

Harris County Emergency Services District No. 16

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

MINUTES OF THE JUNE 16, 2021 REGULAR MEETING

1 At 7:04 PM on June 16, 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) Training Center located at 9755 Landry Boulevard, Klein, Texas 77070. Participating were:

- ESD Commissioners Steven Falkner, William Jones, Lance Wilson, and Marcus Melvin;
- KVFD Fire Chief Michael Gosselin;
- community members Jaime Serghini and Erica Sotelo;
- KVFD Secretary Wendy Ray;
- Brad Dill of BD Realty; and
- Ira Coveler of Coveler and Peeler, P.C.

Commissioner Mike Pate and KVFD District Chief Dustin Creager arrived at 7:06 PM and 8:10 PM respectively.

2 No one from the public commented.

3 Brad Dill distributed a memorandum that detailed information about projects on which he is working. Given below is a synopsis of same.

1. B & H Construction completed the first quarterly mowing of the property on Spring Cypress Road and prospective buyers have shown some interest in the land.
 2. Brad Dill will keep people living near the construction site on Stuebner Airline Road informed of upcoming early morning concrete pours.
 3. Brad Dill informed the Bilma Public Utility District that the District will be moving out of retired Station No. 7 later than expected.
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4 Receiving the KVFD's 2020 audit report was tabled until the July 2021 meeting.

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

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6 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 Marcus Melvin passed unanimously to accept the Treasurer's report as presented and to approve paying bills for the period ending June 16, 2021 by means of checks and the Automated Clearing House

7 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to pay LDF Construction \$161,060.16 for work at the Administration Complex (Application No. 2) and \$87,191.00 for remodeling work at Station No. 6 (Application No. 6). BRW Architects, Inc. (BRW) certified both applications.

8 Ira Coveler said the only difference between the proposed District's 2021 Investment Policy and 2020 policy is the date.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to accept the District's proposed Investment Policy as presented.

9 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to accept Siddons-Martin Emergency Group's proposal to purchase one tanker and two pumpers plus trade in three pumpers, two tankers, and one equipment truck for a price that does not exceed \$2,000,000. After the transactions are complete, two towers will serve as reserves.

10 Reviewing, discussing, acting on matters related to the District performing an education and outreach campaign was tabled until the July 2021 regular meeting.

11 Before the meeting, KVFD personnel presented the Commissioners with documents that contained summaries of tactical, human resources, financial, and public relations activities during May 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 three were Type III in District building fires, 24 were fire related, 119 were rescue / medical incidents, 33 were hazardous conditions, 28 were service / good intent calls, and 48 were false alarms;
- participated in 12 public relations events;
- commenced doing in-person public relations events;
- continue to work with Breedlove & Co., P.C. on the audit; and
- will conduct General Business Meetings in the Training Center and only 25 people will be admitted; the rest will participate via Zoom.

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11 Chief Gosselin asked if there were any questions about the reports. Steven Falkner (Cont'd) asked when KVFD will start reporting the vehicle's miles. Mike Pate said that was the ESD's responsibility.

12 The Commissioners discussed painting the engines, towers, tankers, etc. red instead of lime/light green. Steven Falkner said the existing colors are easier to see at night and by those who are color blind. Mike Pate said he did not care what color scheme is used. Lance Wilson said he has been "on the fence" but he wanted to support the Chiefs.

A vote to maintain the existing color scheme passed. Voting in the majority were Steven Falkner, Rich Jones, and Marcus Melvin. Mike Pate and Lance Wilson were for making the change.

13 Reviewing, discussing, and acting on the dispatch services for the District and Texas Emergency Communications Center, Inc. (TECC) was tabled until the July 2021 meeting.

14 Mike Pate advised the herebelow about remodeling the Administration Building to accommodate TECC's needs:

- remodeling the Administration Building to adapt it for TECC commenced this week;
 - one half of the parking lot is reserved for construction workers;
 - remodeling is expected to last six weeks; and
 - the gate next to Station No. 4 will be left open during construction.
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15 A motion made by Lance Wilson and seconded by Marcus Melvin passed to approve as presented a lease agreement with TECC for a portion of the Administration Building located at 16810 Squyres Road, Klein, Texas 77379. Voting for the motion were Steven Falkner, William Jones, Lance Wilson, and Marcus Melvin. Mike Pate abstained from voting.

16 A motion made by Steven Falkner and seconded by Marcus Melvin passed unanimously to sign a \$383,969 contract with Christensen Building Group for modifying the Administration Building. Martinez Architects, LP will create the plans.

17 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 July 2021 meeting.

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18 Reviewing, 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 July 2021 meeting.

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

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

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

ITEM	SUPPLIER	COST
15 sets of bunker gear (coats, pants, boots, gloves, helmets, and hoods)	Delta Fire & Safety	\$51,900.00
Combat Ready Hose 1.75' x 50' Section, Red	Delta Fire & Safety	\$7,200

22 Regarding remodeling Station Nol. 6, Mike Pate said:

- Engine 36 has moved to retired Station No. 6 for the duration of the construction period;
- LDF Construction started demolition work; and
- remodeling will take seven to nine months to complete.

William Jones thanked Danny McComb and Walter Ellis for working in adverse weather.

23 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to retain BRW to serve as architects on a CRM (client relationship management) basis for designing Station No. 7 (Louetta). The contract price is \$562,800.

24 Regarding construction of the Administration Complex, Mike Pate advised:

- LDF Construction has moved a large amount of dirt in preparation for pouring concrete;

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- 24 (Cont'd)
- finalizing documents for hooking-up sewer lines caused a delay;
 - they are ordering material as they expect shortages in the future;
 - all concrete will be poured at one time; and
 - a construction meeting will take place at Station No. 1 soon.
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- Marcus Melvin reported on a request for proposals for exterminators. Lance Wilson said there was nothing to report about revising the ESD / KVFD contract.
- Marcus Melvin lamented the passing of Peter Zargas who had been a member of KVFD for 40 years. The Commissioners joined in thanking Mr. Zargas for his service and will discuss renaming the Training Center to honor him during the July meeting.
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- Ira Coveler discussed the District's appraisal values.
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- A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to authorize the District counsel to publish the Effective Tax Rate Notice.
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- The next regular meeting was set and confirmed for July 12, 2021 at the KVFD Training Center.
- Personnel participating in the upcoming budget workshop will discuss among themselves a mutually convenient time to meet.
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- Items needing to be on the agenda for the July 2021 regular meeting include matters tabled at the June 2021 regular meeting along with renaming the Training Center to honor Pete Zargas and acquiring election equipment to satisfy new voting rules.
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- 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 8:35 PM to 9:27 PM.
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- A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to offer Kristina Downey a job per the terms and conditions discussed in the Closed Session.
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- A motion made by Lance Wilson and seconded by Marcus Melvin passed unanimously to pay Diane Luker as discussed in the Closed Session.

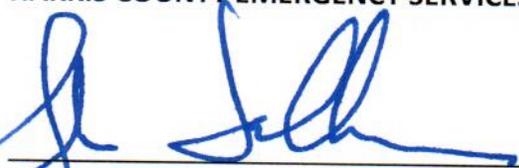
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- 33 A motion made by Lance Wilson and seconded by Marcus Melvin passed unanimously to authorize Brad Dill to make an offer on a 3.3-acre tract of real estate on the west side of Alvin Klein Drive and just north of FM 2920 per the terms and conditions discussed in the Closed Session.
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- 34 At 9:30 PM, a motion to adjourn made by Lance Wilson and seconded by Steven Falkner passed unanimously.

Respectfully submitted:

HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16





Steven Falkner
Commissioner