

Harris County Emergency Services District No.16

16810 Squyres Road, Klein, Texas 77379-7489

MINUTES OF THE NOVEMBER 9, 2015 MEETING

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 President Barry Blum, KVFD District Fire Chief Josh Wenzel, KVFD Administrator Rich Jones, and Counsel Ira Coveler (of Coveler & Katz P.C.). KVFD Secretary Wendy Ray, Brad Dill (of BD Realty), and KVFD Fire Chief David Bessolo arrived respectively at 7:04 PM, 7:05 PM, and 7:19 PM.

2 A motion to approve the October 12, 2015 meeting minutes as presented was approved unanimously (Motion: Herb Marker; Seconded: Mike Pate).

3 Unanimously approved as presented were the financial report for the period ending November 9, 2015 and bills to be paid (Motion: Robert Carson; Seconded: Mike Pate).

A motion to roll over two certificates of cash time deposits passed unanimously (Motion: Robert Carson; Seconded: Mike Pate).

A motion passed unanimously to establish a separate bank account into which the Harris County Controller will deposit sales tax money (Motion: Herb Marker; Seconded: Mike Pate). The bank account will be structured so that the Controller can pull back money should they overpay the District.

The Commissioners decided to temporize on signing a letter of credit agreement with Compass Bank.

4 Regarding the property to be used for the training center, Brad Dill reported he had discussed the water line extension with the attorney for the Municipal Utility District (MUD). The extension was last done three years ago and was good for one year. He will attend the MUD's next meeting.

Mr. Dill presented a summary sheet of land title holders (see Attachment 1) and advised he is wrapping up his research of same.

The Commissioners reviewed and discussed the real estate purchase agreement for Station #3 during the Executive Session.

5 Given below are the KVFD personnel's reports.

Barry Blum advised the following.

1. KVFD members responding on Engine 301 are still enthusiastic about the program and operations are going well.
2. KVFD is taking preparations for conducting their year-end audit.
3. Exploring Post 31 will hold its annual Awards Banquet on Friday, December 4, 2015. The Commissioners are invited to attend.

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MINUTES OF THE DISTRICT'S NOVEMBER 9, 2015 MEETING (Cont'd)

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4. KVFD is organizing a recruitment drive, especially for personnel to staff Station #8.
5. KVFD is seeking two proposals to construct four electronic signs similar to the one at Cypress Creek Volunteer Fire Department's Station #3. They will be located at stations on well-traveled roads.

Barry Blum also gave the Commissioners copies of KVFD's financial statement through October 2015.

Josh Wenzel presented KVFD Deputy Fire Chief Melvin's incident report. Among other things; it showed there were 153 responses in October, which was more than those that occurred in September (146) and less than the yearly average (171.4).

Rich Jones advised the following.

1. He summarized KVFD's recent spending. They included an increase of expenses for cleaning the gear and for information technology (IT) along with a decrease of microwave expenses (through discontinuing Comcast services).
2. KVFD has placed orders for traffic signal controls with EVIEWS Safety System and for new vehicles; plus they have upgraded their server.

David Bessolo advised the following.

1. During half time at a recent Kleb Intermediate School football game; KVFD personnel presented Jacob Munoz with firefighting gear that designated him as an honorary member of the fire department. Jacob is a seventh grader who is fighting a rare and aggressive form of Leukemia. He is undergoing chemotherapy at Texas Children's Hospital. The Learning Channel (TLC) filmed the event as they are doing a documentary about him.
2. He requested that the District purchase two pumpers, which will cost a total of \$1,397,434. One engine will be used at Station #8 and the other will replace Engine 301, which will then be used as a reserve pumper.
3. Tower 31 is in the shop for replacement of its generator. They are currently cycling all of the 2013 pumpers into the shop to have work done before their warranties expire.
4. Because Boudreaux Road will be closed for a couple weeks, which will delay responses from Station #5, KVFD will place a sixth duty crew at Station #1 during the weekday. During weekday nights and weekends, they will also dispatch an extra engine to incidents within Station #5's first due area.

After discussing the matter, the Commissioners decided to delay deciding whether to purchase the two pumpers. They will hold a meeting on November 19, 2015 to address the issue.

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The ESD's committee for the new ESD / KVFD contract will meet with KVFD personnel on Monday, November 16, 2015 to reconcile differences.

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A motion to engage Breedlove & Co., P.C. for performing the District's 2016 audit passed unanimously (Motion: Robert Carson; Seconded: Mike Pate).

MINUTES OF THE DISTRICT'S NOVEMBER 9, 2015 MEETING (Cont'd)

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- 8** A motion to approve issuance of a purchase order (PO) to buy three tactical vehicles from Siddons Martin Emergency Group passed unanimously (Motion: Mike Pate; Seconded: Herb Marker).
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- 9** Reviewing, discussing, and taking action on the new ESD / KVFD service agreement was tabled until the November 19, 2015 meeting.
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- 10** Reviewing, discussing, and taking action on the payment of capital funding pursuant to the current budget and service agreement with KVFD was tabled until the December 2015 meeting.
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- 11** Mike Pate reminded Chief Bessolo that the District would welcome receiving, by the end of the year, a plan on how to improve the District's Insurance Service Organization's (ISO) certification.
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- 12** Mike Pate advised there were two committee meetings with BRW Architects concerning the design of Station #8 and they will hold another meeting on Wednesday, November 18, 2015.
- They took a tour of Cypress Creek Volunteer Fire Department's Station #3 and they will tour Spring Volunteer Fire Department's Station #8 shortly.
- He hopes to have the building specifications completed by the end of the year and issue construction bids in January 2016.
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- 13** Reviewing, discussing, and taking action on remodeling KVFD's stations was tabled until the December 2015 meeting.
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- 14** A motion to approve the revised 2016 budget for the District passed unanimously (Motion: Robert Carson; Seconded: Herb Marker). The new budget includes \$350,700 for BRW Architects to design Station #8 and \$45,000 as a reserve should an election be needed.
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- 15** Items needing to be on the agenda for the December 2015 meeting include reviewing, discussing and taking action on:
- the payment of capital funding pursuant to the current budget and service agreement with KVFD;
 - the 2016 service agreement between the District and the Department; and
 - the remodeling of KVFD stations.
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- 16** The upcoming meetings were set and confirmed for November 19, 2015 and December 14, 2015.
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- 17** No one from the public commented.
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- 18** The Commissioners conducted an Executive Session from 8:33 PM to 9:10 PM.
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MINUTES OF THE DISTRICT'S NOVEMBER 9, 2015 MEETING (Cont'd)

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- 19 Regarding the land to be acquired adjacent to Station #3, a motion passed unanimously for Brad Dill to secure a ninety-day extension of the feasibility period (Motion: Mike Pate; Seconded: Herb Marker).
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- 20 At 9:11 PM, a motion to adjourn passed unanimously (Motion: Herb Marker; Seconded: Mike Pate).

Respectfully submitted:

HARRIS COUNTY EMERGENCY SERVICES DISTRICT No.16





Steven Falkner
District Secretary
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ATTACHMENT 1 REAL PROPERTY SUMMARY

ESD #16 & KVFD Real Property Summary

Station	Address	Date Built	Station Owner	Land Owner	Land Size (ac)	Date	Documents	Comments
1	18337 Stuebner-Airline	2003	KVFD	HCMUD #24				Did not have any lease in the KVFD files. Checked with MUD attorney for copy of the lease. She is looking for the lease files.
2	14640 Gladebrook	2005	ESD 16	ESD 16	0.9586	10/11/2004	Deed	Bob has not been able to locate the title policy in the ESD files.
3	9755 Landry Blvd	1989	KVFD	Glenloch CIA	0.345	10/1/1988	Lease Agreement	Lease terminates 12-31-2087. Appears to only cover a portion of the existing site. Rent \$1 per year. KVFD must pay for any property taxes on the property. KVFD is obligated by the lease to continue to operate a fire station on the leased property for the term of the lease. Upon termination, the ESD must give the facilities to the CIA or remove them, at the CIA's discretion. May want to consider revising the lease once we know if the existing station will be expanded.
3	9755 Landry Blvd	1989	KVFD	Glenloch CIA	0.0382	9/16/1974	Lease	No metes and bounds to the 37' x 52' wide lease area at the SW corner of reserve F. 99 year lease terminates 9-30-2073. This Lease does not seem to be tied to the previous lease and might not be contiguous with the 1988 lease. Rent \$1 per year. Ownership of the improvements go to the CIA at the end of the lease.
4	16810 Squyres	2003	KVFD	KVFD	2.3841	10/10/2001	Closing Doc's	Has title policy, recorded deed and other closing documents. Correction Deed (0.8136 ac), Quit Claim Deed (0.395 ac) and title policy. I'm not sure if these deeds cover the entire site for the old station. Make sure this is the entire site for the old station 4.
4 (Old)	Kleinwood Dr	1989	KVFD	KVFD	0.081359	4/26/1976	Correction Deed	
5	8230 Boudreaux	2010	ESD 16	ESD 16	2.919	8/13/2007	Deed	I do not have a recorded copy of the deed (film code ER003781688). Look in the ESD files for the title policy.

ESD_16 and KVFD Real Property_11-9-15.xlsx

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11/9/2015

ATTACHMENT 1 (Cont'd) REAL PROPERTY SUMMARY

ESD #16 & KVFD Real Property Summary									
Station	Address	Date Built	Station Owner	Land Owner	Land Size (ac)	Date	Documents	Comments	
5 (Old)	8134 Dowdell	1991 KVFD	KVFD	KVFD	0.1768	7/9/1979	Deed	Automatic reversion clause back to the original land owner if the property is not being utilized as a fully operational fire station. Tract is 70' x 110'. Look in the ESD files for the title policy.	
5 (Old)	8134 Dowdell	1991 KVFD	KVFD	KVFD	0.092	4/18/2002	Gift Deed	Gift Deed without warranties. Deed restricted for fire station use only. Look in the ESD files for the title policy.	
6 (Old)	18822 N. Eldridge	2011 ESD 16	ESD 16	ESD 16	2.431	12/18/2006	Deed	Have two recorded deeds. Bob has found the title policy in the ESD files.	
6 (Old)	17230 Gregson	1991 KVFD	KVFD	KVFD	0.4377	4/9/1987	Title Policy	Have the title policy.	
6 (Old)	17230 Gregson	1991 KVFD	KVFD	KVFD	0.4377	4/7/1987	Deed	Have the recorded deed.	
6 (Old)	17230 Gregson	1991 KVFD	KVFD	KVFD	0.4377	4/7/1987	Closing Doc's	Closing doc's including an Option to Re-Purchase held by Lanier if the City of Houston annexes the area.	
7 (Old)	19302 TC Lester	ESD 16	ESD 16	ESD 16	1.3053	10/11/2011	Deed	Have recorded deed. Bob has located the title policy in the ESD files.	
7 (Old)		1999 KVFD	Bilma PUD	Bilma PUD				I don't have anything on this station. I have reached out to Bilma PUD to get a copy of the lease.	
8	9600 Crescent Clover Dr	ESD 16	ESD 16	ESD 16	1.2046	12/16/2013	Deed & Title Policy	Have recorded deed and copy of the title policy.	
	Fire Training Center				12.4696 ac site & 1.0474 ac access				
	6721 Spring Cypress		ESD 16	ESD 16		11/15/2012	Closing Doc's	Have the title policy and recorded deed.	