

Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

MINUTES OF THE MARCH 13, 2017 MEETING

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- 1 The regular meeting was called to order at 7:05 PM at the Klein Volunteer Fire Department (KVFD) Administration Building by Harris County 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 David Bessolo, KVFD President Barry Blum, KVFD Deputy Chief Josh Wenzel, KVFD District Chief Rickey Benge, KVFD District Chief Eric Reinkemeyer, KVFD Treasurer Daniel Erickson, KVFD Secretary Wendy Ray, KVFD Executive Administrator Rich Jones, Brad Dill (of BD Realty), Richardo Martinez (of Martinez Architects, LLC), Ira Coveler (of Coveler & Peeler P.C.), Tony Spitzenberger (District's overseer of construction / Station No. 8), and Jill Henze (of Breedlove & Co., P.C.). Mike Montgomery and James Bolton (both of Harris County Fire Marshall Office) arrived at 7:44 PM.
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- 2 A motion passed unanimously to approve as presented the minutes for the February 13, 2017 meeting (Motion: Herb Marker; Seconded: Mike Pate).
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- 3 A motion passed unanimously to approve as presented the financial report for the period ending March 13, 2017 and the bills to be paid (Motion: Robert Carson; Seconded: Mike Pate). No certificates of cash time deposits needed to be rolled over.
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- 4 Jill Henze distributed drafts of the "Report on Financial Statements (With Supplemental Material) For the Year Ended December 31, 2016" and discussed same. Included in the report is the following.
- In our opinion, the financial statements . . . present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Harris County Emergency Services District No. 16, as of December 31, 2016 and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.
- A motion to approve and accept the audit as presented passed unanimously (Motion: Herb Marker; Seconded: Robert Carson).
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- 5 Reviewing, discussing, and taking action on District's 2017 Investment Policy was tabled until the April 2017 meeting.
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- 6 Reviewing, discussing, and taking action with respect to any pay applications approved by BRW Architects was tabled until the April 2017 meeting.
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- 7 Reviewing, discussing, and taking action with respect to any pay applications approved by Martinez Architects was tabled until the April 2017 meeting.
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THE DISTRICT'S MARCH 13, 2017 MEETING MINUTES

- 8 David Bessolo said KVFD will request at the April 2017 meeting that the ESD purchases a new Booster 36. After a general discussion, it was agreed that KVFD will form a committee to produce:
- a recommendation as to the booster's manufacturer;
 - the booster's specifications, and
 - a report detailing the committee's decision making process.
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- 9 Reviewing, discussing, and taking action on KVFD's 2017 budget revisions was tabled until the April 2017 meeting.
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- 10 Reviewing, discussing, and taking action on the District's 2017 budget revisions was tabled until the April 2017 meeting.
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- 11 Given below is Brad Dill's report.
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Regarding Station No. 3 A motion passed unanimously to extend the feasibility study for the homeowners association's real estate to March 31, 2017 and signing the contract on May 1, 2017 (Motion: Herb Marker; Seconded: Mike Pate).

The lawyer for Harris County Water Control Improvement District No. 119 is reviewing the proposed contract for selling their real estate to the ESD.

Brad Dill meet with Hovis Surveying Company to restart generation of a plat. He anticipates it will be ready by the end of May 2017.

Klein Property's lawyer is working on the contract to deed a small portion of real estate to the ESD.

Rich Jones inquired as to the water and sewer lines for the maintenance center. Brad Dill had no information regarding same.

Regarding land for the Training Center Thomas Land should complete the plat shortly.

Regarding retired stations There are no new developments concerning retired Station No. 4 and retired Station No. 6.

- 12 Mike Montgomery explained how the District could have access to a Fire Marshall full time for inspection services and investigating fires. He will present a draft contract at the April 2017 meeting.
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THE DISTRICT'S MARCH 13, 2017 MEETING MINUTES

13 Given below are KVFD's reports.

Submitted records KVFD personnel presented the Commissioners with documents that contained:

- summaries of tactical, administration, human resources, and public relations activities during February 2017;
- summaries of the payroll and accounting reconciliation for February 2017;
- KVFD's budget and expenses by category;
- manning levels on Engine 301; and
- the minutes of the KVFD 2016 Board of Directors meeting held in January 2017.

Key issues provided in the hereabove material included:

- there were 175 calls during the month;
 - there were several stand-by assignments at David Wayne Hooks airport;
 - Larry Wagoner attended Pierce mechanic training;
 - all foam pumps on the 2013 Pierce pumpers were replaced;
 - there were ten public relations events during the month;
 - Brittney Hover and Wendy Rocha conducted half of a Safe Sitter course; and
 - Maricella Perez became a full time employee of KVFD.
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Barry Blum's report Barry Blum reported they are completing the audit of KVFD for 2016 and expect to present it to the Commissioners at the April 2017 meeting.

David Bessolo's report Due to volunteer firefighters' interest in participating in the nighttime / weekend program, they are increasing the number of slots to five on weeknights and six on the weekends. Also, a rotating station's second truck can be added on the weekends if there are sufficient personnel to crew the extra unit.

The utility task vehicle (UTV) was used for the first time. It transported a person who was injured falling off a float at the St. Patrick's Day parade.

David Bessolo asked Ira Coveler whether they could charge for standing by at the airport. Mr. Coveler advised they could do so, and recommended they use a standard tariff to determine the rate.

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THE DISTRICT'S MARCH 13, 2017 MEETING MINUTES

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- 13 (cont'd)** **Rich Jones' report** The boom arrived and is in service. Starting Tuesday (March 14, 2017), KVFD and the nearby fire departments will be dispatched via a single radio channel. After the initial call out, responding units will communicate on multiple tactical channels.
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- 14** Tony Spitzenberger reported that everything is going well with Station No. 8's construction. However, they discovered an unmarked AT&T fiber optic line that is tied into a storm sewer culvert and the recent rains have caused some disruptions.
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- 15** Richardo Martinez reported that there are no new developments with remodeling Station No. 4 and distributed a summary sheet detailing the progress made in renovating Station No. 2. Key points included:
- the building committee approved the building's color scheme;
 - interior partitions, drywall cover-up, and insulation have been installed; and
 - utility installation along with electrical, plumbing, heating, and air conditioning work continues to be in progress.
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- 16** Mike Pate reported that meetings continue regarding constructing a new Station No. 3 and a maintenance building.
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- 17** A motion passed unanimously to enter into a Master Tax-Exempt Lease / Purchase Agreement with Leasing 2, Inc. for the financing of three new Pierce Manufacturing aerials (Motion: Mike Pate; Seconded: Herb Marker).
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- 18** Reviewing, discussing, and taking action for the sale or disposal of surplus and/or salvage property pursuant to Texas Local Government Code, Subchapter D §263.151 *et. seq* was tabled to the April 2017 meeting.
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- 19** Reviewing, discussing, and taking action on submittals by the Department of request(s) for necessary purchases related to the provision of emergency services pursuant to the service provider contract and District budget was tabled until the April 2017 meeting.
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- 20** Richardo Martinez advised they generated a scope of work for renovating retired Station No. 4 and he expects to have three solicitations available at the April 2017 meeting.
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- 21** Mike Pate received a proposal from an Insurance Services Office (ISO) consultant, Mike Pietsch, which Ira Coveler is reviewing. He hopes to commence efforts to address ISO issues sometime around July / August 2017.
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- 22** A motion passed unanimously to engage Municipal Information Services for updating the District's review of the taxable value of real and personal property located within the District for \$2,600 (Motion: Robert Carson; Seconded: Mike Pate).
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THE DISTRICT'S MARCH 13, 2017 MEETING MINUTES

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- 23 The next regular meeting was set and confirmed for April 10, 2017.
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- 24 No one from the public commented.
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- 25 Potential items needing to be on the agenda for the April 10, 2017 meeting include reviewing, discussing, and taking action on:
- Municipal Information Services' report;
 - BRW Architects' design study for Station No. 3 and adjacent maintenance center;
 - the construction of Station No. 8;
 - the renovation of Station No. 2, Station No. 4, and retired Station No. 4;
 - submittals by the Department of request(s) for necessary purchases related to the provision of emergency services pursuant to the service provider contract and District budget;
 - the payment of capital funding pursuant to current budget forecast and service agreement with KVFD;
 - the sale or disposal of surplus and/or salvage property pursuant to Texas Local Government Code, Subchapter D §263.151 *et. seq.*;
 - the District's 2017 Investment Policy;
 - pay applications approved by BRW Architects;
 - pay applications approved by Martinez Architects;
 - KVFD's 2017 budget revisions; and
 - the District's 2017 budget revisions.
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- 26 The Commissioners conducted an Executive Session pursuant to Chapter 551 of the Texas Government Code from 8:50 PM to 9:13 PM.
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- 27 A motion passed unanimously to purchase real estate for a new Station No. 1 as discussed during the Executive Session (Motion: Herb Marker; Seconded: Mike Pate).
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- 28 At 9:15 PM, a motion to adjourn passed unanimously (Motion: Mike Pate; Seconded: Robert Carson).

Respectfully submitted:

HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16



Steven Falkner
District Secretary
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