

Harris County Emergency Services District No. 16

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

MINUTES OF THE AUGUST 9, 2021 REGULAR MEETING

- 1 At 7:01 PM on August 9, 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 Facility located at 9755 Landry Boulevard, Klein, Texas 77070. Participating were:
- ESD Commissioners Mike Pate, Steven Falkner, William Jones, and Marcus Melvin;
 - KVFD Chief Michael Gosselin;
 - KVFD President Barry Blum;
 - KVFD Secretary Wendy Ray;
 - KVFD District Chief Jim Hughes;
 - Brad Dill of BD Realty;
 - members of the public Denise and Gary Morrison; and
 - Ira Coveler of Coveler & Peeler, P.C.
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- 2 No one from the public commented.
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- 3 Brad Dill distributed a memorandum that detailed information about projects on which he is working, and discussed same. Among other things, negotiations are in progress to determine the cost of cutting the esplanade on Stuebner Airline Road and who will share the cost for easements at the Station No. 7 (Louetta) property.
- A real estate matter was tabled until the Closed Session.
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- 4 Barry Blum distributed the KVFD's 2020 audit report, which said there were no anomalies. However, the auditors "... recommend an agreement be signed with the bank to internally pledge securities for amounts in excess of \$250,000."
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- 5 Before the meeting, KVFD personnel presented the Commissioners with documents that contained summaries of tactical, human resources, financial, and public relations activities during July 2021 along with the minutes of KVFD's June 28, 2021 Board of Directors and July 13, 2021 General Business Meetings. Key activities detailed in said material included KVFD:
- participated in 18 public relations events;

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- 5 (Cont'd)
- responded to 285 incidents of which four were Type III in-District building fires, 31 were fire related, 120 were rescue / medical incidents, 51 were hazardous conditions, 40 were service / good intent calls, six were weather related, and 56 were false alarms; and
 - hosted a blood drive yielding 20 units.

Chief Gosselin reported:

- since six trucks are now staffed on a 24-hour / seven days a week basis, henceforth response times will be combined in one category instead of separated into Shift 1 and Shift 2;
- six KVFD personnel attended the FDIC conference in Indianapolis, Indiana; and
- Harris County ESD 11 requested their ambulances be allowed to stage at KVFD's stations after their service provider changes.

Mike Pate requested that response times for each station be given in the monthly tactical report. Chief Gosselin said they would do so.

Steven Falkner requested that Harris County ESD 11's e-mail that requested permission to stage at the fire stations be forwarded to those who have seen it and reminded the Chief that KVFD's roster needs to be sent to the Commissioners in January and July of each year.

- 6
- Steven Falkner asked for a clarification of why expenses for constructing the Administration Complex and remodeling Station No. 6 were not included in the budget, which was attached to the minutes of the August 2, 2012 Special Meeting. Mike Pate said it is because the budget only covered operational expenses.

A motion made by Steven Falkner and seconded by Marcus Melvin passed unanimously to approve as presented the minutes for the July 12, 2021 regular meeting and August 2, 2021 Special Meeting.

- 7
- Before the meeting, the District's financial reports and bills were available for the Commissioners' review on SharePoint.

Mike Pate said he expected the District's expenses will be at or below budget at year's end.

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 August 9, 2021 by means of checks and the Automated Clearing House.

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7 (Cont'd) Ira Coveler distributed a draft 2021 tax rate scenarios (Appendix 1). He advised:

- Scenario One is the effective tax rate;
 - Scenario Two can be used without requiring an election;
 - Scenario Three exceeds the District's maximum allowable tax, so it is not a viable option; and
 - Scenario Four can be used without requiring an election.
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8 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to pay LDF Construction, Inc. \$682,808.69 for Application No. 4, which BRW Architects certified for work at the Administration Complex.

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

10 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 the District's budget was tabled until the September 221 meeting.

11 Ira Coveler reported he continues to research options for purchasing voting equipment that satisfies the new election rules. He estimates the cost for said equipment will be in the \$40,000 to \$50,000 range.

12 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to donate the herebelow surplus equipment to Texas A&M Forest Services' Helping Hands program.

- 32 bunker coats
 - 20 bunker pants
 - 27 pairs of boots
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13 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to compensate District Commissioners William Jones \$750.00 and Mike Pate \$900 as permitted by Texas Health & Safety Code §775.038 (a-1). They submitted claim forms prior to the meeting.

14 Addressing administrative personnel was tabled until the Closed Session.

15 William Jones reported that both compressors at Station No. 8 are operating. Also, the Station's sprinkler system was damaged.

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15 (Cont'd) A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to pay \$176,222.15 for Application No. 2, which Martinez Architects certified, for work at the Texas Emergency Communications Facility (TECC).

A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to pay B&H Construction \$37,000 to erect a 24' x 24' building at Station No. 7's parking lot to store hoses and foam. They will also build a 20' x 36' awning.

Steven Falkner asked what should be done with the dead bushes in front of Station No. 1. William Jones said he would investigate the matter.

16 Regarding remodeling Station No. 6, Mike Pate said:

- the structure is gutted;
 - groundwork needs a couple weeks to complete; and
 - most of the work will be inside the building, so there should be no weather delays.
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17 Mike Pate said the first meeting of the Station No. 7 (Louetta) committee will be August 12, 2021.

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

- work on the sanitary area and 90 percent of the storm system are complete;
 - work on the esplanade will commence the week of August 16, 2021;
 - a sign showing what is being constructed will be displayed soon; and
 - a sign about the fire station will be displayed near completion of the Administration Building's and machine shop's construction.
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19 Reviewing, discussing, and acting on dispatch services and the TECC as tabled until the September 2021 meeting.

20 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to approve the draft interlocal agreement for TECC. Among other things, it governs how the money will flow and the relationships between the agencies.

21 Reviewing, discussing, and acting on the District's agreements with Cypress Creek Emergency Medical Services was tabled until the Closed session.

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22 William Jones said the ESD employees' medical insurance expires September 1, 2021 and the renewal cost to the ESD and the employees will be 70 percent higher than the existing price.

A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to renew the medical insurance with a plan in which the employees' cost in 2022 is nearly the same as the 2021 cost.

Research will be conducted over the next few months to find a better option for the 2023 medical insurance.

23 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to:

- authorize the Commissioners, Adriane Hutchinson, and Donnie McComb to attend the SAFE-D conference in Fort Worth, Texas from September 16, 2021 through September 18, 2021; and
 - reimburse the attendees for reasonable expenses.
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24 Ira Coveler will review the request for proposals for the services of an exterminator before it is issued.

Barry Blum reported the new KVFD by-laws have been approved by the members. Therefore, they can be used to revise the ESD / KVFD contract.

William Jones reported he is having all of the paper files saved as PDFs.

25 The special meeting was set and confirmed for August 23, 2021 at the KVFD Training Facility. The next regular meeting was set and confirmed for September 13, 2021 at the KVFD Training Facility.

26 Items needing to be on the agenda for the September 2021 regular meeting include matters tabled at the August 2021 meetings.

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 8:51 PM to 9:23 PM.

28 Regarding the real estate at FM 2920 and Alvin A. Klein Drive, a motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to approve:

- paying \$10,000 earnest money;

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- 28 (Cont'd)
- Hovis Survey Company, Inc. completing the survey work at a cost up to \$4,500; and
 - the engagement of Phase Engineering, Inc. to prepare a Phase 1 Study for \$1,950.
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- 29 At 9:24 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 AUGUST 9, 2021 REGULAR MEETING
ATTACHMENT 1**

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 16

2021 TAX RATE SCENARIOS

2020 Adopted Rate:	\$0.050000
2020 Tax Base:	\$14,310,565,102
2021 Tax Collection:	\$7,155,283

2021 Tax Base: \$15,440,024,844

SCENARIO 1	<u>RATE</u>	<u>TAX LEVY</u>	<u>INCREASE OVER PRIOR YEAR</u>
No-New-Revenue Tax Rate:	\$0.047703	\$7,365,355	\$210,073
SCENARIO 2			
Voter Approval Tax Rate:	\$0.049648	\$7,665,664	\$510,381
SCENARIO 3			
De Minimis Rate applied:	\$0.051208	\$7,906,528	\$751,245
SCENARIO 4			
2020 Tax Rate:	\$0.050000	\$7,720,012	\$564,730
SCENARIO 5			
Statutory Maximum Rate:	\$0.050000	\$7,720,012	\$564,730
Tax Revenue Lost Using Diminimis Rate			\$0
Tax Revenue Lost Using VAR			\$54,349