

Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

MINUTES OF THE APRIL 10, 2017 MEETING

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- 1** At 7:00 PM on April 10, 2017, Harris County Emergency Services District No. 16 (ESD or District) President Robert S. Farrell called the regular meeting to order at the Klein Volunteer Fire Department (KVFD) Administration Building. Present were ESD members Herb L. Marker, Robert W. Carson, and Steven T. Falkner. Present as guests were KVFD Fire Chief David Bessolo, KVFD President Barry Blum, KVFD District Chief Rickey Benge, KVFD Second Vice President Linda Benge, KVFD Treasurer Daniel Erickson, KVFD Secretary Wendy Ray, KVFD Executive Administrator Rich Jones, Richardo Martinez of Martinez Architects, Nicole Pierce of Coveler & Peeler P.C., and Dr. Ronald Welch of Municipal Information Services (MIS).
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- 2** A motion passed unanimously to approve as presented the minutes for the March 13, 2017 meeting (Motion: Herb Marker; Seconded: Robert Carson).
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- 3** A motion by Robert Carson and seconded by Herb Marker passed unanimously to:
- approve as presented the financial report for the period ending April 10, 2017,
 - approve as presented the bills to be paid; and
 - roll over eight certificates of cash time deposits per the recommendation of Bill Russell of Myrtle Cruz, Inc.
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- 4** Reviewing, discussing, and taking action on a contract with the Harris County Fire Marshal Office was tabled until the May 2017 meeting.
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- 5** Reviewing, discussing, and taking action on District's 2017 Investment Policy was tabled until the May 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 May 2017 meeting.
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- 7** A motion passed unanimously to pay Balfour Beatty plc \$200,307.82 (Motion: Herb Marker; Seconded: Robert Carson).
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- 8** Reviewing, discussing, and taking action on the payment of capital funding pursuant to current budget forecast was tabled until the May 2017 meeting.
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- 9** Reviewing, discussing, and taking action on KVFD's 2017 budget revisions was tabled until the May 2017 meeting.
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- 10** Reviewing, discussing, and taking action on the District's 2017 budget revisions was tabled until the May 2017 meeting.

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- 11 Brad Dill did not attend the meeting. He instead submitted a memorandum detailing developments since the March 2017 meeting. Given below are key matters.
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Regarding Station No. 1 Brad Dill offered to purchase ten acres at the northwest corner of Spring Cypress and Stuebner Airline with the terms discussed in the May 2017 meeting. The owner rejected the offer. Brad Dill then asked if he would sell three acres to the District for a fire station site. The owner replied he would consider this proposal provided we purchased from the non-frontage portion of the tract.

Regarding Station No. 3 and Maintenance Center Ira Coveler is reviewing the title for the real estate being purchased from the homeowners association (HOA). Brad Dill is working with the title company and HOA to resolve issues.

Brad Dill presented a contract to the Harris County Water Control Improvement District No. 119 (WCID) for the District to purchase the water plant site. They added a new contract document that Ira Coveler is reviewing.

Efforts are underway to clear the trees. Hovis Surveying is working on platting the land for the Maintenance Center and submitted the preliminary plat to Harris County.

Brad Dill obtained a Quit Claim Deed from Klein properties for their portion of the old Pine Street right-of-way and Steward Title has recorded the deed. This should be the last clean-up item from the Methil Drive Owners.

A motion passed unanimously to authorize Robert Farrell to execute all documents necessary to complete closing with the HOA on or about April 26, 2017 (Motion: Herb Marker; Seconded: Robert Carson).

A motion passed unanimously to authorize Robert Farrell to execute all documents for purchasing the water plant site from the WCID, subject to Ira Coveler's review of the documents (Motion: Herb Marker; Seconded: Robert Carson).

Regarding land for the Training Center Robert Farrell *et al.* executed the plat and it has been submitted to Harris County.

Flood Control requires that the plat shows the recording information for the flood control easement along the creek, rather than by plat. Therefore, we must draft and record an easement with Flood Control. Thomas Surveying is working on this.

Brad Dill is seeking proposals for installing a barbwire fence along the property line with Randy Holland.

Regarding retired stations Ira Coveler is working on transferring Klein Annex's and retired Station No.6's deeds from KVFD to the District. (Note: The Klein Annex was previously known as the retired or old Station No. 4.)

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- 12 Receiving a report from the Klein Volunteer Fire Department vehicle and apparatus committee about acquisition of a new Booster 36 and reviewing, discussing, and taking action on same was tabled until the May 2017 meeting.
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- 13 Given below are KVFD's reports.
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Submitted records KVFD personnel presented the Commissioners with documents that contained:

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

Key issues provided in the hereabove material included:

- there were 179 calls during the month;
 - due to construction at Station No. 2, from April 10 to April 13 Ladder 32 will be removed from the station, station personnel will respond in Squad 34 and Utility 32, and the next due apparatus will be added to all of their calls;
 - annual pump tests commenced;
 - completed title registration transfer from KVFD to the District on most vehicles;
 - there were 17 public relations events during the month.
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Barry Blum's report Barry Blum reported they had completed their audit and he distributed the accountant's Annual Financial Report to the Commissioners. He also reported a BBQ cook-off and a blood drive are upcoming.

David Bessolo's report Jeff Turner and Arron Connor have respectively been appointed Senior Captain and Captain at Station No. 8, which currently has 14 members. They hope to have more members in the future. Station members are meeting at least once a month for team building.

They will hold a recruitment event with the Gleannloch HOA during May 2017.

- 14 Robert Farrell reported that construction workers at Station No. 8 had installed the studs and poured concrete but left 20 feet unpaved near the road. They expect to install trusses for the roof next week.
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- 15** Dr. Welch distributed copies of MIS' "2017 Update to Comprehensive Review for H.C. ESD #16." Given below are the report's conclusions.

The January 2018 population estimate for the ESD is 157,129 total persons.

For the 2017 tax year, assuming no change in 2016 average appraised values, we are projecting that an additional \$298.28 million will be added to the ESD's tax roll compared to 2016.

Assuming no change in 2016 appraised values, the 2017 tax roll should generate approximately \$6.60 million in revenues by early 2018.

Finally, while the impacts of the opening of the Grand Parkway still are being evaluated, based on what has happened in western Harris and Ft. Bend counties, . . . (we expect) significant real estate development in the northern portions of the ESD.

- 16** A motion passed unanimously to engage Weisser Engineering & Surveying to serve as the engineering consultant for soliciting a design build company to renovate the Klein Annex (Motion: Herb Marker; Seconded: Robert Carson).
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- 17** Richardo Martinez distributed a progress report for the renovation of Station No. 2. Key matters included:

- interior partitions, drywall cover-up, insulation, tile in the restroom, and technology infrastructure have been installed;
- utility, plumbing, electrical, air conditioning, and heating installation are in progress; and
- concrete site work has been revised to accommodate parking per the Americans with Disability Act (ADA).

The committee for renovating Station No. 4 will meet on May 17.

- 18** Regarding the new Station No. 3 and the new Maintenance Center, Rich Jones advised they:

- are researching which crane to acquire for installation in the Maintenance Center;
 - will need to install an exhaust system at the Maintenance Center; and
 - are taking ground samples in the area, in part to locate the filled-in swimming pool.
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- 19** David Bessolo advised they would like to donate the old Booster 35 and bunker gear that is over ten years old to the Forest Service.

A motion passed unanimously to declare the old Booster 35 and bunker gear that is over ten years old to be surplus equipment to be disposed of by donating to the Forest Service (Motion: Herb Marker; Seconded: Robert Carson).

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- 20** 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 May 2017 meeting.
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- 21** Reviewing, discussing, and taking action on renovating the Klein Annex was tabled until the May 2017 meeting.
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- 22** Rich Jones reported:
- they are meeting with the Insurance Services Office (ISO) consultant, Mike Pietsch, in the near future;
 - they hired a consultant to work with them on the EVIEW system;
 - they recently were successful getting 20 road intersections working with the EVIEW system; and
 - the Cy-Fair Volunteer Fire Department will soon pay \$300,000 for installing the EVIEW system in the community.
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- 23** The next regular meeting was set and confirmed for May 8, 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 May 8, 2017 meeting include reviewing, discussing, and taking action on:
- proposals to renovate the Klein Annex.
 - contract with the Harris County Fire Marshall Office;
 - 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 the Klein Annex;
 - 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 and Martinez Architects; and
 - KVFD's and the District's 2017 budget revisions.

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- 26 The Commissioners did not conduct an Executive Session pursuant to Chapter 551 of the Texas Government Code.
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- 27 At 8:16 PM, a motion to adjourn passed unanimously (Motion: Herb Marker; Seconded: Robert Carson).

Respectfully submitted:

HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16



Steven Falkner
District Secretary
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