

**MINUTES OF THE OCTOBER 18, 2012 MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 9**

A meeting was duly called of the **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 9**, which was held on October 18, 2012, at the administrative offices of the District, 9630 Telge Drive, Houston, Texas 77095.

The meeting was called to order at 7:42 p.m. by **MICHAEL LARRIVEE**, President. Those Commissioners present were **MICHAEL LARRIVEE**, **SUZANNE DAVIS**, **KEVIN KYLE**, **JACK BODMAN** and **ROBERT JANUSAITIS**. Also present were **JENNIFER WALLS** and **JOE DAVIS**, President and Chief, respectively, of the **CY-FAIR VOLUNTEER FIRE DEPARTMENT** (the "Department), chief officers and members of the Department, **AMY RAMON**, the District's General Manager, **HOWARD KATZ**, of **COVELER & KATZ, P.C.**, the District's Counsel, and **BILL RUSSELL**, of **MYRTLE CRUZ, INC.**, the District's bookkeeper. Also present was Dr. Ronald Welch, of Municipal Information Services, a District consultant regarding property and population analysis of the District.

Mr. **LARRIVEE** first invited public comment. Robert Berleth, of Harris County ESD No. 11 (Cypress Creek EMS service area) and Rich Jones, administrator of Klein VFD, spoke about the development and implementation of the E-View traffic preemption system in the FM1960/Louetta corridor part of Harris County and used by the fire and EMS agencies in that area, such as Klein VFD, Spring VFD, Cypress Creek VFD, Cypress Creek EMS, Champions FD, Ponderosa VFD. They discussed an overview of the system, how it operates and the cost for the system implementation as well as the tie-in with Transtar and the county. Counsel was asked to add the item to the agenda for the next meeting.

The Board addressed the agenda and Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** and approved to take up Agenda Item 10 (b) and receive a report on the proposed GMP for the LRP station renovation/construction from Ricardo Martinez, District architect with Joiner Partnership. He presented a report that showed the GMP to be \$3,216,755.00 for 8 facilities to be renovated. Mr. Martinez said some of the costs that drove up the

cost were related to life-safety matters, including fire suppression and monitoring for the living quarters and some ADA compliance matters. Mr. **LARRIVEE** said the Board would consider this at the November meeting.

The Board addressed the agenda and Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** and approved to take up Agenda Item 4 and receive a report from Dr. Ronald Welch, of Municipal Information Services, a District consultant regarding property and population analysis of the District. Dr. Welch gave a detailed analysis with a written report. Among the highlights Dr. Welch reported were: the Houston area growth is 2.5% higher than the national average; housing is slowly improving; there is growth in industrial buildings; business personal property (inventory) dropped in 2011 but is expected to increase with an improved economy; the Houston metropolitan statistical area is the second fastest growing sector in the country; the Grand Parkway development will have a big impact on the area, especially in the west part of the District, including the Bridgeland area; there is still a large area in the District that is undeveloped.

The Board reviewed the Minutes of the September 20, 2012 regular meeting. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **BODMAN** to approve the Minutes of the prior meeting. After discussion, the Motion to approve the Minutes as corrected was approved by a vote of 5 to 0.

The Board then received a Financial Report from **BILL RUSSELL, of MYRTLE CRUZ, INC.**, the District's bookkeeper. Mr. **RUSSELL** noted the operating account balance following the prior meeting of \$4,315,319.67, the receipt of tax revenue in the amount of \$15,392.71, tax penalty and interest in the amount of \$3,384.55, interest of \$5,121.97, and ambulance reimbursement for the Department emergency medical services of \$305,359.40. Mr. **RUSSELL** said that dispatching fees of \$-0- were also received. He also noted the balance sheet showed total District assets at \$46,139,414.59 (\$19,190,857.51 cash/cash equivalents) short-term liabilities of \$ -0-, long term liabilities of \$ -0-, and equity of \$46,139,414.59. Thereupon, after review, Motion was made by Ms. **DAVIS**,

seconded by Mr. **KYLE** to approve the Financial Report as presented. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed District investments. The Board reviewed the investment reports. Thereupon, after review, Motion was made by Mr. **KYLE**, seconded by Ms. **DAVIS** to approve the investment schedules and recommendations: renew all maturing CDs for like terms. Mr. **KYLE** asked about the budget review and said it struck him odd that the District report shows that the District revenue was over by \$2 million and expenses were under by \$1 million. He said he would like to get with Mr. Russell to review the budget reports. After discussion, the Motion was approved by a vote of 5 to 0.

Mr. **RUSSELL** delivered the compliance certification for the District investments showing compliance with the District's investment strategy/policy, and that all banks had returned security pledge agreements for the District's excess deposits.

The Board then received a report from Amy Ramon, the General Manager. She reported on one item that there was a breach of patient confidentiality at Intermedix, the Department's EMS billing company, that involved one Department patient. She discussed the HIPPA issues and the corrective measures undertaken by Intermedix to prevent a future occurrence. She reported generally that District activities were going well. Ms. Ramon said she was working on the employee evaluation forms. Mr. **LARRIVEE** asked about any issues with purchasing and supporting the Department and the District. Ms. Ramon said there were still some problems with the Department POs and invoices. She said they were usually tied into the credit card purchasing. She also said there were a couple of occasions when multiple POs were turned in. She reported the incidents to the Department. Mr. **BODMAN** asked if any were repeat performers and Ms. Ramon said yes, but the Department was made aware and are addressing the issue. Ms. Ramon said things were much better than previously. The Chief said the Department tries to address issues whenever Ms. Ramon raises them.

The Board entered executive session at 9:05 p.m. pursuant to Section 551.074 Government Code, to discuss and consider District personnel matters. The Board re-entered open session at 9:19 p.m.

The Board then addressed the payment of District administrative bills and commissioner fees as set forth in the Financial Report, plus payment related to the Amegy Bank loan (\$3,500.00); expense reimbursement to Ms. Davis for attendance at the Arlington SAFE-D conference; Coveler & Katz attorneys fees (\$7,236.22). After review, Motion was made by Mr. **BODMAN**, seconded by Mr. **JANUSAITIS** to approve the payment of District administrative bills and commissioner fees as presented in the Financial Report, plus the other items noted. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed the payment of Department Operations and Capital funding as set forth in the Financial Report. Ms. Ramon noted that Operations funding was due at this meeting in the amount of \$1,262,327.00. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **BODMAN** to approve the payment of Department Operations in the amount of \$1,262,327.00. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed the payment of Department Capital funding as set forth in the Financial Report. Ms. Ramon noted that Capital funding was due at this meeting in the amount of \$71,775.47 (previously scheduled budgeted capital funding). After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **BODMAN** to approve the payment of Department Capital in the amount of \$71,775.47. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed the Long Range Planning. Assistant Chief-Support Services Mark Braswell and communications coordinator Michael Hebert presented the Report and Proposal prepared by District/Department consultant RCC Consultants. Ms. **DAVIS** asked how many towers were in the plan. Mr. Hebert said any number could come up, from 3 to 5 or more. It depends on the proposals submitted. Counsel said that the action tonight is to approve receipt of the RCC plans and specs and authorize solicitation of proposals for radios and to build the communications systems. After review, Motion was made by Ms.

DAVIS, seconded by Mr. **JANUSAITIS** to approve receipt of the RCC plans and specs and authorize solicitation of proposals for radios and to build the communications systems. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then received a report from the Department on the Department goals and objectives. The Chief and Ms. Walls presented the report and said the written report was in a more readable form.

Ms. Walls reported that the Department was reviewing its proposed 2013 budget and would present the proposed budget at the District November meeting.

The Department said there were 30-day requests for this meeting. Ms. Walls said the Department would be looking to purchase EMS training equipment, drive cams and thermal imaging cameras. She said the requests also included a training building for Station 1. She said it was a modular building and was not yet budgeted, but would be covered by the quarterly reallocation numbers. Assistant Chief Tom Linnenkugel said the Department was requesting a waiver on the 30-day period. Mr. **LARRIVEE** asked if the item was bid and Assistant Chief Linnenkugel said yes. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** to waive the 30-day period for the training building. Counsel said that the Motion also had to be construed as a budget amendment because it was not budgeted yet. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then received the monthly report from the Cy-Fair Volunteer Fire Department.

The Board received written reports from the Department.

The Board received the report on apparatus movement.

The Department presented the EMS billing report.

Ms. Walls delivered the status change report.

Ms. Walls said that the monthly TexFir reports were filed with the State Fire Marshall's office.

Ms. Walls delivered the over-time report and the accident/injury log.

Ms. Walls said that the Department employee count was 233 (111 full-time, 122 part-time), and the active volunteer membership was 371, with 6 new members.

The Board then reviewed the Department's Purchase Requisition Report.

The Board reviewed page 1, emergency requests. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** to approve page 1. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then reviewed budgeted capital expenditures and non-budgeted capital expenditures on page 2 of the report. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **KYLE** to approve page 2. After discussion, the Motion was approved by a vote of 5 to 0.

The Board next reviewed the Within Budget purchase requests as set forth on pages 3-4 of the report. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** to approve the Within Budget purchase requests, as set forth on the top part of the report on page 3. After discussion, the Motion was approved by a vote of 5 to 0.

Ms. Walls noted the LOSAP report.

The Department presented its IT report. The Chief requested approval of capital before the end of the year of \$22,000.00 for replacement server, replacement/additional PCs, and replacement additional laptops. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **KYLE** to approve the request. After discussion, the Motion was approved by a vote of 5 to 0.

Ms. Walls requested approval for one Department employee to attend the Solarwinds Training Conference (12/10-14) in Austin for the total cost of \$3,329.00. She said the training was IT-related for IT and computer equipment management. After review, Motion was made by Mr. **BODMAN**, seconded by Mr. **KYLE** to approve the request. After discussion, the Motion was approved by a vote of 5 to 0.

Ms. Walls requested approval for the Department banquet budget of \$34,000.00. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** to approve the request. Mr. **BODMAN** asked if the plans for the

50th anniversary party involved the attendance of the chief officers. The Chief said yes. After discussion, the Motion was approved by a vote of 5 to 0.

The Chief reported on a Department ambulance accident with a truck.

Assistant Chief Linnenkugel reported on training activities. He said there was a struggle to find training opportunities that fit budgets and member schedules.

Assistant Chief Linnenkugel reported that Ambulances 4 and 10 were delivered.

Assistant Chief Linnenkugel reported that the Booster AEDs were placed on the Boosters along with auto pulses. The Chief said the auto pulse device has worked well.

The Chief requested approval to fund a QA position for the rest of 2012. Ms. **DAVIS** asked what was the job function. The Chief said the position reviews all run records and makes sure all invoices are correct before they are presented to the District General Manager. The Chief said it is a permanent position for 2013. The Chief said there is money in the current year budget for the position. After review, Motion was made by Mr. **BODMAN**, seconded by Mr. **KYLE** to approve the request. After discussion, the Motion was approved by a vote of 5 to 0.

Assistant Chief Linnenkugel said that the reports on the Fuelman systems were positive.

Assistant Chief Linnenkugel requested approval to donate old SCBA equipment. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **BODMAN** to approve the request. After discussion, the Motion was approved by a vote of 5 to 0.

Mr. **LARRIVEE** complimented Mr. Linnenkugel on the Goals and Objectives report concerning these areas.

The Board then addressed creation of standing committees. Mr. **LARRIVEE** said the following committees would be created with the designated chairs:

Community Outreach: Ms. **DAVIS**

Legislative: Mr. **JANUSAITIS**
Strategic Planning: Mr. **KYLE**
Facilities/Infrastructure: Mr. **LARRIVEE**
Internal Resources and
Development: Mr. **BODMAN**; Mr. **Janusaitis** co-chair
IT: Mr. **JANUSAITIS**

All committee chairs accepted the appointments.

The Board then addressed strategic planning and goals. There was discussion about how the LR Plan Task Force is to proceed and how it relates to the District. Mr. **KYLE** asked if the task force can proceed without representatives of the District Board. He asked what is the approval process for the group and the findings process. Mr. **LARRIVEE** said he certainly believed the task force is a District-Department joint project. Ms. **DAVIS** said there does have to be a clear procedure otherwise the task force will take on a life of its own and won't work well. Mr. **LARRIVEE** said the District expects Mr. Kyle and Mr. Bodman to represent the District on the task force and update the other commissioners. Mr. **LARRIVEE** said maybe the Board should look to a Facilitator to assist the task force in its work. He said he has encountered facilitators in training courses and at SAFE-D conferences and they can be a good tool. He estimated the fee would be \$3,400/day. Ms. Walls said that might be a good idea. She said the opportunity for the Department Board members to work with District commissioners and focus on the big picture is a good concept. Mr. **LARRIVEE** said he estimated that \$10,000.00 was a good budget for a Facilitator for the task force. After review, Motion was made by Mr. **KYLE**, seconded by Mr. **BODMAN** to approve budgeting \$10,000.00 for a Facilitator. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed the District website. Ms. **DAVIS** said she looked at two other samples to further advance and develop the District website. She said it should all be in place for January.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 11:30 p.m.

Secretary of the Board