

Harris County Emergency Services District No. 16

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

MINUTES OF THE MAY 12, 2021 REGULAR MEETING

- 1 At 7:14 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) Station No. 4 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 Baron Edmiston;
 - KVFD District Chief Dustin Creager;
 - KVFD Secretary Wendy Ray;
 - Brad Dill of BD Realty;
 - Jill Henze of Breedlove & Co., P.C.; and
 - Ira Coveler of Coveler and Peeler, P.C.
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- 2 Ira Coveler provided the herebelow results of the May 1, 2021 election to authorize within the District a maximum *ad valorem* tax rate of ten cents per \$100 of taxable property value.

	Early Voting	Election Day	Mail-in Ballots	Total Votes
For tax authorization	39	31	32	102
Against tax authorization	23	91	42	156

A motion made by Lance Wilson and seconded by Marcus Melvin passed unanimously to accept the election results.

A motion made by Mike Pate and seconded by Steven Falkner passed to compensate the indicated personnel at the specified amounts for their work on the election. Voting for the motion were Mike Pate, Steven Falkner, Rich Jones, and Marcus Melvin. Lance Wilson abstained from voting.

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2 (Cont'd)

Name	Hours	Rate	Total	Role
Karen Colbert	4	\$20.00	\$80.00	Early Voting Ballot Board
Veranda Colbert	4	\$20.00	\$80.00	Early Voting Ballot Board
Brooke DeLoatche	14	\$20.00	\$280.00	Election Day Clerk
Alexandra Gosselin	79	\$20.00	\$1,580.00	Early Voting / Election Day Judge
Michael Hooper	1.5	\$20.00	\$30.00	Early Voting / Election Day backup
Whitney Ligin	65.5	\$20.00	\$1,310.00	Early Voting Clerk
Nancy Wilson	4	\$20.00	\$80.00	Early Voting Ballot Board

At 7:27 PM, a motion made by Mike Pate and seconded by Steven Falkner passed unanimously to adjourn from election matters.

3 No one from the public commented.

4 Brad Dill distributed two memorandums, which are summarized below, that provided information about projects on which he is working and discussed same.

1. B & H Construction mowed the 6721 Spring Cypress Road property and returned the fence.
2. Brian Gardens Landscape Design & Irrigation, who are Municipal Utility District No. 24's contractor, estimated it will cost \$44,428.31 to repair the esplanade that fronts the Administration Complex necessitated by the ESD's construction work.
3. A \$10,000 retainer was wired to Bilma Public Utility District for easement surveying at Station No. 7 (Louetta) and associated document preparation.
4. Brad Dill presented a letter of intent for the four-acre property adjacent to the Klein Independent School District's entry drive on FM 2920.

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4 (Cont'd) A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to amend the service agreement with Municipal Utility District No. 24 to deal with damage to their water, sanitary, and irrigation lines along with the landscaping in the esplanade that fronts the Administration Complex. The fee for said work is not to exceed \$60,000.

A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to accept B & H Construction's proposal to mow and clean up the property at 6721 Spring Cypress Road, Spring, Texas every three months for \$1,000 each mowing. This agreement will roll over automatically and indefinitely until one party gives the other notice to terminate it.

5 Jill Henze distributed drafts of the auditor's "Report on Financial Statements (With Supplemental Material) For the Year Ended December 31, 2020" She reported everything is materially correct and summarized the audit report. Steven Falkner requested the fees paid to Government Capital be added to the report.

A motion made by Mike Pate and seconded by Marcus Wilson passed unanimously to accept the audit report subject to the abovementioned revision being made.

6 Receiving the KVF's 2020 audit report was tabled until the June 2021 meeting.

7 A motion made by Steven Falkner and seconded by Marcus Melvin passed unanimously to approve as presented the minutes for the April 12, 2021 regular meeting.

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

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 May 12, 2021 by means of checks and the Automated Clearing House

9 There were no pay applications approved by BRW Architects needing to be approved.

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

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

12 Rich Jones asked about Neuman & Company not being used to conduct an education and outreach program for the election. Ira Coveler explained that personnel at said company advised against doing so.

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12 (Cont'd) Lance Wilson said Simon VanDyk called him to ask why the ESD did not use Touchstone District Services for the election. After a discussion, it was decided to table the matter until a later meeting.

13 Before the meeting, KVFD personnel presented the Commissioners with documents that contained summaries of tactical, human resources, financial, and public relations activities during April 2021 along with the minutes of the KVFD Board of Directors' March 30, April 13, and April 27, 2021 meetings. Key activities detailed in said material included:

- KVFD responded to 253 incidents of which seven were Type 111 in-District building fire incidents, 36 were fire related, 120 were rescue/EMS related, 25 were for hazardous conditions without fire, 44 were service/good intent calls, and 28 were false alarms;
- KVFD participated in four public relations events;
- KVFD commenced participating in public relations events without masks;
- Bella Media is making short videos about KVFD for posting on Facebook and KVFD's website;
- KVFD personnel are making a yearbook for the Department's 70th anniversary which will include photographs of KVFD members;
- KVFD is finalizing the by-law revisions; and
- Thomas Roberts relieved Donny McComb as quartermaster due to Mr. McComb becoming an employee of the District.

Chief Gosselin reported six stations are now being staffed 24-hours and seven days a week and volunteers continue to participate regularly.

District Chief Creager raised the issue of painting the engines, tankers, and towers red. After a discussion about the pros and cons of doing so, the matter was tabled until the June 2021 meeting.

14 Mike Pate reported that efforts to purchase equipment and hire personnel for the Texas Emergency Communication Center (TECC) continue.

A motion made by Lance Wilson and seconded by Marcus Melvin passed unanimously to charge TECC \$1,500 per month to rent the Administration Building's meeting room and adjacent rooms.

15 The Commissioners discussed remodeling the Administration Building to accommodate TECC's needs.

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16 A motion made by Lance Wilson and seconded by Marcus Melvin passed unanimously to purchase from Triad Marine two Zodiac FC 420 LSRF rescue boats with galvanized trailers, but without motors. The cost is \$20,955.00 for each unit.

A motion made by Lance Wilson and seconded by Marcus Melvin passed unanimously to purchase bullet resistant vests and helmets from Municipal Emergency Services for \$37,187.20.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to purchase workout equipment from Fit Supply for use at Station No. 1. The cost is \$25,998.85.

17 The Commissioners agreed to lower the asking price for the surplus engine from \$75,000 to \$65,000.

Mike Pate said the surplus truck that Safety 30 used sold for \$17,000.00.

18 Receiving reports about the administrative personnel's activities and taking any necessary action related to the reports was tabled until the Closed Session.

19 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).

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

ITEM	SUPPLIER	COST
Fleet maintenance software	EMDECS	\$5,80.00 annually
District map with LPAs	Houston Map Co.	\$2,145.00
Repair air conditioning at Administration Building	B & H Construction	\$1,600.00
Gutters on roll-up doors	Siddons Martin	\$4,692.60

21 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to enter into an agreement with Spitz Construction and Consulting to serve as the Owner's Representative during the remodeling of Station No. 6.

22 Mike Pate reported that ground preparation for the Administration Complex has commenced. The site needed additional fill dirt for stabilization.

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- 23 Reviewing, discussing, and acting on Station No. 5's property title was tabled for the time being.
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- 24 Marcus Melvin reported he did not receive any comments about his draft request for proposals (RFP) for an exterminator. He therefore assumed no one saw a need to revise the RFP.
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- 25 The next regular meeting was set and confirmed for (Wednesday) June 16, 2021 at the KVFD Training Center.
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- 26 Items needing to be on the agenda for the May 2021 regular meeting include matters tabled at the May 2021 regular meeting.
- Steven Falkner asked Ira Coveler whether the four "boiler plate" items about penalties for not paying property taxes they discussed earlier needed to be included on the agenda. Mr. Coveler said he was researching the matter.
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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 10:10 PM to 10:58 PM.
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- 28 At 10:58 PM, a motion to adjourn made by Lance Wilson and seconded by Mike Pate passed unanimously.

Respectfully submitted:

HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16





Steven Falkner
Commissioner