

**MINUTES OF THE OCTOBER 23, 2014 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 23, 2014, at the administrative offices of the District, 9630 Telge Drive, Houston, Texas 77095.

The meeting was called to order at 7:44 p.m. by **JEREMY M. MARTINSON**, President. Those Commissioners present were **JEREMY M. MARTINSON, SUZANNE DAVIS, ROBERT JANUSAITIS, BETTY BOREN AVERY, and SCOTT DeBOER**. Also present were **DAVID MANLEY, and AMY RAMON**, President and Fire Chief, respectively, of the **CY-FAIR VOLUNTEER FIRE DEPARTMENT** (the "Department), chief officers and members of the Department, **BILL RUSSELL, of MYRTLE CRUZ, INC.**, the District's bookkeeper, **HOWARD KATZ, of COVELER & KATZ, P.C.**, the District's Counsel, and members of the public. Also present was Ricardo Martinez from Joiner Partnership, the District's architects on various District construction projects.

The Board received public comment. Colleen Vera said she saw the agenda item regarding the Department's request to provide dispatching services to the City of Stafford. She said she opposed that idea for others to use equipment and services funded by District residents. Ms. Avery said she appreciated the recent Department recognition of long-time members, including Rick Baker, Chris Holmstrom, Mike Hebert, and Kenny Grayson. She also said the Department Fire Fest even was excellent.

The Board addressed the Minutes of the September 18, 2014 regular meeting. After review, Motion was made by Ms. **AVERY**, seconded by Ms. **DAVIS** to approve the Minutes. After discussion, the Motion to approve the Minutes 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 \$329,619.21, the receipt of tax revenue in the amount of \$12,951.34, tax penalty and interest in the

amount of \$6,180.19, sales tax receipts of \$1,810,829.06, interest of \$3,832.14, and ambulance reimbursement for the Department emergency medical services of \$440,406.50. Mr. **RUSSELL** said that dispatching fees of \$1,220.00 were also received. He also noted the balance sheet showed total District assets at \$58,377,944.76 (\$36,237,242.76 cash/cash equivalents) short-term liabilities of \$ -0-, long term liabilities of \$11,090,054.00, and equity of \$47,287,890.76. Thereupon, after review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **DAVIS** to approve the Financial Report. After discussion, the Motion was approved by a vote of 5 to 0.

The compliance certification was delivered for the District investments showing compliance with the District's investment strategy/policy, and that all banks had in place security pledge agreements for the District's excess deposits. The Board then addressed District investments. The Board reviewed the investment reports. Mr. **RUSSELL** said that at present the District has 19 months of operating reserves. The Board and Mr. Russell discussed possibly paying off some of the District debt. Counsel said that none of the debt has pre-payment restrictions or penalties and all can be retired in whole or in part if the District Board so chooses. Ms. **DAVIS** said maybe a workshop was needed. Mr. **MARTINSON** said he did not think a workshop was needed but that Mr. Russell can prepare a report showing the District debts, interest rates and maturity dates for review. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER** to approve for the Board and bookkeeper to review District debt retirement and for Mr.. Russell to prepare a report regarding this matter. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed administrative bills and commissioner fees as set forth in the Financial Report. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER** 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. Chief Amy Ramon noted that

Operations funding was due at this meeting in the amount of \$1,632,157.00. After review, Motion was made by Ms. **DAVIS**, seconded by Ms. **AVERY** to approve the payment of Department Operations the amount of \$1,632,157.00. 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. Chief Ramon noted that Capital funding was due at this meeting in the amount of \$201,896.64 (previously scheduled budgeted capital funding). After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **DeBOER** to approve the payment of Department Capital in the amount of \$201,896.64. After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed revisions to the Department 2014 budget. Department board president David Manley said there were none.

The Board addressed revisions to the District 2014 budget. Mr. **RUSSELL** said there were none.

The Board addressed revisions to the District 2015 budget. Mr. **RUSSELL** said there were none.

The Board then addressed the proposed Department 2015 operating and capital budget. Mr. Manley Chief Ramon said among the budget highlights were: the addition of public safety and station alerting systems estimated for payment in June; additional \$1,000,000.00 for payroll for paid firefighters and new full-time EMS crews, increased fuel costs, and increase in operations. Ms. **DAVIS** asked about the increase in operations over 2014 of \$1,400,000.00. Chief Ramon said much of the cost was attributed to admin duties and services shifted from the District to the Department, including accounting and purchasing. She said also the payroll accounted for part of the increase. Chief Ramon and Assistant Chief-Quartermaster Steve Witt commented on the increase in cost with the Bridgeland station expected to come on line in 2015. There was also discussion about possibly adding an ambulance bay to 9520 Telge. Assistant Chief-Quartermaster Witt said there was also expected costs for new ambulances. He said 9 are over the customary mileage level usually followed by the Department. Chief Ramon said 3 new ambulances were earmarked for 2015, probably to be paid in July.

Chief Ramon presented the Exhibit "D" that is to be appended to the 2015 service agreement. After review, Motion was made by Ms. **AVERY**, seconded by Ms. **DAVIS** to approve to table voting on the proposed Department 2015 budget until a future meeting. After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed sales tax matters.

The Board then received a report from consultant Municipal Information Services. Dr. Ron Welch delivered the report. He said the area economy has grown and diversified beyond the energy industry. He said the oil and gas related businesses have increased but so has most other aspects of the Houston-area business world. Dr. Welch said now 50% of the local economy is oil and gas, whereas in the 1980's over 86% of the local economy was oil and gas related. He said the property values in the past year have risen. Dr. Welch delivered a report on population trends and expected areas of future growth. He said there was a lot of growth going west towards Fry Road and the Grand Parkway.

The Board then received a report from Karina Martinez, the District Temporary General Manager.

The Board held on the District General Manager vacancy.

The Board held the District Administrative Assistant vacancy.

The Board held the District employment manual. Ms. **AVERY** said the revised manual was delivered last month.

The Board then addressed the Motorola radio system implementation. Chief Ramon provided an update. She said the system was scheduled for implementation on January 29, 2015.

The Board addressed long-range planning Phase 2 and future stations and apparatus requirements. Chief Ramon reported on the Bridgeland fire station. She indicated a new site was located for the fire station which is larger than the original proposed site. The Chief said the plans would need to be revised for the new site. She said a 90 day due diligence period would be requested. She also said the roads were either platted or in the process of being platted by the developer.

The Board then addressed development of a facilities usage policy for District facilities, particularly 9630 Telge and 9520 Telge. There was heated debate and discussion concerning the usage. Chief Ramon said she needed to be in 9630 Telge because that is where the business of the Department is done. Ms. **DAVIS** said that the Chamber vacated 9620 Telge to free up space for the Chief and now the Chief wants to keep an office at 9630 Telge that the District needs. Mr. **MARTINSON** said he spoke with the Chief and he was not happy that she was now saying she needs space at 9630 Telge. Ms. **AVERY** said there is not enough room at 9630 Telge for the Department staff and the District commissioners and staff. Ms. **Avery** also mentioned the poor communications between the two buildings, and that there was no discussion on the cause of the point-to-point failure nor a solution. She said this was a known issue. Mr. **JANUSAITIS** said one possibility was to break-up the conference room at 9630 Telge into 2-3 offices and the District could use the conference room at 9520 Telge for the monthly meetings. There was heated discussion concerning who gets to make these decisions. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **DAVIS** to establish a committee composed of Ms. Davis and Mr. DeBoer to work on a usage policy for District facilities. After discussion, the Motion was approved by a vote of 5 to 0. Counsel said Durotech presented Pay Application 9 (\$145,785.30) on the Phase 2 station renovation. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **JANUSAITIS** to approve Pay Application 9 (\$145,785.30). After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed the possible enlargement of Station 7 to accommodate a 100' ladder truck and an ambulance. Counsel said there is an existing Lease Agreement between two Fairfield MUDs and the Department and District regarding the use of the facility, with a term to 2034. Chief Ramon said there is no room currently for an ambulance although she agreed that one is required. Ms. **AVERY** said that the Department and District have to comply with the Lease Agreement. Mr. **MARTINSON** invited Ricardo Martinez from Joiner Partnership, the District's architects on various District construction projects, to

present their proposal to design a Station 7 renovation to build an additional bay to accommodate a 100' ladder truck. Mr. Martinez said the maximum cost would not exceed \$8,500.00. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** to approve for Joiner Partnership to design a Station 7 renovation to build an additional bay to accommodate a 100' ladder truck, for a fee not to exceed \$8,500.00. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed the Station 9 construction options. Counsel presented his letter to the WCID attorney regarding the possible land transfer of the Station 9 site to the District.

The Board then addressed transition matters and implementation. Counsel said he prepared proposed revisions to the service agreement based on the addendum and had delivered same to the Department for review. Department Board president David Manley said he planned to meet with District Counsel on the process.

The Board addressed revisions to the Department 2014 budget. Chief Ramon said there were none.

The District then considered Department 30-day requests. Mr. Manley said there were none.

The Board then addressed approval of the following items under Agenda Item 29:

- a. Emergency Requests - Houston Freightliner \$3,371.67 ECM Repaired and to remove injectors Rescue 3
- b. Siddons Martin \$3,647.63 Steering gear repaired Rescue 3
- c. AJ Warren \$2,800.00 Station 4 AC 6 ton replace expansion valve, R22, Solenoid valve
- d. Dooley Tackaberry \$11,008 Scott Eagle 320 Refurbished model thermal imagers (2)
- e. MES \$21,701 Scott 45 min Carbon SCBA bottles (24) **Bid items
- f. Access Wireless \$2,292 Sierra wireless airlink GX440 LTE/EVDO GPS WIFI for new ambulances (3)
- g. Insight \$87,233 Replacement MDC's for fire apparatus – Panasonic Toughbooks, 5 yr protection plan (20) Bids received
- h. Austin Ribbon & Cable \$3,154 Toughbook mounts, pole, dock, plate, swing arm new ambulances (3)

- i. Metro Fire \$112,066 Holmatro & Paratech equipment for new Rescue 8 **Bid Items
- j. Evans Consoles \$16,849 Replace existing light fixtures with new LED troffer lights HGAC Pricing
- k. Trittech \$10,000 Inform IQ & Analytics Set up and training
- l. Payroll Taxes 10/1/14 \$105,000
- m. Payroll Taxes 10/15/14 \$110,000
- n. Payroll Taxes 10/29/14 \$105,000
- o. Cy Fair Medical center workers comp self pay 7/21/14 \$3,109
- p. Cy Fair Medical center workers comp self pay 8/11/14 \$2,033
- q. Penflex Per participant account fee \$5,670
- r. Colonial Surety ERISA & Fiduciary Bond renewal 401K plan 10/30/14-10/30/15 \$2,389
- s. GCS Cascade system repairs, disconnect, move, install, test system from college to station 11 \$2,830
- t. MES Badges firefighter (100), Lieutenant (10), Captain (10), Asst Chief (4) \$7,709
- u. Convergent Station 11 alarm monitoring annual – need contract signed \$746
- v. Northside Wastewater systems Sewage treatment maint. Station 3 – need contract signed \$199
- w. GSA Inc EMS CE Card classes ACLS, ITLS, PALS \$8,580
- x. Casco CMC Equipment for new Rescue 8 **Bid items \$28,681
- y. Stryker/Procure addition to the maintenance contract (3) stretchers \$16,872
- z. Kratos Open options systems training – card access \$4,923
- aa. Kratos Open options systems support – card access \$1,539
- bb. Resilient Software services Fortinet firewall renewal \$2,025
- cc. CDW-G Back up Symantec software license (8) \$10,879
- dd. CDW-G Seagate 4TB Enterprise storage hard drives (4) \$1,503
- ee. ESRI ArcGIS Network analyst desktop license \$2,500
- ff. ESRI ArcGIS Basic primary maintenance \$1,000
- gg. Convergent Additional camera license for proposed buildout of cameras (16) \$2,080
- hh. Convergent Software renewals for camera systems (84) \$2,948

There was discussion concerning items (a), (b) and (i) which were to be held for separate consideration. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **AVERY** to approve all the items under Agenda Item 29, except items (a), (b) and (i). After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed Agenda Item 29 items (a), (b) and (i). Ms. **AVERY** asked if items (a) removal of fuel injectors for Rescue 3, and (b) steering gear

repair for Rescue 3 were normal wear and tear. Assistant Chief-Quartermaster Witt said both items were normal wear and tear. Ms. **AVERY** asked if item (i) addressing rescue equipment for new Rescue 8 was required at this time. Chief Ramon said that Rescue 8 is not in yet but was expected and the lead time for rescue equipment required a earlier purchase. After review, Motion was made by Ms. **AVERY**, seconded by Mr. **JANUSAITIS** to approve Agenda Item 29 items (a), (b) and (i). After discussion, the Motion was approved by a vote of 5 to 0.

Mr. Manley requested approval for the Department to solicit bids for garage door repair and 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.

Mr. Manley requested approval for the Department to solicit bids for personal protective gear. 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.

Mr. Manley requested approval for the Department to solicit bids for tools and equipment. 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.

Mr. Manley requested approval for the Department to award a bid for lawn maintenance and unscheduled repair service, following bidding, to Associated Law Care. During discussion, clarification was requested to list which stations do not require bids, i.e., the community takes care of the stations. 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.

Mr. Manley requested approval for the Department to award a bid for life insurance and AD&D coverage, following bidding, to Extraco Insurance. 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 Board addressed development of a Department EMS patient satisfaction program. Chief Ramon said the development was under way.

The Board addressed approval to solicit outside website consulting services. Counsel said he requested approval to place this item on the Agenda because it seemed the District website and newsletter duties and related matters were too big and time-sensitive for internal management. There was extensive discussion about the website content and a District newsletter. Ms. **DAVIS** and Ms. **EVERY** discussed how many to print and where to distribute the newsletters. Ms. **EVERY** said the current newsletter was ready to go. Ms. **DAVIS** asked what input the other board members had in the production. Ms. **EVERY** said the information was generic, already approved or already on the website. After review, Motion was made by Ms. **EVERY**, seconded by Ms. **DAVIS** to approve printing up and distributing 100 copies of the newsletter and to see how many are actually picked up. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed the Department's request to provide dispatching services to the City of Stafford. Mr. **MARTINSON** asked why the request. Chief Ramon said the chief of Stafford FD made the request and the cost to the Department was zero and the income might be about \$26,000.00. Mr. **MARTINSON** asked if there was any real benefit to the Department and the Chief said probably not. Ms. **DAVIS** said any recoup of revenues was a good thing and the Department already dispatches for other agencies. Mr. **DeBOER** said that Rosehill FD and Jersey Village FD were true mutual aid providers. After review, Motion was made by Ms. **DAVIS** to approve the Department's request to provide dispatching services to the City of Stafford. There was no second and the Motion died.

The Board then addressed the Department's request to allow the Jersey Village FD to use the Department's radio frequency and airwaves. Chief Ramon said there was no cost to the Department, Jersey Village FD was a mutual aid provider with direct benefit to the Department, and there would be a fee schedule regarding the city's usage. After review, Motion was made by Ms.

AVERY, seconded by Mr. **JANUSAITIS** for the Department to consult and develop with the City of Jersey Village a program to permit the Jersey Village FD to use the Department's radio frequency and airwaves. After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed and tabled discussion on the District Records Retention Policy.

The Board then noted receipt of the monthly report from the Cy-Fair Volunteer Fire Department, including written reports from the Department, the EMS billing report, status change report, the monthly TexFir reports were filed with the State Fire Marshall's office, the over-time report and the accident/injury log, the LOSAP report, and the Department employee count.

The Board entered executive session at 10:55 p.m. pursuant to Sections 551.072, .074 Government Code, to discuss and consider real estate matters and employee matters. The Board re-entered open session at 11:15 p.m.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 11:16 p.m.

Secretary of the Board