

**MINUTES OF MARCH 28, 2022 SPECIAL MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 16**

A special meeting was duly called of Harris County Emergency Services District No. 16, which was held at **8681 Louetta Road, Klein, Texas 77379** on Monday, March 28, 2022.

CALL MEETING TO ORDER.

The meeting was called to order at 7:00 p.m. by **Rich Jones**, President.

President **Rich Jones** announced that a quorum was present. Those Commissioners present were:

Rich Jones	Present
Lance Wilson	Present
Steve Falkner	Present
Mike Pate	Present
Gary Morrison	Present

David Manley of Coveler & Peeler, P.C., District legal counsel, was also present.

TO RECEIVE PUBLIC COMMENT.

The Board opened the floor for public comment. None was received.

REVIEW AND TAKE ACTION ON THE PROPOSED ASSISTANT CHIEF AND DEPUTY CHIEF POSITIONS:

Chief Montgomery reviewed the proposed job descriptions. Commissioner Wilson informed the Board that the KVFD does not have Assistant Chiefs, and only used Deputy Chiefs. It was his belief the District needs Full Time positions to ensure adequate coverage in the event the Fire Chief was unavailable. Following review, a Motion was made by Commissioner **Wilson**, seconded by Commissioner **Morrison** to approve the Deputy Chief positions as presented, pending some minor revisions to the job descriptions, one being full time paid, and the other being volunteer, and to authorize Chief Montgomery to initiate the search for candidates. After discussion, President **Jones** called for a vote and the Motion passed 5 to 0.

TO REVIEW, DISCUSS, AND TAKE ACTION ON HIRING FULL-TIME TRAINING OFFICER POSITION

Chief Montgomery explained to the Board that the Training Officer position would require the person to hold an Instructor 3 certification if the district was going to be considered a Certified Training Facility. He stated that there was no need for the District to be a Certified Training Facility at this time and recommended making an Instructor 2 certification required, and the Instructor 3 certification preferred, with the understanding the incumbent would obtain their Instructor 3 certification by a certain date. Following review, a Motion was made by Commissioner **Wilson**, seconded by Commissioner **Morrison**, to approve hiring a Division Chief of Training as presented, with some minor revisions to the job description, and to authorize Chief

Montgomery to initiate the search for candidates. After discussion, President **Jones** called for a vote and the Motion passed 5 to 0.

REVIEW, DISCUSS, AND TAKE ACTION ON DISTRICT PURCHASE REQUISITIONS.

Commissioner **Pate** presented the Board with requisitions for approval.

A Motion was made by Commissioner **Pate**, seconded by Commissioner **Wilson** to approve payment to Webb's Uniforms in the amount of \$3,504.00 for ballistic helmets and accessories; and Growth Services Inc., for fertilization, in the amount of \$2,520.00. After discussion, President **Jones** called for a vote and the Motion passed 5 to 0.

A Motion was made by Commissioner **Pate**, seconded by Commissioner **Morrison** to approve payment to Cypress Creek Fire Department for Blue Card training in the amount of \$9,000.00. After discussion, President **Jones** called for a vote and the Motion passed 4 to 0 with Commissioner **Wilson** abstaining from the vote.

A Motion was made by Commissioner **Wilson**, seconded by Commissioner **Pate** to approve payment to Amazon for Gas Sensors in the amount of \$2,748.62. After discussion, President **Jones** called for a vote and the Motion passed 5 to 0.

A Motion was made by Commissioner **Pate**, seconded by Commissioner **Morrison** to approve payment to FAST Training Consultants for a TCFP Safety Officer class in the amount of 250.00. After discussion, President **Jones** called for a vote and the Motion passed 4 to 0 with Commissioner **Wilson** abstaining from the vote.

A Motion was made by Commissioner **Wilson**, seconded by Commissioner **Morrison** to approve payment to Northwest Drive Train for repairs and brake pads. in the amount of \$3,479.80. After discussion, President **Jones** called for a vote and the Motion passed 5 to 0.

REVIEW, DISCUSS, AND TAKE ACTION REGARDING THE FUEL SURCHARGES BEING REQUESTED BY GROW SERVICES, INC.

This item was tabled.

REVIEW, DISCUSS, AND TAKE ACTION TO APPROVE USE OF THE DISTRICT TRAINING FACILITY BY NORTHWEST AMATEUR RADIO SOCIETY (NARS) FOR ITS 2022 FIELD DAY ACTIVITIES SCHEDULED FOR JUNE 25 AND 26, 2022.

This item was tabled.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL ON MATTERS WHICH REQUIRE CONFIDENTIALITY UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS.

The Board did not exercise the option to enter Closed Session regarding legal matters.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.072 TO DELIBERATE REGARDING REAL ESTATE MATTERS.

The Board did not exercise the option to enter Closed Session regarding real estate matters.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.074 TO DISCUSS PERSONNEL MATTERS.

The Board entered Closed Session regarding personnel matters at 8:10 p.m., and returned to Open Session at 8:57 p.m.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING DISTRICT PERSONNEL MATTERS.

After review, Commissioner **Wilson** made a Motion, seconded by Commissioner **Pate** to set the salary range for the Deputy Chief position to be between \$80,000 - \$100,000; and the salary range for the Division Chief position to be between \$60,000 - \$80,000. After discussion, President **Jones** called for a vote and the Motion passed 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING DISTRICT REAL ESTATE MATTERS.

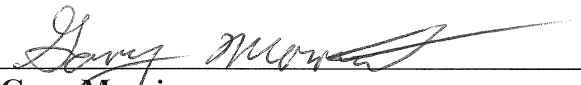
The Board then addressed real estate matters discussed during Closed Session.

ADJOURNMENT.

There being no further business brought before the Board, Commissioner **Pate** made a Motion, seconded by Commissioner **Falkner** to adjourn the meeting at 9:11 P.M. After discussion, President **Jones** called for a vote and the Motion passed 5 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on May 9, 2022.

**HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 16**

By: 
Gary Morrison
District Secretary