

**MINUTES OF THE JULY 19, 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 July 19, 2012, at the administrative offices of the District, 9630 Telge Drive, Houston, Texas 77095.

The meeting was called to order at 7:35 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, and **HOWARD KATZ, of COVELER & KATZ, P.C.**, the District's Counsel.

Mr. **LARRIVEE** invited public comment. None was offered.

The Board reviewed the Minutes of the June 21, 2012 regular meeting. After review, Motion was made by Mr. **BODMAN**, seconded by Mr. **JANUSAITIS** to approve the Minutes of the prior meeting. During discussion, the following change was noted: on page 4, the word "lon" (range plan) was corrected to read "long" (range plan). After discussion, the Motion to approve the Minutes as corrected was approved by a vote of 5 to 0.

Motion was then made by Ms. **DAVIS**, seconded by Mr. **KYLE** to take up Agenda Item 22, Executive Session. The Board entered executive session at 7:45 p.m. pursuant to Section 551.074 Government Code, to discuss and consider District personnel matters. The Board re-entered open session at 9:30 p.m.

The Board then addressed the election of District Treasurer and designation of District Investment Officer.

Mr. **LARRIVEE** opened the floor for nominations for Treasurer. Mr. **KYLE** nominated Mr. **BODMAN** to be Treasurer of the District Board. This was seconded by Mr. **JANUSAITIS**. No other nominations were made and the nomination was approved by a vote of 5 to 0.

Mr. **LARRIVEE** opened the floor for nominations for District Investment Officer. Mr. **JANUSAITIS** nominated Mr. **KYLE** to be District Investment Officer. This was seconded by Mr. **LARRIVEE**. No other nominations were made and the nomination was approved by a vote of 5 to 0.

The Board then received a Financial Report from Mr. **BODMAN**. (**BILL RUSSELL, of MYRTLE CRUZ, INC.**, the District's bookkeeper was absent.) Mr. **BODMAN** noted the operating account balance following the prior meeting of \$10,020,791.98, the receipt of tax revenue in the amount of \$50,269.98, tax penalty and interest in the amount of \$1,317.77, interest of \$3,010.36, and ambulance reimbursement for the Department emergency medical services of \$481,222.43. Mr. **BODMAN** said that dispatching fees of \$ -0- were also received. He also noted the balance sheet showed total District assets at \$49,760,430.30 (\$22,811,873.22 cash/cash equivalents) short-term liabilities of \$ -0-, long term liabilities of \$ -0-, and equity of \$49,760,430.30. Thereupon, after review, Motion was made by Mr. **KYLE**, seconded by Ms. **DAVIS** to approve the Financial Report as presented. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then received a report from the General Manager. Ms. Ramon said she was developing the employee evaluation form which should be ready in August. She said the office was working well. Mr. **LARRIVEE** reported that he and Ms. Ramon spoke and that he stressed the importance that Ms. Ramon inform the District Board President if there are any contract infractions by the Department or the Department SOGs and policies. He said she was the gatekeeper and all had to respect that position.

The Board then addressed District investments. The Board reviewed the investment reports. Mr. **KYLE** suggested that for the present all maturing CDs be renewed for like terms at their respective banks. Thereupon, after review, Motion was made by Mr. **KYLE**, seconded by Mr. **BODMAN** to approve the investment schedules and recommendations: renew all maturing CDs for like terms. After discussion, the Motion was approved by a vote of 5 to 0.

Without objections, the Board held on diversification of investments.

Mr. **BODMAN** 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 addressed the payment of District administrative bills and commissioner fees as set forth in the Financial Report. After review, Motion was made by Mr. **BODMAN**, seconded by Mr. **KYLE** to approve the payment of District administrative bills and commissioner fees as presented in the Financial Report. 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 \$1,250,412.00. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **BODMAN** to approve the payment of Department Operations in the amount of \$1,250,412.00. 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 \$66,016.19 (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 \$66,016.19. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed the 2012 property valuations and Counsel presented the 2012 preliminary HCAD report. Counsel reported that HCAD was expecting to certify the tax rolls about August 15.

The Board then addressed the Long Range Planning. Counsel reported that the \$750,000.00 loan with Amegy Bank for Dispatch equipment was finalized and he presented the loan documents for execution. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** to approve executing the loan documents for the \$750,000.00 loan with Amegy Bank for Dispatch equipment. After discussion, the Motion was approved by a vote of 5 to 0.

The Board tabled soliciting financing for purchase of radios and related equipment, including towers and repeaters.

The Chief reported that the MUDs which own the Station 7 land were not in agreement to sell or release the Station 7 property to the Department or District.

The Board then addressed the proposed construction manager-at-risk contract as part of the Long Range Plan. Counsel presented the contract for review and execution. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **BODMAN** to approve executing the construction manager-at-risk contract. After discussion, the Motion was approved by a vote of 5 to 0.

The Department next addressed the Department goals and objectives. The Chief presented a report. Mr. **LARRIVEE** said this report was more detailed than the earlier version. There was a discussion on a need for a workshop on Department goals and objectives. Mr. **KYLE** said what are the goals. Mr. **LARRIVEE** said that was a good question, plus who is responsible for achieving and measuring the goals. The Chief said the goal is to save lives and protect property. The Chief said the final review by Department operations would take two months. Mr. **KYLE** said the Department and District should set that time limit. Mr. **LARRIVEE** appointed Commissioners Bodman and Janusaitis to the District committee on Department goals and objectives to meet with the Department. They both accepted. Ms. Walls said the administrative side of the Department was also finalizing their part of the goals and objectives.

Ms. Walls reported that the Department was finalizing approval for the Department auxiliary to be able to participate in the LOSAP program.

Tom Jackovich, Department vice president, reported that the Department was developing a uniform type policy that would be administered by the Quartermaster. He also reported that membership recruiting and retention was being put under the assistant PIO.

The Department said there were 30-day requests for this meeting. Lenny Fauser, Rescue Coordinator, requested approval to purchase a cascade system (Bauer) for Station 10.

Mr. Fauser requested approval to purchase Wildlands gear.

After review, Motion was made by Mr. **KYLE**, seconded by Mr. **JANUSAITIS** to approve the requests and waive the 30-day notice period. After discussion, the Motion was approved by a vote of 5 to 0.

The Department requested approval to sell an old plow. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** to approve the listing for sale and to seek bids with a minimum bid of \$150.00. After discussion, the Motion was approved by a vote of 5 to 0.

The Department requested approval to sell as salvage various old and non-used IT items. After review, Motion was made by Mr. **KYLE**, seconded by Ms. **DAVIS** to approve the sale. After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed approval to sign an agreement with Ponderosa VFA to jointly purchase a fire scene ventilation fan. The Chief said no formal request has come over from PVFA.

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 and the DNR reports.

Ms. Walls said that the Department employee count was 226 (108 full-time, 118 part-time), and the active volunteer membership was 388, with 18 new members.

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

The Board reviewed page 1, emergency requests (steering/gear box for front end of fire truck). After review, Motion was made by Ms. **DAVIS**, seconded

by Mr. **KYLE** 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: Ms. Walls said Items 1-2 were already approved. After review, Motion was made by Mr. **KYLE**, seconded by Ms. **DAVIS** to approve page 2 (Item 3). 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. **KYLE** to approve the Within Budget purchase requests, as set forth on the top part of the report on page 3. Ms. Ramon noted that item 4 was for \$550.00. After discussion, the Motion was approved by a vote of 5 to 0.

Ms. Walls noted the LOSAP report.

The Department reported on IT. IT coordinator Danny Corgiat, reported that Station 8 was on line with fiber optic and all stations were now operating on fiber optic. He reported on the website design. IT coordinator Corgiat also said he was working with I.T. Works and requested approval to pay up to \$4,000.00 for a website shell. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** to approve the request. Mr. **LARRIVEE** asked that the Department website be updated to have a link to the District's new website. Mr. Corgiat said he would look into that. After discussion, the Motion was approved by a vote of 5 to 0.

Mr. Corgiat also requested approval to expend \$12,300.00 for upgrades to the dispatch software through ProQA, with \$7,000.00/yr for maintenance. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** to approve the request. After discussion, the Motion was approved by a vote of 5 to 0.

Assistant Chief-EMS Kenny Grayson reported that the new ambulance was on track for delivery later in the year.

Ms. Walls requested approval for the Department to solicit bids for EMS Supplies. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **KYLE**

to approve the request to solicit bids. After discussion, the Motion was approved by a vote of 5 to 0.

Ms. Walls requested approval for the Department to solicit bids for bunker gear. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **KYLE** to approve the request to solicit bids. After discussion, the Motion was approved by a vote of 5 to 0.

Mr. Fauser requested approval to pay \$270.00 for due to Texas Assoc. of Emergency Vehicle Technicians. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** to approve the request. After discussion, the Motion was approved by a vote of 5 to 0.

Ms. Walls requested approval to pay up to \$180.00 in expenses per attendee for 5 attendees to the New Orleans EMS Expo conference. 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.

The Board then addressed and tabled action on a 20% match on an AFG grant to the Department for communications.

The Board then addressed College matters. The Chief reported that there was no update.

The Board addressed the District website. Ms. **DAVIS** said she would like for the District calendar to be on the website.

The Board entered executive session at 11:25 p.m. pursuant to Section 551.074 Government Code, to discuss and consider District personnel matters. The Board re-entered open session at 12:30 p.m.

Mr. **LARRIVEE** designated Mr. **JANUSAITIS** and Mr. **BODMAN** along with Counsel to meet with the Department Board president and Department attorney regarding policy matters.

There being no further business brought before neither the Board nor any further public comment, upon Motion made the meeting adjourned at 12:35 p.m.

Secretary of the Board

