

Harris County Emergency Services District No. 16

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

MINUTES OF THE JULY 12, 2021 REGULAR MEETING

- 1 At 7:04 PM on July 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) Training Center located at 9755 Landry Boulevard, Klein, Texas 77070. Participating were:
 - ESD Commissioners Mike Pate, Steven Falkner, William Jones, Lance Wilson, and Marcus Melvin;
 - KVFD Fire Chief Michael Gosselin;
 - KVFD Secretary Wendy Ray;
 - former KVFD member Jay Lucas;
 - Brad Dill of BD Realty; and
 - Ira Coveler of Coveler & Peeler, P.C.

- 2 No one from the public commented.

- 3 Brad Dill distributed a memorandum that detailed information about projects on which he is working, and he discussed same. A real estate matter was tabled until the Closed Session.

A motion relating to the Station No. 7 (Louetta) property made by Mike Pate and seconded by Lance Wilson passed unanimously to authorize (1) William Jones to execute a ten-foot-wide water line easement and (2) Brad Dill to explore cost allocation for Bilma Public Utility District's services with adjacent landowners.

- 4 Receiving the KVFD's 2020 audit report was tabled until the August 2021 meeting.

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

- 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 Lance Wilson passed unanimously to accept the Treasurer's report as presented and to approve paying bills for the period ending July 12, 2021 by means of checks and the Automated Clearing House.

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6 (Cont'd) Mike Pate reported expenditures for the month are larger than normal due to (among other things) making a quarterly payment to KVFD, construction and remodeling costs, and purchasing new trucks.

A discussion took place regarding large fees for water.

7 A motion made by Mike Pate and seconded by Steven Falkner passed unanimously to pay LDF Construction \$66,728.00 for remodeling work at Station No. 6 (Application No. 2) and \$637,658.49 for constructing the Administration Complex (Application No. 3). BRW Architects, Inc. (BRW) certified both applications.

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

9 No action was taken regarding reviewing, discussing, and acting on any matters related to the District performing an education and outreach campaign.

10 Before the meeting, KVFD personnel presented the Commissioners with documents that contained summaries of tactical, human resources, financial, and public relations activities during June 2021 along with the minutes of the KVFD Board of Directors' June 8, 2021 meetings. Key activities detailed in said material included KVFD:

- responded to 270 incidents of which five were Type III in District building fires, 35 were fire related, 115 were rescue / medical incidents, 32 were hazardous conditions, 32 were service / good intent calls, and 56 were false alarms;
- participated in six public relations events; and
- is revising the KVFD website to solicit volunteers.

Chief Gosselin said they were returning to the pre-COVID protocols. For example, they will start home alone and babysitting classes in September and screening for cancer in October.

A discussion took place about Station No. 1's low call volume and the facility sitting empty for long periods of time.

The Commissioners agreed that the District's classification needs to be changed in the ESD / KVFD contract.

11 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to purchase 24 personal floatation devises from Metro Fire for \$4,440.00.

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- 12 Ira Coveler said he is talking to several other districts about joint ownership of voting equipment that satisfies the new regulations.
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- 13 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 August 2021 meeting.
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- 14 Receiving reports about the administrative personnel activities and taking any necessary action related to the reports was tabled until the Closed Session.
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- 15 A motion made by Mike Pate 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).
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- 16 William Jones reported that Station No. 6's trailer has been moved to retired Station No. 6 and it will remain there for the duration of the station's remodeling. Discussing Station No. 8's failed evaporator coils was tabled until the Closed Session.
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- 17 Regarding remodeling Station No. 6, Mike Pate said:
- demolishing work had begun;
 - dirt from the Administration Complex has been moved to Station No. 6;
 - internal work should commence July 19, 2021; and
 - remodeling the station is expected to take seven months to complete.
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- 18 Mike Pate referred the Commissioners to Brad Dill's report for matters relating to Station No. 7 (Louetta).
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- 19 Regarding construction of the Administration Complex, Mike Pate advised:
- frequent rain has delayed work at the site;
 - a sign advising those passing by about what is being constructed has been made but it has not been posted due to the rain; and
 - pouring concrete for the driveways is next on the schedule.
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- 20 Mike Pate said the switchover from the Cypress Creek EMS Call Center to the Texas Emergency Call Center will occur at 6:45 AM on September 2, 2021.
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- 21 Marcus Melvin said the latest version of the exterminator request for proposals is posted on the SharePoint. Ira Coveler said he will review it.
- Lance Wilson said he expects to have information about the revised ESD / KVFD contract available at the August 2021 meeting.
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- 22 The Commissioners discussed Lance Wilson's proposal to rename the Training Center after Pete Zargas. The consensus opinion was that while Mr. Zargas deserved the tribute, so did several other people. The Commissioners believed that by respecting Mr. Zargas, they risked discrediting those who were equally worthy of the honor. Lance Wilson said he would discuss with the family about another way to honor him.
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- 23 The next regular meeting was set and confirmed for August 9, 2021 at the KVFD Training Center.
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- 24 Items needing to be on the agenda for the August 2021 regular meeting include matters tabled at the July 2021 regular meeting.
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- 25 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 8:16 PM to 9:22 PM.
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- 26 A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to hire as a full time employee Emmitt Smith at the terms and conditions discussed during the Closed Session.
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- 27 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to spend up to \$15,000 to repair the air conditioning system at Station No. 8.
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- 28 At 9:25 PM, a motion to adjourn made by Marcus Melvin and seconded by Lance Wilson passed unanimously.

Respectfully submitted:

HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16



Steven Falkner
Commissioner