

**MINUTES OF THE APRIL 26, 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 April 26, 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, DAVID WIGGINS, and JACK BODMAN**. 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 Carl Joiner the District consultant on long-range planning. Also present was Bob Janusaitis, a candidate for the May 12 District Commissioner election.

The Board first addressed the commissioner election for May 12, 2012 for two seats. Counsel explained everything was in place and early voting will commence April 30, 2012. Thereupon, after review, Motion was made by Mr. **WIGGINS**, seconded by Mr. **BODMAN** to set May 21 at 6:30 p.m. as the canvassing day. After discussion, the Motion was approved by a vote of 4 to 0.

The Board next reviewed the Minutes of the March 22, 2012 regular meeting. Counsel requested that the item be tabled because the draft did not appear to be final.

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 \$13,522,160.62, the receipt of tax revenue in the amount of \$155,184.26, tax penalty and interest in the amount of \$2,176.98, interest of \$2,995.93, and ambulance reimbursement for the Department emergency medical services of \$370,365.98. Mr. **RUSSELL** said that dispatching fees of \$-0- were also received. He also noted the balance sheet showed total District assets at \$52,325,806.63 (\$25,377,249.55 cash/cash

equivalents) short-term liabilities of \$ -0-, long term liabilities of \$ -0-, and equity of \$52,325,806.63. Thereupon, after review, Motion was made by Mr. **WIGGINS**, seconded by Mr. **BODMAN** 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. **WIGGINS**, seconded by Mr. **BODMAN** to approve the investment schedules and recommendations: none at this time. 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. **WIGGINS**, seconded by Mr. **BODMAN** 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 granting 2012 property tax exemptions. The Board discussed the District and Department budgets and future expenses and station construction and apparatus purchases. Mr. **LARRIVEE** discussed the long range plan for the District and Department. Ms. **DAVIS** questioned not granting over-65 and disabled exemptions given the District's strong financial position. The Board discussed the tax rate at \$.06/\$100. After review, Motion was made by Mr. **WIGGINS**, seconded by Mr. **BODMAN** to continue the District policy to grant NO exemptions for 2012. After discussion, the Motion was approved by a vote of 3 to 1.

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 \$1,146,520.00. After review, Motion was made by Mr. **WIGGINS**, seconded by Mr. **BODMAN** to

approve the payment of Department Operations in the amount of \$1,146,520.00. 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 \$106,439.61 (previously scheduled budgeted capital funding). After review, Motion was made by Mr. **WIGGINS**, seconded by Mr. **BODMAN** to approve the payment of Department Capital in the amount of \$106,439.61. After discussion, the Motion was approved by a vote of 4 to 0.

Mr. **LARRIVEE** said there was no quarterly reallocation report for this meeting.

The Board then addressed the 2012 service agreement with the Department. Mr. **LARRIVEE** said that the 2012 service agreement was approved at the prior Board meeting. Counsel said he received some further questions from the Department board. Counsel requested approval to talk with the Department to see if there were any issues that might require an amendment to the service agreement. Without objection, Counsel was permitted to have those discussions.

The Board then addressed the Long Range Planning. Counsel stated that he withdrew the \$6.5 million loan solicitation because it was premature. The \$750,000.00 loan solicitation for the dispatch/CAD equipment has been sent. He said the matter will be up for the next meeting.

The Board received a report from Carl Joiner, the District consultant on long-range planning. Mr. Joiner presented a report on proceeding to solicit proposals for a Construction Manager-at-Risk for the station renovation projects under Phase 1 of the Long Range Plan. There was discussion about under which budget the cost of the Long Range Plan show appear. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **WIGGINS** to approve and clarify as policy for the cost of the Long Range Plan to be shown on the District budget. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed the report from Carl Joiner, the District consultant. After review, Motion was made by Ms. **DAVIS**, seconded by Mr.

WIGGINS to approve for Mr. Joiner to solicit proposals for a Construction Manager-at-Risk for the station renovation projects under Phase 1 of the Long Range Plan. After discussion, the Motion was approved by a vote of 4 to 0.

There was discussion about a District-Department committee on the source selection process for the Construction Manager-at-Risk for the station renovation projects under Phase 1 of the Long Range Plan. After review, Motion was made by Mr. **WIGGINS**, seconded by Ms. **DAVIS** to approve establishment of a committee of the whole to review the a Construction Manager-at-Risk process for the station renovation projects under Phase 1 of the Long Range Plan. Counsel reminded the Board and others that he will need at least a week's prior notice to post the meeting notices because a quorum may be likely. After discussion, the Motion was approved by a vote of 4 to 0.

The Board received a presentation from Mike Pietsch, P.E. about an ISO review for the District. He noted he first worked with the Department in 1982 and then again in 1992 and finally in 2003 when the District ISO was reduced to a 3. He said and the Chief agreed that it was economically unfeasible to drop the ISO to a 1, but a 2 was possible. No action was taken on the matter.

The Board next addressed the Department goals and objectives requested of the Department. The report was received and will be reviewed by the Board.

The Department said there were 30-day requests for this meeting. Quartermaster Steve Witt reported on a proposed booster sale. He asked if the old boosters should be used for trade value or be made available to needy Texas VFDs. He said the combined value for two boosters was about \$15,000.00. There was discussion about how to determine what agency or type of agency should receive consideration. Gail Schubot, Department attorney, said the Department would come up with criteria. After review, Motion was made by Mr. **WIGGINS**, seconded by Mr. **BODMAN** to approve for the Department to sell two old boosters for about \$7,500.00 each, with the understanding that the Department will come up with selection criteria. After discussion, the Motion was approved by a vote of 4 to 0.

The Department Assistant Chief-EMS Kenny Grayson asked for approval for the Department to buy a new AEV 2012 ambulance for about \$250,000.00. After review, Motion was made by Mr. **WIGGINS**, seconded by Mr. **BODMAN** to approve for the request and waive the 30-day review period. 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.

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 (110 full-time, 116 part-time), and the active volunteer membership was 384, with 8 new members.

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

The Board reviewed page 1, emergency requests. There were none.

The Board then reviewed budgeted capital expenditures and non-budgeted capital expenditures on page 2 of the report. After review, Motion was made by Mr. **BODMAN**, seconded by Mr. **WIGGINS** to approve page 2. 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. The Board discussed the PO for EMS lift equipment. After review, Motion was made by Mr. **WIGGINS**, seconded by Mr. **BODMAN** 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.

Ms. Walls noted the LOSAP report.

The Chief requested approval to install fiber optics to each station to assist with communications and reduce reliance on internet communications. The Chief said the cost was \$500/month higher than the current internet based cost. After review, Motion was made by Mr. **WIGGINS**, seconded by Ms. **DAVIS** to approve the request. After discussion, the Motion was approved by a vote of 4 to 0.

Assistant Chief-Support Services Braswell reported that in October the radio bid solicitation should be ready for approval at the July meeting. The RCC report is due back in July and August is the target date to solicit proposals. There was discussion about forming a committee to evaluate the RCC report. There was a discussion about a committee review of the RCC report. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **BODMAN** to approve for Mr. Wiggins and Ms. Ramon to be the District reps on the radio committee with the Department. After discussion, the Motion was approved by a vote of 4 to 0.

Assistant Chief-EMS Kenny Grayson reported that the new AEV ambulance was received. He said the production delays were due to safety issues.

The Board then addressed College matters. The Chief reported that Academic Dean Ted Lewis was leaving the College to become Dean at another college.

The Board addressed hiring a receptionist. After review, Motion was made by Mr. **WIGGINS**, seconded by Ms. **DAVIS** to approve hiring on a permanent basis Jaime O'Dowd effective when the Burnett placement agency contract is up, at the rate of \$12/hr. After discussion, the Motion was approved by a vote of 4 to 0.

There being no further business brought before neither the Board nor any further public comment, upon Motion made the meeting adjourned at 11:12 p.m.

Secretary of the Board