

Harris County Emergency Services District No. 16

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

MINUTES OF THE SEPTEMBER 13, 2021 REGULAR MEETING

1 At 7:02 PM on September 13, 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 Steven Falkner, William Jones, and Marcus Melvin;
- KVFD Fire Chief Michael Gosselin; and
- Ira Coveler of Coveler & Peeler, P.C.

Commissioner Mike Pate arrived at 7:05 PM.

2 No one from the public commented.

3 Before the meeting, Brad Dill distributed memorandums that detailed information about projects on which he is working and due diligence items for the property the ESD is buying on FM 2920. Among other things, they said:

- the property on Spring Cypress Road needs mowing;
- homeowners near the Administration Complex have been informed about concrete pours;
- Station No. 6 needs a fire line tap;
- the closing for Station No. 7 (Louetta) is expected to occur on December 8, 2021; and
- multiple surveys and studies are being initiated or are underway for Station No. 7 (Louetta).

A motion made by Steven Falkner and seconded by Marcus Melvin passed unanimously to approve a \$3,600 expenditure for a sanitary line easement at Station No. 7 (Louetta).

4 A motion made by Steven Falkner and seconded by Marcus Melvin passed unanimously to approve as presented the minutes for the August 9, 2021 regular meeting and August 23, 2021 special meeting.

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

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5 (Cont'd) Mike Pate said expenses for uniforms, the Communications Center, lawn care, and elections are over budget. Therefore, the ESD will need to withdraw money from TexPool this year.

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 September 13, 2021 by means of checks and the Automated Clearing House.

6 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to pay LDF Construction, Inc. \$1,207,493.71 for Application No. 5 that BRW Architects certified for work at the Administration Complex and \$177,384.39 for Application No. 4 that BRW Architects certified for work at Station No. 6.

7 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to approve the Certification of Substantial Completion for the Texas Emergency Communications Center (TECC) Dispatch Facility renovation. Martinez Architects, LP certified the work done by Christensen Building Group, LLC.

8 A motion made by Mike Pate and seconded by Steven Falkner passed unanimously to pay \$42,180.00 to Christensen Building Group, LLC for Application No. 3 that Martinez Architects, LP certified for work at the TECC Dispatch Facility.

9 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to pay \$26,285 to Siddons-Martin Emergency Group for repurposing three vehicles, namely:

- District 30 (2018 F150) will become Quartermaster 30;
- Utility 38 (2016 F250) will become Utility 37; and
- Utility 37 (2016 F250) will become District 30.

A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to pay \$31,402 to Metro Fire Apparatus Specialists, Inc. for a skid tote and monitor.

10 Before the meeting, KVFD personnel presented the Commissioners with documents that contained summaries of tactical, human resources, financial, and public relations activities during August 2021 along with the minutes of KVFD's July 29, 2021 Board of Directors meeting. Key activities detailed in said material included KVFD:

- participated in seven public relations events; and
- responded to 320 dispatched incidents per the following:

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10 (Cont'd)	Number	Type
	four	Type 111 in-District building fires
	28	Fire related
	173	Rescue / medical
	36	Hazardous conditions without fire
	39	Service / good intent
	31	False alarms
	two	Weather related
	one	Special type

Chief Gosselin reported there are 18 cadets in the recruit class and they are considering reporting engine hours instead of vehicle miles in the maintenance reports.

11 Reviewing, discussing, and acting on KVFD's 2022 budget was tabled until the October 2021 meeting.

12 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to spend up to \$50,00 for health screening of KVFD personnel.

13 Steven Falkner will draft protocols for retaining electronic files and present same at the October 2021 meeting.

14 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to donate surplus bunker gear to Texas A&M Forest Service's Helping Hands program.

15 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to compensate District Commissioners William Jones \$450 and Mike Pate \$150 as permitted by Texas Health & Safety Code §775.038 (a-1). William Jones submitted a claim form prior to the meeting.

16 Rich Jones reported the staff are currently working from their homes due to the weather. Also, Adriane Hutchinson and Donnie McComb will attend the SAFE-D conference.

17 Rich Jones reported:

- the parking lot at Headquarters needs to be re striped;
- they have been very busy maintaining the facilities;

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- 17 (Cont'd)
- the fire alarms at Stations No. 3, No. 5, No. 7, and No. 8 have failed;
 - the fire alarm failures may be due to lightening; and

- they are checking the fire alarms' warranties to see if they offer any restitution.

The Fire Chief raised the possibility of buying cyanokits for administering to firefighters who are suspected of having been poisoned by cyanide. He will research the kits' shelf life and who can administer the medicine.

A motion made by Mike Pate and seconded by Marcus Melvin to pay AAA Commercial Services \$3,251.77 to clean and restripe Headquarters' parking lot.

- 18 Regarding remodeling Station No. 6, Mike Pate said:

- work is moving along;
 - concrete will be poured next week;
 - most of the work will be inside so there should be minimal delays caused by weather; and
 - they may need to dip into the contingency funds next month.
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- 19 Regarding constructing Station No. 7 (Louetta), Mike Pate said:

- work will commence after work on Station No. 6 is complete;
 - they held two project meetings and will hold a third next week; and
 - Brad Dill's report provides information about this station.
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- 20 Regarding construction of the Administration Complex, Mike Pate advised:

- they have completed three pours of concrete;
 - a sign detailing what is being constructed has been installed;
 - cost increases are expected; and
 - Municipal Utility District No. 24's requirements have consumed the contingency money.
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- 21 Regarding TECC's dispatching services, Mike Pate said:

- there were a few minor problems at start up, but they have been resolved;
 - morale is high; and
 - voice dispatch has not been activated as yet.
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- 22 Action is pending on requests for proposals to solicit an exterminator and revising the ESD / KVFD contract.
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- 23 The next regular meeting was set and confirmed for October 11, 2001 at the KVFD Training Facility.
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- 24 Items needing to be on the agenda for the October 2021 regular meeting include matters tabled at the September 2021 meeting and addressing the interlocal agreement with Harris County Emergency Services District No. 11.
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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 9:15 PM to 9:33 PM.
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- 26 At 9:33 PM, a motion to adjourn made by Mike Pate and seconded by Marcus Melvin passed unanimously.

Respectfully submitted:

HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16



Steven Falkner
Commissioner