

Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

MINUTES OF THE JULY 13, 2015 MEETING

1 The regular meeting was called to order at 7:05 PM at the Klein Volunteer Fire Department (KVFD) Administration Building by Emergency Services District No. 16 (ESD or District) Vice President Herb L. Marker. Present were ESD members Robert W. Carson, Mike A. Pate, and Steven T. Falkner. Present as guests were Klein Volunteer Fire Department (KVFD) Third Vice President Linda Bengé, KVFD Administrator Rich Jones, KVFD Senior Captain Ricky Bengé District, KVFD Captain Matt Pentifallo, KVFD Firefighter Chris Cummings, Counsel Ira Coveler (of Coveler & Katz PC), and Brad Dill (of BD Reality Advisors). Also present as guests were KVFD District Chief Josh Wenzel, KVFD Secretary Wendy Ray, KVFD Deputy Fire Chief Marcus Melvin, and KVFD Fire Chief Andy Dexter who arrived respectively at 7:06 PM, 7:08 PM, 7:09 PM, and 7:20 PM.

2 A motion to approve the May 11, 2015 and June 8, 2015 minutes as presented was approved unanimously (Motion: Mike Pate; Seconded: Robert Carson). Approval of the minutes for the May 12, 2015 meetings was tabled until the August 2015 meeting.

3 Unanimously approved as presented were the financial report for the period ending July 13, 2015 and bills to be paid (Motion: Robert Carson; Seconded: Mike Pate).

4 Reviewing and taking action on approval of the District's Depository Agreements was tabled until the August 2015 meeting.

5 Brad Dill made the following comments.

1. Reminded the Commissioners that the feasibility period for the new Station #3 expires November 30, 2015;
2. Mike Pate and he meet with Mr. Randy Holland, the seller of the land for the training facility, to secure signatures on the plat plan and waterline easement. Mr. Holland was agreeable to doing so, but his wife and father-in-law needed to sign also and they were not available at that time. He hoped to obtain their signatures over the upcoming weekend.
3. Discussed the need to resurvey the training facility's land.

A motion to authorize Brad Dill to engage either Thomas Land Surveying or Hovis Surveying Co. for conducting a survey of the land to be used for the training facility at a not-to-exceed amount of \$4,000 passed unanimously (Motion: Mike Pate; Second: Robert Carson).

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MINUTES OF THE DISTRICT'S JULY 13, 2015 MEETING (Cont'd)

5 (Cont'd) There was a general discussion about possible uses for the land. Brad Dill and Mike Pate agreed to discuss the matter in depth outside of the meeting.

Mike Pate requested that Brad Dill researched the lease/ownership of the retired and current fire stations and report back at a future meeting.

6 Given below are the KVFD personnel's reports.

Rich Jones, who provided Barry Blum's report as Mr. Blum was responding to an incident on Rescue 34, contributed the following.

1. Presented an invoice for \$10,149.61 for expenses associated with the trailer at Station #1.
2. Commented that a Commissioner solicited KVFD's thoughts on reimbursing the District for the \$1,239,160.22 in uncommitted funds they were holding. Their tentative proposed course of action is to keep a money reserve to be used in case the District is not able to fund them in the future, prepay two loans, and buy new breathing systems (cylinders, masks, voice amplification device, alarms, and packs). KVFD will present a formal proposal for reimbursing the uncommitted funds during the August 2015 meeting.
3. Said that efforts to secure the Fire Marshal's approval to operate from the trailer on a 24-hour basis were on going.
4. Advised the District that Barry Blum would send KVFD's 2016 budget to the Commissioners the next day.

A motion to reimburse KVFD the \$10,149.61 for the trailer related expenses passed unanimously (Motion: Mike Pate; Second: Robert Carson).

Herb Marker asked whether there was a prepayment penalty for KVFD paying off the loans. KVFD personnel were uncertain about this and would research the matter.

Deputy Chief Melvin provided a report on the year-to-date incidents (type, number, per month, per station, and dollar loss).

Fire Chief Dexter reported:

1. The meetings with stakeholders concerning increasing the water supply at Hooks Airport were discontinued but will be reinstated in the near future.
2. Sixty people have taken the training for operating from the trailer at Station #1. Also, the scheduling system and other protocols needed for responding from the trailer are in place.

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MINUTES OF THE DISTRICT'S JULY 13, 2015 MEETING (Cont'd)

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- 6 (Cont'd) 3. The Fire Marshal will conduct an audit of the Grace system at 8 AM on Thursday, July 16.
4. He will be at Texas A&M University on Sunday, July 19 for a meeting on certification.
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- 7 Mike Pate reported he has been talking to architects about working on multiple projects for the District. He is gathering their statements of qualifications (SOQ) and expects to be able to present them to the Commissioners during the August 2015 meeting along with his recommendation on which architect the District should engage.
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- 8 The current contract between the District and KVFD expires on December 8, 2015. Steven Falkner reported that a draft of a new District / KVFD contract was recently circulated to the Contract Committee (Steven Falkner and Mike Pate) and Ira Coveler. Once these three reach a consensus, they will distribute the draft contract to the other Commissioners. After all of the Commissioners reach general agreement, the District will present the draft contract to KVFD. It is hoped that the Commissioners can reach a consensus during either the August or September meeting, giving KVFD sufficient time to review and discuss its terms and conditions before the existing contract expires.
- Mike Pate reported that he and Steven Falkner recently meet with representatives of KVFD to discuss the budget and capital expenditure forecast. During this discussion, some of the items in the budget were moved to the capital expenditure forecast.
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- 9 Mike Pate talked to Mike Pietch, who consulted previously with the District and KVFD on Insurance Service Organization (ISO) issues, concerning the current Class 3 certification and providing a plan for obtaining a Class 2 certification. A motion to engage Mr. Pietch for said consulting work for a not-to-exceed limit of \$5,000 passed unanimously (Motion: Mike Pate; Seconded: Robert Carson).
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- 10 Reviewing and taking action on 2015 appraisal valuations and commencement of adoption of 2015 tax rate, including review of the 2015 effective tax rate calculations, and scheduling any necessary public hearings to adopt the District 2015 tax rate was tabled until the August 2015 meeting.
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- 11 Proposing the 2015 District tax rate was tabled until the August 2015 meeting.
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- 12 Reviewing and discussing the proposed District 2016 budget was tabled until the August 2015 meeting.
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- 13 Reviewing and taking action on the Harris County Office of Homeland Security and Emergency Management Plan was tabled until the August 2015 meeting.

MINUTES OF THE DISTRICT'S JULY 13, 2015 MEETING (Cont'd)

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- 14 Reviewing discussing, and taking action regarding attending the Volunteer Combination Officers Section (VCOS) of the International Association of Fire Chiefs (IAFC) Symposium in November 2015 was tabled until the August 2015 meeting.
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- 15 Items needing to be on the agenda for the August 2015 regular meeting include:
- approval of the May 12, 2015 meeting minutes;
 - reviewing and taking action on approval of the District's Depository Agreements;
 - reviewing and taking action on 2015 appraisal valuations and commencement of adoption of 2015 tax rate, including review of the 2015 effective tax rate calculations, and scheduling any necessary public hearings to adopt the District 2015 tax rate;
 - proposing the 2015 District tax rate;
 - reviewing and taking action on the Harris County Office of Homeland Security and Emergency Management Plan;
 - reviewing and discussing the proposed District 2016 budget;
 - reviewing discussing, and taking action regarding attending the Volunteer Combination Officers Section (VCOS) of the International Association of Fire Chiefs (IAFC) Symposium in November 2015;
 - reviewing, discussing, and taking action on a protocol for KVFD to reimburse the District for the uncommitted funds they are holding;
 - reviewing, discussing, and taking action on engaging and entering into a contract with an architect; and
 - reviewing, discussing, and taking action on methods to maintain or improve the District's ISO certification.
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- 16 The next regular meeting was set and confirmed for August 10, 2015.
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- 17 The following remarks were made during the public comment segment of the meeting.
1. Herb Marker thanked the Fire Department for letting the District use the department's shield on their new shirts.
 2. Senior Captain Ricky Bengé:
 - introduced the Station #3 members in attendance;
 - commented he realized there are several expenditures needing to be addressed by the District, but he would welcome a new Station #3 being prominent in our deliberations; and
 - urged the District to construct the new station on Landry Boulevard instead of back, off the road.

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MINUTES OF THE DISTRICT'S JULY 13, 2015 MEETING (Cont'd)

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- 17 (Cont'd) 3. Captain Pentifallo:
- urged the District to install a fence around Station #3;
 - pointed out his concerns with safety caused by having to back the units into the station – such as having to shut down traffic down on Landry Boulevard when doing so; and
 - agreed with Senior Captain Bengé that having the station on Landry Boulevard was ideal.
4. Firefighter Cummings commented that the existing station created safety and morale problems for the personnel at Station #3.
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- 18 The Board conducted an Executive Session pursuant to Chapter 551 of the Texas Government Code from 8:28 PM to 9:37 PM.
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- 19 The meeting adjourned at 9:48 PM following a motion for same by Robert Carson, which Mike Pate seconded.



Respectfully submitted:

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #16

Steven Falkner

District Secretary

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