

Harris County Emergency Services District No. 16

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

MINUTES OF THE NOVEMBER 8, 2021 REGULAR MEETING

1 At 6:58 PM on November 8, 2021, Harris County Emergency Services District No. 16 (ESD or District) Vice President Lance Wilson 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, Lance Wilson, and Marcus Melvin;
- KVFD Fire Chief Michael Gosselin;
- member of the public Gary Morrison;
- Steven Ray, First Responder Coordinator at Harris County ESD No. 11 Mobile Healthcare; and
- Ira Coveler of Coveler & Peeler, P.C.

Commissioner Mike Pate and Brad Dill of BD Realty arrived at 7:05 PM and 7:16 PM respectively.

2 Gary Morrison requested in the future the Commissioners forward him the material they receive for monthly meetings.

3 A motion made by Steven Falkner and seconded by Marcus Melvin passed unanimously to approve as presented the minutes for the October 11, 2021 regular meeting.

4 A motion made by Marcus Melvin and seconded by Steven Falkner passed unanimously to spend up to \$35,000 on new voting equipment for elections.

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

Mike Pate said two capital items have been postponed to 2022 and expenditures are currently about \$2,000,000 below 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 November 8, 2021 by means of checks and the Automated Clearing House.

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6 A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to pay LDF Construction, Inc. \$538,594.89 for Application No. 7 that BRW Architects certified for work at the Administration Complex and \$179,034.41 for Application No. 6 that BRW Architects certified for work at Station No. 6.

7 Mike Pate advised equipment for Texas Emergency Communications Center's Dispatch Facility will be installed next week and he expects the last pay application will be submitted in December 2021.

8 Martinez Architects did not submit a pay application before the District's November 2021 meeting.

9 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to replace the air conditioning units in the fire trucks at a cost that will not exceed \$125,000.

10 Before the meeting, KVFD personnel presented the Commissioners with documents that contained summaries of tactical, equipment, human resources, and financial activities during October 2021. Key activities detailed in said material included:

- KVFD responded to 328 incidents of which 21 were fire related, 166 were rescue / EMS events, 33 were hazardous conditions without fire, 55 were service / good intent calls, and 53 were false alarms;
- personnel at Stations No. 6 (60 incidents), No. 2 (56 incidents), and No.4 (52 incidents) responded to the most incidents; and
- KVFD took part in 35 public relations events during the month including for Fire Prevention Week, National Night Out, fall festivals, and Halloween.

Chief Gosselin said the accident committee examined two recent accidents and is reviewing policy related thereto.

11 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 disclosed:

- Green Earth Tree Service removed two trees from the 6721 Spring Cypress Road property at a cost of \$1,300;
- efforts are underway to extend Station No. 1's lease;
- work is being conducted about water line easements at the Louetta Road property; and

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- 11 (Cont'd) • Brad Dill is communicating with the Lakes of Avalon Village Community Association, a homeowners' association that neighbors the Alvin A. Klein property, concerning approval/clarification about:
- emergency services at the location;
 - permission for the ESD to park vehicles and install storage building(s) behind the future station;
 - constructing a detention pond onsite; and
 - placing an electric sign in front of the future station.

A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to amend the contract for the Alvin A. Klein property by extending the feasibility period to December 14, 2021 and closing on or before December 31, 2021.

- 12 Reviewing, discussing, and acting on KVFD's 2022 budget was tabled until the October 2021 meeting.
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- 13 Reviewing, discussing, and acting on the District's 2022 budget was tabled until the October 2021 meeting.
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- 14 Marcus Melvin reported Ira Coveler has approved the pest control solicitation and requests for proposals will be published on Tuesday, November 9, 2021.
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- 15 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to spend \$30,390.00 for 26 pieces of bunker gear from Delta Industrial Service & Supply in Port Neches, Texas.
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- 16 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 December 2021 regular meeting.
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- 17 A motion made by Mike Pate and seconded by Steven Falkner passed unanimously to compensate William Jones \$450.00 for his work in the District's behalf. Said compensation payment is permitted by Texas Health & Safety Code §775.038 (a-1).
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- 18 Receiving reports about the administrative personnel activities and taking any necessary action related to the reports was tabled until the December 2021 meeting.
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- 19 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to spend \$500.00 for installing a dimmer switch on a light at the Training Facility's patio.

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19 (Cont'd) A motion made by Marcus Melvin and seconded by Steven Falkner passed unanimously to purchase 65 uniforms from Webb's Uniforms for \$4,929.50.

A motion made by Marcus Melvin and seconded by Steven Falkner passed unanimously to pay Task Force Tips \$1,515.93 to repair two master intake valves.

A motion made by Steven Falkner and seconded by Marcus Melvin passed unanimously to pay JBAC Electric \$7,391.00 for installing four outlets, lights, and switches at the Station No. 7's foam building.

A motion made by Mike Pate and seconded by Steven Falkner passed unanimously to pay MES \$3,517.10 for ten Kevlar linings and four straps.

20 Mike Pate said remodeling Station No. 6 is moving along well and he expects work will be completed in April or May of 2022.

21 Concerning Station No. 7 (Louetta), Mike Pate reported:

- the construction committee will meet in a few days to finalize the floor plan;
 - the subsequent meeting will address the building's exterior; and
 - they hope to submit plans to Harris County in February or March of 2022.
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22 Regarding construction of the Administration Complex, Mike Pate advised:

- steel is going up quickly;
- testing of the water line is expected to take place in December 2021; and
- interacting with Municipal Utility District No. 24 should be completed by the end of November 2021.

Steven Falkner asked why the retention pond is only a few feet from the Mechanics Building. Mike Pate denied that his is the case. William Jones supported Mike Pate's assertion.

23 A motion made by Mike Pate and seconded by Marcus Melvin passed for a representative of Coveler and Peeler, P.C. to create a disposal log for the paper files that will be replaced with electronic versions. Voting for the motion were Mike Pate, Rich Jones, Lance Wilson, and Marcus Melvin. Voting against the motion was Steven Falkner.

24 Lance Wilson reported that a draft revised ESD / KVFD contract has been sent to Ira Coveler for his review and that they are setting a target date of October 2022 for the ESD to become the service provider.

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- 24 (Cont'd) Steven Falkner said the ESD has not voted on assuming the mantle of service provider, so planning for doing so was premature. Lance Wilson said KVFD asked that the ESD assume this role.
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- 25 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to:
- ratify a continuing Contract with a private law firm pursuant to §6.30 of the Property Tax Code for the collection of delinquent District *ad valorem* property taxes and, providing for the payment of up to 20% of the delinquent taxes, penalties, and interest which are collected by the attorney under said Contract;
 - impose an additional penalty on delinquent taxes pursuant to §33.07 of the Property Tax Code and adoption of a Resolution regarding same for taxes;
 - impose an additional penalty on delinquent taxes to defray costs of collection by the District's delinquent tax attorney, pursuant to §33.08 of the Property Tax Code and adoption of a Resolution regarding same; and
 - impose an early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to §33.11 of the Property Tax Code and adoption of a Resolution regarding same.
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- 26 The next regular meeting was set and confirmed for December 13, 2001 at the KVFD Training Facility.
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- 27 Items needing to be on the agenda for the December 2021 regular meeting include matters tabled at the November 2021 meeting.
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- 28 Discussing, reviewing, and acting regarding signage related to the ability to carry firearms at the District's Statins was tabled until the Closed Session.
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- 29 The Commissioners discussed hiring an Administrator to serve the District.
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- 30 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 9:17 PM to 10:29 PM.

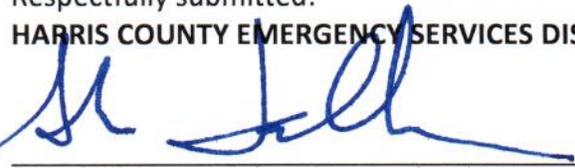
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- 31 At 10:29 PM, a motion to adjourn made by Marcus Melvin and seconded by Mike Pate passed unanimously.

Respectfully submitted:

HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16





Steven Falkner
Commissioner