

Harris County Emergency Services District No. 16

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

MINUTES OF THE OCTOBER 11, 2021 REGULAR MEETING

1 At 7:02 PM on October 11, 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, Lance Wilson, and Marcus Melvin;
- KVFD Fire Chief Michael Gosselin;
- KVFD President Barry Blum;
- KVFD Secretary Wendy Ray;
- Brad Dill of BD Realty;
- Spring's Fire Chief Scott Seifert;
- members of the public Denise and Gary Morrison; and
- Ira Coveler of Coveler & Peeler, P.C.

KVFD firefighter Pavit Techachaiponpoj arrived at 7:30 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 6721 Spring Cypress Road property was mowed;
- two of the three ten-foot-wide easements at the Station No. 7 (Louetta) have been executed;
- Phase Engineering Completed their Phase I Environmental study on the FM 2920 property and found no concerns; and
- presently, the feasibility period for the FM 2920 property ends on November 8 2021.

Brad Dill said the homeowners' association for the Station No. 7 (Louetta) property has several restrictions, including no electronic signs and no secondary buildings. He will research the particulars.

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3 (Cont'd) A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to accept Green Earth Tree Services quote of \$1,300 to remove two trees from the 6721 Spring Cypress Road property.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to pay a \$10,000 retainer fee for a Northwest Harris County Municipal Utility District No. 32 feasibility study.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to extend the feasibility period for the FM 2920 property to December 14, 2021.

4 A motion made by Steven Falkner and seconded by Lance Wilson passed unanimously to approve as amended the minutes for the September 13, 2021 regular meeting.

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

Mike Pate said:

- the ESD has not drawn money from TexPool; however, the ESD will need to do so when closing on the FM 2920 property;
- reimbursement is expected shortly for the cost of constructing the Texas Emergency Communications Center (TECC) Dispatch Facility;
- recent miscoding is being corrected; and
- the ESD's expenses are under budget.

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 October 11, 2021 by means of checks and the Automated Clearing House.

6 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to pay LDF Construction, Inc. \$1,208,388.59 for Application No. 6 that BRW Architects certified for work at the Administration Complex and \$105,896.26 for Application No. 5 that BRW Architects certified for work at Station No. 6.

7 Mike Pate advised they are waiting for equipment for TECC's Dispatch Facility.

8 At the November 2021 meeting, need to address replacing the radios on the apparatus.

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9 Before the meeting, KVFD personnel presented the Commissioners with documents that contained summaries of tactical, equipment, human resources, and financial activities during September 2021. Additional documents included the minutes of KVFD's August 31, 2021 and September 28, 2021 Board of Directors meetings plus KVFD's September 28, 2021 General Business meeting. Key activities detailed in said material included:

- KVFD responded to 289 incidents of which 31 were fire related, 135 were rescue / EMS events, 36 were hazardous conditions without fire, 45 were service / good intent calls, and 42 were false alarms;
- due to COVID restrictions, there were no public relations events;
- KVFD is considering converting Utility 35 to a foam truck;
- four KVFD personnel will attend the VCOS conference in Clearwater, Florida;
- KVFD made a temporary agreement that that allows HrCESD 11 vehicles to post at all KVFD stations except Stations No. 1 and No. 5, which are not staffed;
- HrCESD 11 personnel will be allowed to use the common areas except the dormitories and stoves;
- Life Scan's physicals are forthcoming; and
- the stations received ballistic vests.

Chief Gosselin said:

- there were fewer medical calls last month;
- more medical calls are needed before they can make a good assessment of the difference between responding with HrCESD No. 11 versus responding with Cypress Creek Emergency Medical Services;
- KVFD will start working with Bella Media again; and
- KVFD posted signs that prohibit firearms in their facilities and will remove them if they are illegal.

Ira Coveler said he is uncertain about the signs' legality. KVFD should keep them until he has time to research the matter. This will be an agenda item at the November 2021 regular meeting.

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

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11 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to pay ESO Solutions, Inc. \$7,910.00 for a one-year subscription to their fire incidents software and \$600.00 for a start-up fee.

12 Reviewing, discussing, and acting for the sale or disposal of surplus and / or salvage property pursuant to Texas Health & Safety Code §775.251 was tabled until the November 2021 regular meeting.

13 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to: (1) reimburse William Jones \$908.35 for travel expenses incurred while attending the SAFE-D conference, (2) reimburse Mike Pate \$1,065.45 for travel expenses incurred while attending the SAFE-D conference, and (3) compensate William Jones \$450 for his work. The compensation payment is permitted by Texas Health & Safety Code §775.038 (a-1).

14 Receiving reports on the administrative personnel and taking any necessary action related thereto was tabled to the Closed Session.

15 Reviewing, discussing, and acting on any needed maintenance, replacements, and improvements related to the operation of the District's fire station, apparatus, or equipment was tabled until the November 2021 regular meeting.

16 Mike Pate said they are in the start-up stage of remodeling Station No. 6, there have been no weather delays, and they are making progress.

17 Mike Pate reported the Station No. 7 (Louetta) committee will meet Tuesday. The present plans are to limit the building to one floor and to increase some of the rooms' size.

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

- the construction of the Administration Building is going vertical;
- the web camera is running;
- they expect to pour concrete for the Maintenance Building next week;
- the Maintenance Building has priority over the Administrating Building; and
- he expects to be able to provide the Commissioners with a project schedule at the November 2021 regular meeting.

19 Regarding TECC's dispatching services, Mike Pate said Harris County Emergency District No. 11 occupies their Communications Center in November 2021 and their problems should be resolved by then.

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- 20 Before the meeting, Steven Falkner distributed draft protocols for handling the electronic files. Adriene Hutchinson, Nicole Pierce of Coveler and Peeler, Steven Falkner, and William Jones will meet shortly to formalize file protocols. Thereafter, Nicole Pierce will work with ESD personnel to organize the files.
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- 21 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to sign the District's 2021 Investment Policy as presented by Ira Coveler.
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- 22 Before the meeting, Lance Wilson distributed draft revisions to the ESD / KVFD contract. During the meeting, he reviewed the changes. Among other things, they included incorporating the June 12, 2019 Addendum, deleting the asset list (as all assets now belong to the ESD), and changing the Department's classification from suburban to urban.
- Marcus Melvin said he expects to have responses to the exterminator requests for proposals at the November 2021 regular meeting.
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- 23 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to approve the District / Harris County Emergency Services District No. 11's interlocal agreement as presented.
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- 24 The next regular meeting was set and confirmed for November 8, 2001 at the KVFD Training Facility.
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- 25 Items needing to be on the agenda for the November 2021 regular meeting include:
- matters tabled at the October 2021 meeting;
 - banning firearms from the facilities;
 - the 2022 budget;
 - a situation report on the files; and
 - receive an update on the exterminator request for proposals.
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- 26 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 8:56 PM to 9:18 PM.

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- 27 At 9:18 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