

# Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

## MINUTES OF THE AUGUST 10, 2015 MEETING

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- 1 The regular meeting was called to order at 7:00 PM at the Klein Volunteer Fire Department (KVFD) Administration Building by Emergency Services District No. 16 (ESD or District) President Robert S. Farrell. Present were ESD members Herb L. Marker, Robert W. Carson, Mike A. Pate, and Steven T. Falkner. Present as guests were KVFD Fire Chief Andy Dexter, KVFD President Barry Blum, KVFD Secretary Wendy Ray, Counsel Ira Coveler (of Coveler & Katz PC), Brad Dill (of BD Reality Advisors), Ricardo Martinez (of Martinez Architects), and Alex W. McCoy (of Harris County Republican Party [HCRP] Precinct 876). KVFD Deputy Fire Chief Marcus Melvin arrived at 7:09 PM.
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- 2 A motion to approve the May 12, 2015 and July 13, 2015 minutes as presented was approved unanimously (Motion: Herb Marker; Seconded: Mike Pate).
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- 3 Unanimously approved as presented were the financial report for the period ending August 10, 2015 and bills to be paid (Motion: Robert Carson; Seconded: Herb Marker).
- Ira Coveler advised:
- he expects to receive the Controller's estimate shortly of the taxable retail sales;
  - the ESD should receive the first money in early December 2015;
  - we probably will not have a firm understanding of the income generated by the sales tax until February 2016; and
  - KVFD First Vice President Bill Gleason did an excellent job of gathering information on the businesses impacted by the sales tax which Ira Coveler presented to the Controller.
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- 4 A motion to authorize reimbursing Commissioners for expenses (such as hotel, travel, meals, and conference fees) relating to the February 2016 SAFE-D Conference in Galveston, Texas and on-line training passed unanimously (Motion: Mike Pate; Seconded: Herb Marker).
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- 5 Reviewing and taking action on approval of the District's Depository Agreements was tabled until the September 2015 meeting.

## MINUTES OF THE DISTRICT'S AUGUST 10, 2015 MEETING (Cont'd)

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6 Brad Dill made the following comments.

1. He has a proposal from Thomas Land Surveying to conduct a resurvey of the land to be used for the training facility for \$4,000 plus costs. For the record, Hovis Surveying Co. quoted him a price of \$5,000 to \$6,000 plus costs. Thomas initially quoted a price of \$5,000 plus costs, but later reduced the price to \$4,000 plus costs.
2. He was working with KVFD Administrator Rich Jones to locate the leases for the facilities KVFD is using and has used. He will advise the search results at the next meeting.

A motion to authorize Brad Dill to engage Thomas Land Surveying to conduct a resurvey of the land to be used for the training facility for \$4,000 plus costs passed unanimously (Motion: Mike Pate; Second: Robert Carson).

Robert Farrell said land at Station #8 needed mowing and requested that Brad Dill investigated whether the homeowners:

- planned to mow near Station #8; and
- would be willing to mow the station's land if they are mowing the adjacent land, for which we will compensate them.

Mr. Farrell commented that we will need to engage someone to mow the station's land if the homeowners will not do so.

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7 Ricardo Martinez advised the herebelow.

1. Harris County has been difficult to work with regarding providing permits for the trailer at Station #1. Two issues were the most troubling: [1] a portion of the pad on which the trailer sits is within the flood plain and [2] the County had never before encountered anyone seeking a permit for a facility in which people would sleep and therefore were uncertain how to handle the matter.
2. The Fire Marshal will conduct a formal inspection of the facility in a few days.

The Fire Chief commented that they should be ready to initiate nighttime/weekend operations 72 hours after the Fire Marshal gives his approval to proceed.

Mr. Martinez gave Ira Coveler a copy of permit information.

When asked whether permitting another trailer would be easier and quicker than experienced with the trailer at Station #1, Mr. Martinez advised it would be; especially if that trailer was not in flood plain.

A motion to approve Mr. Martinez's invoice of \$6,702.41 passed unanimously (Motion: Mike Pate; Seconded: Herb Marker).

## MINUTES OF THE DISTRICT'S AUGUST 10, 2015 MEETING (Cont'd)

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8 Given below are the KVFD personnel's reports.

Barry Blum undertook/reported the following.

1. Presented an invoice for expenses associated with the trailer at Station #1.
2. KVFD was still considering reducing the amount of uncommitted funds they were holding by keeping a money reserve to be used in case the District is not able to fund them in the future, prepay two loans, and buying new breathing systems (cylinders, masks, voice amplification device, alarms, and packs). The KVFD members will vote on buying the new breathing systems at their upcoming General Business Meeting. They are still researching whether there will be a penalty for repaying the loans ahead of schedule.
3. KVFD personnel will meet on August 15, 2015 regarding expanding the existing five-year budget to a ten-year budget.

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. KVFD has been very busy over the last month. For example, they recently responded to a large grass fire.
2. Several of the nearby counties have issued burn bans, so he expected Harris County would do the same in the near future.
3. The audit of the Grace System was complicated by having to remove the battery pack to learn the unit's serial number. The equipment could only be without power a few seconds before losing its memory, which would result in the unit having to go back to the manufacturer for refurbishing.

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9 Mike Pate distributed a report from Mike Pietsch, P.E. Consulting Services, Inc. regarding maintaining or improving the District's Insurance Services Office, Inc. (ISO) rating. Presently, the District has a rating of 3, which they would like to maintain or improve to an ISO rating of 2. Among other items, the report advised the herebelow.

1. ISO is going back to a previous scheme wherein a district may have multiple ratings instead of just one.
2. Under the new protocols, any structure (residence or commercial building) outside of five-road miles of a fire station will be rated an ISO 10. Structures within a class 10 area may not have their insurance policy renewed, may not be allowed to have insurance coverage, or (if they receive insurance coverage) will pay the highest possible rate.

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## MINUTES OF THE DISTRICT'S AUGUST 10, 2015 MEETING (Cont'd)

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- 9 (Cont'd)**
3. Areas outside of a 1,000 foot hose lay of a fire hydrant receive an ISO rating of either 9 or 8b, resulting in property owners within said areas having to pay the highest insurance premiums.
  4. The District can easily maintain its ISO rating of 3 with a few minor adjustments to the fire departments operating procedures.
  5. The District could probably improve its ISO rating to 2 by taking some actions, a good number of which are already being pursued – such as, training at a facility within the District, increasing the amount of training firefighters receive, completing fire preplans, adding a fire station, and reducing response times.
  6. For structures outside a 1,000 foot lay of a hydrant, providing an alternative water supply via a portable tank water shuttle will eliminate the split 9 or 8b rating.
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**10** A motion to engage BRW Architects to design and provide construction management for Station #8, with construction to commence in the first quarter of 2016 and completed in the last quarter of 2016 or the first quarter of 2017, passed unanimously (Motion: Mike Page; Seconded: Herb Marker).

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**11** Steven Falkner reported the contract committee is still working on a draft of a new ESD 16 / KVFD agreement. They hope to forward same to the rest of the Commissioners sometime before the September 2015 meeting.

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**12** Reviewing and discussing the proposed District 2016 budget was tabled until the September 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 September 2015 meeting.

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**14** A motion approving Commissioners attending the Volunteer & Combination Officers Section (VCOS) of the International Association of Fire Chiefs (IAFC) Symposium in November 2015 and authorizing reimbursing the Commissioners for expenses (such as hotel, travel, meals, and conference fees; estimated at 2,300 \$/person) passed unanimously (Motion: Mike Pate; Seconded: Herb Marker). Mike Pate indicated he will attend.

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**15** Items needing to be on the agenda for the September 2015 regular meeting include:

- 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;

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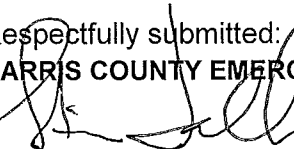
## MINUTES OF THE DISTRICT'S AUGUST 10, 2015 MEETING (Cont'd)

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- 15 (Cont'd)
- proposing the 2015 District tax rate;
  - reviewing and taking action on approval of the District's Depository;
  - reviewing and discussing the proposed District 2016 budget; and
  - reviewing and taking action on the Harris County Office of Homeland Security and Emergency Management Plan.
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- 16 The next regular meeting was set and confirmed for September 14, 2015.
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- 17 There was no public comment.
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- 18 The Board conducted an Executive Session pursuant to Chapter 551 of the Texas Government Code from 8:21 PM to 9:06 PM.
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- 19 At 9:09 PM, a motion to adjourn passed unanimously (Motion: Robert Carson; Seconded: Mike Pate).



Respectfully submitted:  
**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #16**

  
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District Secretary  
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