

**MINUTES OF THE JUNE 21, 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 June 21, 2012, at the administrative offices of the District, 9630 Telge Drive, Houston, Texas 77095.

Prior to the commencement of business, the oath of office was administered to recently elected Commissioner Robert Janusaitis. Suzanne Davis provided her oath which had been administered previously.

The meeting was called to order at 7:30 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 Ricardo Martinez, of Joiner Partnership, the District consultant on long-range planning.

The Board addressed the election of District Officers.

Mr. **LARRIVEE** opened the floor for nominations for President. Mr. **BODMAN** nominated Mr. **LARRIVEE** to be President of the District Board. This was seconded by Ms. **DAVIS**. 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 Vice President. Ms. **DAVIS** nominated herself to be Vice-President 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 Treasurer. Mr. **BODMAN** nominated Mr. **KYLE** to be Treasurer of the District Board. This was seconded by Ms. **DAVIS**. 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 Secretary. Ms. **DAVIS** nominated Mr. **JANUSAITIS** to be Secretary of the District Board. This was seconded by Mr. **KYLE**. No other nominations were made and the nomination was approved by a vote of 4 to 0 (Mr. Larrivee abstaining).

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

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

The Board reviewed the Minutes of the May 24, 2012 regular meeting. After review, Motion was made by Mr. **BODMAN**, seconded by Mr. **KYLE** to approve the Minutes of the prior meeting. After discussion, the Motion to approve the Minutes was approved by a vote of 4 to 0 (Mr. Janusaitis abstaining).

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 \$12,010,677.49, the receipt of tax revenue in the amount of \$114,863.37, tax penalty and interest in the amount of \$3,389.90, interest of \$3,778.92, and ambulance reimbursement for the Department emergency medical services of \$367,648.22. Mr. **RUSSELL** said that dispatching fees of \$2,740.00 were also received. He also noted the balance sheet showed total District assets at \$50,788,929.97 (\$23,840,372.89 cash/cash equivalents) short-term liabilities of \$ -0-, long term liabilities of \$ -0-, and equity of \$50,788,929.97. 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 4 to 0 (Mr. Janusaitis abstaining).

The Board then addressed District investments. The Board reviewed the investment reports. Mr. **KYLE** asked about Compass Bank/BBVA, a Spanish-owned bank and whether the European debt crisis affected this bank.. Mr. **RUSSELL** said this bank in the US was unaffected by the European and Spanish

debt issues and was separate from that entanglement and was healthy. He cited issued reports and press releases as support for that commentary. Thereupon, after review, Motion was made by Ms. **DAVIS**, seconded by Mr. **KYLE** 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. **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 addressed the payment of District administrative bills and commissioner fees as set forth in the Financial Report. After review, Motion was made by Ms. **DAVIS**, 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 received a report from the General Manager. Ms. Ramon said she was developing the employee evaluation model. She expected the format would include 6 performance criteria. Mr. **KYLE** asked if the development should be outsourced to a private consultant. The Board discussed the matter. Thereupon, after review, Motion was made by Mr. **KYLE**, seconded by Ms. **DAVIS** to approve for Ms. Ramon to prepare the employee evaluation format, and to complete the process in two months. Mr. **LARRIVEE** asked how the workplace was going and Ms. Ramon said all was great and everyone is working together at the District office. 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 \$1,577,445.00. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **BODMAN** to approve the payment of Department Operations in the amount of \$1,577,445.00. 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 \$69,453.46 (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 \$69,453.46. 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 growth and increased valuations seemed to slow but there was still growth in the District. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **KYLE** to approve for Counsel to prepare and publish the District's 2012 Effective Tax Rate calculations. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed the Long Range Planning. Ricardo Martinez, of Joiner Partnership, the District consultant on long-range planning presented a report. He and the planning committee delivered a report and addressed the Joiner solicitation for CMAR proposals for the station construction/renovation projects. The Board discussed the preferences for the CMAR that is to be selected and will finalize that decision at the July meeting.

The Board addressed authorizing financing proposals for the Long Range Plan construction projects and radio acquisition. Counsel said that the radio solicitation was approved previously, awaiting the final approval of the PO. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **BODMAN** to approve soliciting financing proposals for the Long Range Plan construction projects. During discussion the Board addressed the cost of the Long Range Plan and if an election for a tax rate increase may be necessary. The Board discussed that an election was part of the second phase of the Long Range Plan, but probably not for 2013. Mr. **JANUSAITIS** said that the Board and the Department have to tell the story. After discussion, the Motion was approved by a vote of 5 to 0.

The Department next addressed the Department goals and objectives. The Chief requested the matter be tabled until the next meeting.

The Department said there were 30-day requests for this meeting. The Chief requested approval to sell two old ambulances now that the new units were received. 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 addressed approval to sign the Verizon contract that was addressed at the May meeting and was placed in the District's name. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **KYLE** approve for the District to operate under the Verizon contract (under the State Contract). After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed approval of a one-year cleaning contract subject to final revisions as approved by Ms. Ramon, up to a maximum price of \$20,624.00/yr. Ms. Ramon said after the solicitation of bids, 4 responses were received. She said the most favorable proposals was from Cover-All Cleaning Service. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** to approve a one-year cleaning contract (subject to final revisions as approved by Ms. Ramon), with Cover-All Cleaning Service up to a maximum price of \$20,624.00/yr. 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 and the DNR reports.

Ms. Walls said that the Department employee count was 227 (109 full-time, 118 part-time), and the active volunteer membership was 370, with 1 new member.

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

The Board reviewed page 1, emergency requests. After review, Motion was made by Mr. **BODMAN**, seconded by Ms. **DAVIS** 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: -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. 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 the fiber optic installation was moving along, with Station 10, Dispatch and the Admin Building all communicating along fiber. He also reported that the Department's new domain name was almost completed.

Mr. Corgiat also reported on the expected installation of the EMSCAN data plan. He said this will replace the existing product which is out-dated. Mr. **JANUSAITIS** said that he reviewed this and 50% of the accounts stored are more than 5 years old. He suggested that a long-term solution was needed. Mr. Corgiat said he agreed and the Department did have a long term goal for data storage including an archiving system. Mr. **KYLE** asked if this EMSCAN proposal went through the IT committee. Mr. Corgiat said it did not but was brought directly to the Department board. There was discussion on IT matters. Mr. **KYLE** asked about the IT evaluation. Ms. Walls said that was completed and had been presented. She said in fact the IT committee grew out of the IT evaluation process. She also said that the Department was still looking at working communications into IT to better work those offices together. Mr. **KYLE** said it

still seemed like there was a lot of custom-type IT projects and suggested that the IT committee was needed to properly “vett” proposed projects. Mr. Corgiat said the proposed EMSCAN lease was a 5-year capitalized term, payable at \$2,359.87/month with a \$1.00 buy-out at lease end. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** to approve the EMSCAN lease. After discussion, the Motion was approved by a vote of 5 to 0.

The Department provided updates on the 10-year improvement plan. The Chief said the CAD upgrade was progressing. He also said that the goal was for the Department to develop a dispatching system where the closest available and appropriate apparatus was dispatched to calls. The Chief said that HCMUD 354 was considering deeding Station 7 to the Department or the District. The Chief reported on an emergency preparedness program being developed with Jersey Village Baptist Church that could serve as a model.

Ms. Walls requested approval for re-locating the Department annual banquet location from Cy-Fair College to either Tin Hall or Farm & Ranch, with approval for up to a \$7,500.00 deposit. 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.

Department Officer Tom Linnenkugel reported that the Department Honor Guard participated in a recent SFFMA event.

The Chief requested approval that for July 4, the Department pay stipends to volunteers manning the stations, plus providing meals. He said this would ensure adequate coverage because July 4 is a weekday this year and duty crew members were subject to call back by the city departments. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **KYLE** to approve the request. After discussion, the Motion was approved by a vote of 5 to 0.

Department officer Mike Hebert gave a report on the CAD update. He said a meeting with TriTech was held and all is on schedule.

The Chief reported that EMS was interviewing for part-time employees. He said 8-12 were hired so far.

Ms. Walls requested approval for two EMS supervisors to attend FRI in Denver for the cost of \$2,500.00. 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 for EMS paid personnel to be afforded the opportunity to attend the EMS World Expo in New Orleans for the cost of up to \$6,000.00. 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.

The Department presented a revised Purchase and Sales Policy. The Board reviewed the matter. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** to approve the revised Purchase and Sales Policy. After discussion, the Motion was approved by a vote of 5 to 0.

The Department requested approval to renew the Worker's Compensation insurance policy. Mr. **LARRIVEE** asked that the Department be sure the policy and cost were thoroughly reviewed. Ms. Walls said it was. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **KYLE** to approve the renewal of the Worker's Compensation insurance policy. After discussion, the Motion was approved by a vote of 5 to 0.

The Department Quartermaster, Steve Witt, spoke about the proposed radio and communications AFG grant, which included a 20% match. He said the Department was spearheading the application and was checking on participation from other departments to reach the required 500,000 population requirement.

The Chief reported that the Department would like to participate in a purchasing venture with Ponderosa VFA and other northwest Harris County fire departments to buy a ventilation fan for the cost of \$72,000.00, with each department sharing \$5,000.00. The Chief asked for the item to be addressed at the July meeting.

The Board reviewed the proposed new EMS billing rates presented last month by the Department. The Board reviewed the matter. After review, Motion was made by Mr. **KYLE**, seconded by Mr. **BODMAN** to approve the proposed

new EMS billing rates. After discussion, the Motion was approved by a vote of 5 to 0.

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

The Board addressed the District website. Mr. **LARRIVEE** said the current tax rate is incorrectly listed as ten cents but is actually 6 cents. He also said the 10 year plan should be posted now that it has been reviewed.

The Board entered executive session at 10:35 p.m. pursuant to Section 551.074 Government Code, to discuss and consider District personnel matters. The Board re-entered open session at 11:40 p.m.

There being no further business brought before neither the Board nor any further public comment, upon Motion made the meeting adjourned at 11:45 p.m.

Secretary of the Board