

**MINUTES OF THE MAY 24, 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 May 24, 2012, at the administrative offices of the District, 9630 Telge Drive, Houston, Texas 77095.

The meeting was called to order at 7:40 p.m. by **MICHAEL LARRIVEE**, President. Those Commissioners present were **MICHAEL LARRIVEE**, **SUZANNE DAVIS**, **KEVIN KYLE**, and **JACK BODMAN**. Also present were **THOMAS JACKOVICH** and **JOE DAVIS**, Vice 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 Carl Joiner the District consultant on long-range planning. Also present was Debbie Gibson, of McCall Gibson Swedlund & Barfoot, CPAs, the District's auditors.

The Board first reviewed the Minutes of the March 22, 2012 and April 26, 2012 regular meetings. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **BODMAN** to approve the Minutes of the prior meetings. After discussion, the Motion to approve the Minutes was approved by a vote of 4 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 \$12,379,943.66, the receipt of tax revenue in the amount of \$69,303.61, tax penalty and interest in the amount of \$2,569.78, interest of \$2,837.56, and ambulance reimbursement for the Department emergency medical services of \$289,272.11. Mr. **RUSSELL** said that dispatching fees of \$-0- were also received. He also noted the balance sheet showed total District assets at \$51,858,036.30 (\$24,909,479.22 cash/cash equivalents) short-term liabilities of \$ -0-, long term liabilities of \$ -0-, and equity of \$51,858,036.30. Thereupon, after review, Motion was made by Mr. **BODMAN**,

seconded by Ms. **DAVIS** to approve the Financial Report as presented. After discussion, the Motion was approved by a vote of 4 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 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 4 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 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 4 to 0.

The Board then addressed approval of the District 2011 audit. Debbie Gibson, of McCall Gibson Swedlund & Barfoot, CPAs, the District's auditors, presented the audit. She said the audit was clean and without any qualifications or reservations. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **KYLE** to approve the audit. After discussion, the Motion was approved by a vote of 4 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 \$1,217,930.00. After review, Motion was made by Mr. **BODMAN**, seconded by Ms. **DAVIS** to approve the payment of Department Operations in the amount of \$1,217,930.00. After discussion, the Motion was approved by a vote of 4 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 \$47,473.93 (previously scheduled budgeted

capital funding). After review, Motion was made by Mr. **BODMAN**, seconded by Ms. **DAVIS** to approve the payment of Department Capital in the amount of \$47,473.93. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed the Long Range Planning. The Department reported that it might be in line for a 20% matching grant for the \$6.5 million radio equipment purchase under review with RCC consultants. Department Communications Officer Mike Hebert discussed hiring a grant writer to assist with the AFG grant application. Mr. Hebert said the grant writer component was an additional \$16,814.75 under the services contracted for with RCC. He said that September was the expected award date. Ms. **DAVIS** asked about the original RCC contract and Mr. Hebert said the grant writing was not part of that contract. There was additional discussion about the timing on the grant award and how it might be used. The consensus was for the grant application to be used for the radio purchase. Mr. Hebert said the grant prospects were better with a defined use. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **KYLE** to approve an additional \$16,814.75 under the services contracted for with RCC for grant writing services. During discussion, Mr. **LARRIVEE** thanked Mr. Hebert for the effort to try to save money through a grant. After discussion, the Motion was approved by a vote of 4 to 0.

Assistant Chief Scott Mullins-Facilities discussed Station 5 renovation plans. He said the HOA is agreeable to the renovations review. He said he and architect Carl Joiner were moving ahead on plans.

The Chief reported that ISO consultant/engineer, Mike Pietsch, had reviewed the Department service area ISO for the opportunities to reduce the ISO 3 to a 2 or 1. The Chief presented the report.

The Department next addressed the Department goals and objectives. The Chief presented a report. Mr. **LARRIVEE** asked that the report be prepared with timelines.

Counsel presented the results of the \$750,000.00 loan solicitation for the dispatch/CAD equipment. Counsel presented the analysis. After review, Motion was made by Mr. **KYLE**, seconded by Mr. **BODMAN** to approve awarding the

financing contract for the \$750,000.00 loan solicitation for the dispatch/CAD equipment to Amegy Bank with a 2.2% 5-year loan, secured by a CD of not less than 1% and no lien against the real estate. After discussion, the Motion was approved by a vote of 3 to 0 (Mr. Larrivee abstaining due to his familiarity with someone whose son worked for Amegy Bank).

The Board then addressed Department budget revisions and quarterly reallocation. The Chief said the revised budget reflects the 10-year planning costs which were now deleted from the Department budget. The Chief said the budget was right on target. Mr. **KYLE** asked about over budget items. The Chief noted that one item seemingly over budget was IT, but the Mitel phone system approved in 2010 was actually paid in 2011. The Chief said that with budget notation the budget is accurate. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **BODMAN** to approve the first quarter reallocations and revised Department 2012 budget, except for the budget item for the lightning strike and vehicle damage. After discussion, the Motion was approved by a vote of 4 to 0.

The Board also addressed District budget revisions and quarterly reallocation. Mr. **RUSSELL** and the Department noted that the Department had budgeted utilities and the District did also. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **KYLE** to approve revising the District 2012 budget, reducing the utilities budget from \$300,000.00 to \$5,000.00 and increasing the funds available to the Department by \$295,000.00. After discussion, the Motion was approved by a vote of 4 to 0.

The Department said there were 30-day requests for this meeting. The Chief reported that an Expedition was damaged in a wreck. He said the insurance company totaled the vehicle. He requested approval to purchase a Ford Expedition EXL for the price of \$30,470.00. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **KYLE** to approve the purchase and waive the 30-day period. During discussion Mr. **KYLE** asked about the equipment. The Chief said the Department would use all salvageable equipment from the old vehicle which would save about \$7,000.00. After discussion, the Motion was approved by a vote of 4 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.

Mr. Jackovich delivered the status change report.

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

Mr. Jackovich delivered the over-time report and the accident/injury log and the DNR reports.

Mr. Jackovich said that the Department employee count was 223 (110 full-time, 113 part-time), and the active volunteer membership was 372, with 5 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. **BODMAN** to approve page 1. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then reviewed budgeted capital expenditures and non-budgeted capital expenditures on page 2 of the report (up to \$45,000.00). After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **KYLE** to approve page 2 (up to \$45,000.00). After discussion, the Motion was approved by a vote of 4 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. After discussion, the Motion was approved by a vote of 4 to 0.

Mr. Jackovich noted the LOSAP report.

The Department reported on IT. The Department reported that the Mitel equipment was all on line now. The Chief requested approval to create a part-time IT intern position, paid minimum wage. 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 4 to 0.

The Department presented a revised Purchasing Policy which included a revision to the delegation of authority (deleted Deputy Chief-Maintenance from Level 5 approval-\$1,000; and added Quartermaster Assistant to Level 6. approval-\$250.00). 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 4 to 0.

The Department requested approval for 6 people to attend IAFC in Denver, for a total up to \$10,000.00. 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 4 to 0.

The Department requested approval for Joanne Linnenkugel to attend the SFFMA conference for up to \$1,100.00. 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 4 to 0.

Assistant Chief Mullins reported that the new AEV ambulances were received and were about to be placed in service.

Assistant Chief Mullins reported and Ms. Ramon reported that timing was still an issue with Intermedix regarding EMS billing and the accompanying reports.

The Department presented a contract for equipment maintenance with Lofton Eq. Company. The Chief said the Department's attorney approved the contract. 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 4 to 0.

(Mr. Kyle excused himself from the meeting at 10:46 p.m.)

The Department requested approval to solicit bids for a building/equipment/HVAC maintenance contract for 1 year. Ms. **DAVIS** asked why not go out for a 3-year contract. The Chief said the Department's attorney approved the contract. The Chief said the Department wanted a shorter cut-loose

option. He said after the year the contract could go month-to-month. 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 3 to 0.

(Mr. Kyle returned to the meeting at 10:50 p.m.)

Mr. Jackovich requested approval for sending member(s) to the June NFPA conference in Las Vegas for the cost of up to \$2,100.00. He said the interesting topics were Fire Protection and Fire Code enforcement. 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 4 to 0.

Mr. Jackovich requested approval for the Department to sign the Verizon contract. He said that the contract was in the Department's name, and Motion was made by Ms. **DAVIS**, seconded by Mr. **KYLE** allow the District to purchase the Verizon contract (under the State Contract). After discussion, the Motion was approved by a vote of 4 to 0.

Mr. **LARRIVEE** said that it appears the income steam for EMS billing has improved and he thanked Assistant Chief-EMS Grayson and Ms. Ramon for working on that.

The Board then addressed College matters. Ms. **DAVIS** reported that she is on the College Coordinating Committee for emergency services and that the Chief is co-chair of the Committee. The Chief reported that there were already benefits shown by \$2,700.00 in savings for buying hay for the training field.

The Board then received a report from the General Manager. Ms. Ramon said that the Department audit was underway. She also reported that Jaime O'Dowd was working well as the receptionist.

There being no further business brought before neither the Board nor any further public comment, upon Motion made the meeting adjourned at 11:10 p.m.

Secretary of the Board