studs not wood)		\$8,400.00	\$8,000.00	\$17,700.00	\$25,000.00	N/A
a.	Cost Proposal	40.00%	38%	36%	33%	37%	33%
b.	Relevant Experience and Qualifications	10.00%	10%	8%	9%	7%	9%
c.	Experience & Qualifications of Key Project Personnel	20.00%	18%	18%	17%	14%	18%
d.	Past performance & References	15.00%	14%	14%	14%	14%	14%
e.	Subcontractor Support & Experience	15.00%	13%	13%	14%	13%	12%
	<b>TOTAL</b>	<b>100%</b>	<b>93.0%</b>	<b>89.0%</b>	<b>87.0%</b>	<b>85.0%</b>	<b>86.0%</b>