

**MINUTES OF THE JUNE 18, 2015 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 18, 2015, at the administrative offices of the District, 9630 Telge Drive, Houston, Texas 77095.

The meeting was called to order at 6:10 p.m. by **JEREMY M. MARTINSON**, President. Those Commissioners initially present were **JEREMY M. MARTINSON, ROBERT JANUSAITIS, and BETTY BOREN AVERY**. Also present were **KYLE WILLIAMS**, District Managing Director, **AMY RAMON**, Fire Chief, of the **CY-FAIR VOLUNTEER FIRE DEPARTMENT** (the "Department"), chief officers and members of the Department, **MARISSA NORRIS, 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, real estate feasibility consultant.

Ms. Avery delivered an invocation.

The Board received public comment.

The Board addressed the Minutes of the May 21, 2015 regular meeting. After review, Motion was made by Ms. **AVERY**, seconded by Mr. **JANUSAITIS** to approve the Minutes. After discussion, the Motion was approved by a vote of 3 to 0.

The Board then received a Financial Report from **MARISSA NORRIS, of MYRTLE CRUZ, INC.**, the District's bookkeeper (filling in for Bill Russell). Ms. **NORRIS** noted the operating account balance following the prior meeting of \$6,868,199.28, the receipt of tax revenue in the amount of \$21,916.78, tax penalty and interest in the amount of \$1,199.03, sales tax receipts of \$2,009,186.22, interest of \$9,105.97, and ambulance reimbursement for the Department emergency medical services of \$546,039.49. Ms. **NORRIS** said that dispatching fees of \$1,680.00 were also received. She also noted the balance sheet showed total District assets at \$75,514,469.78 (\$53,373,767.78 cash/cash equivalents) short-term liabilities of \$ -0-, long term liabilities of \$6,868,918.00, and equity of \$68,645,551.78. Thereupon, after review, Motion

was made by Ms. **AVERY**, seconded by Mr. **JANUSAITIS** to approve the Financial Report. After discussion, the Motion was approved by a vote of 3 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. Final review would be conducted by the District Treasurer/Investment Officer Scott DeBoer.

The Board then addressed the engagement of Myrtle Cruz, Inc. to serve a District bookkeeper. The Board noted the engagement was approved in January and that Mr. Russell said he would request an adjustment during the year. The Board noted that the new monthly fixed rate would be \$3,600.00, plus expenses \$.20/copy; 2xcost for postage; \$1.00/month/box for storage. Items not covered by the contract would be billed at \$65.00/month. After review, Motion was made by Ms. **AVERY**, seconded by Mr. **JANUSAITIS**, to approve the price amendment of Myrtle Cruz, Inc. as District bookkeeper. After discussion, the Motion was approved by a vote of 3 to 0.

The Board then addressed the District 2014 audit. Counsel said the final consideration of the audit was held for the June meeting. After review, Motion was made by Ms. **AVERY**, seconded by Mr. **JANUSAITIS**, to approve the 2014 District audit. After discussion, the Motion was approved by a vote of 3 to 0.

The Board then addressed the 2015 tax rate setting process and appraisal reports. Counsel said the preliminary report was prepared and the expected date for the certified tax roll was late-August. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **AVERY** to approve for Counsel to prepare and publish the District's Effective Tax Rate calculations. After discussion, the Motion was approved by a vote of 3 to 0.

The Board then addressed and tabled action on District investments.

The Board then addressed and tabled action on District depository pledge agreements.

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 Ms. **AVERY** 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 3 to 0.

The Board then addressed the payment of Department Operations as set forth in the Financial Report. Chief Amy Ramon noted that Operations funding was due at this meeting in the amount of \$2,075,819.00. After review, Motion was made by Ms. **AVERY**, seconded by Mr. **JANUSAITIS** to approve the payment of Department Operations. After discussion, the Motion was approved by a vote of 3 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 \$63,381.71 (previously scheduled budgeted capital funding). After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **AVERY** to approve the payment of Department Capital. During discussion, Ms. **AVERY** asked about the items covered. Chief Ramon said the capital items were tools and the transition was from TNT tools to Homoltro tools. After discussion, the Motion was approved by a vote of 3 to 0.

The Board addressed revisions to the Department 2015 budget. Chief Ramon said there were none.

The Board addressed revisions to the District 2015 budget. Ms. **NORRIS** said there were none.

The Board addressed sales tax matters.

The Board then addressed parking area striping at Station 98 (auxiliary). Ms. **AVERY** delivered a status report. She said there would be additional information to follow for action.

The Board then addressed the KPI's for the District-Department service evaluation. Ms. **AVERY** said the District committee of herself and Ms. Davis along with Mr. Williams worked with the Department committee of Mr. Manley and Chief Ramon and others. She said there was progress and they are moving forward with a framework for KPI's. Chief Ramon said there was no agreement as to the KPI's and the framework is not yet finalized. There was discussion

about missed or cancelled meetings of the two committee groups. Chief Ramon said the KPI's outline contained 65 items and some were not susceptible to measurable data. Ms. **AVERY** said the data could be but may need to be retrieved. Ms. **AVERY** also said the KPI's were written from examples provided by the Department. One item discussed was the front desk operation. Mr. **JANUSAITIS** said that task was not a KPI item and cannot be measured in any case. Ms. **AVERY** said there at least needed to be a process or measurement in regards to the separation of District and Department activities as two separate entities, for instance District mail not being opened by Department staff.

(Commissioner Suzanne Davis arrived at the meeting at 6:40 p.m.)

Mr. **JANUSAITIS** said KPI's are important, but just for measuring performance and should be a tool for evaluation and not a contract compliance issue. He said having so many broad items and categories for KPI's was counterproductive. Ms. **DAVIS** said that she was also interested in reducing the number of KPI items. She said that the KPI list ultimately needs to reveal information. Ms. **DAVIS** said that the Department also must be willing to seek and release needed information. Ms. **DAVIS** said that the participation of EMS was helpful. There was discussion about incorporating the patient satisfaction report into the KPI framework.

Mr. **MARTINSON** said the committees need to keep working. Ms. **AVERY** said she thought the KPI Framework presented was a good starting point for the set of KPI's. There was discussion about scheduling the next meetings. Ms. **AVERY** said she would be out of pocket for the next few weeks. Ms. **DAVIS** said she would like to keep working with the Department and Mr. Williams in the interim. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **DAVIS** to extend for thirty days the time for the contract requirement of the KPI's being in place. After discussion, the Motion was approved by a vote of 3 to 1.

The Board then received a report from Kyle Williams, the District Managing Director. He reported on talking with Steve Ferguson, a financial advisor who worked with the District previously regarding growth forecasting. He discussed setting up a meeting with Cy-Fair ISD on population and growth

projections. Mr. Williams also discussed driving distances and future station locations in response to the projected growth.

The Board then addressed the Motorola radio system implementation. Chief Ramon said the system was performing well, but work continues to complete the project and satisfy all operational achievement levels.

The Board addressed the land acquisition for a new station in Bridgeland. The Board received an update on the feasibility review from Ricardo Martinez. Counsel said he would need an executive session on this matter.

The Board then addressed Station 7 construction options, including the purchase of the site. Counsel said he would need an executive session on this matter.

The Board then addressed the Station 9 construction options, including the purchase of the site. Counsel said he would need an executive session on this matter.

The Board addressed revisions to the Department 2015 budget or quarterly reallocations. Chief Ramon said there were none.

The District then considered Department 30-day requests. Chief Ramon said there were none.

The Board then addressed approvals (Agenda Item 24):

Request for Bid Approval:

- a. Medical, dental, vision, STD, GAP, life insurance – Annual benefit bid
- b. EMS Supplies
- c. EMS Pharmaceuticals

The Board reviewed the items. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **DAVIS** to approve the items. After discussion, the Motion was approved by a vote of 4 to 0.

Emergency Request:

- a. Chastang Front evaporator core replacement - M11 \$2,625.92
- b. Chastang New alternator & broken bracket removed – M4 \$2,484.10

- c. Cummins Southern Plains Major engine repair, injector replacement & diagnostics Not to exceed \$5,000.00

The Board reviewed the items. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **AVERY** to approve the items. After discussion, the Motion was approved by a vote of 4 to 0.

Budgeted Capital Expenses:

- a. CDW Server hardware for email spam appliance \$3,972.00
- b. CDW Power distribution for new servers at 3 data centers \$3,996.00

The Board reviewed the items. After review, Motion was made by Ms. **AVERY**, seconded by Mr. **JANUSAITIS** to approve the items. After discussion, the Motion was approved by a vote of 4 to 0.

Operations within Budget:

- a. Comerica Bank Payroll taxes 6/10/15 payroll \$110,000.00
- b. Comerica Bank Payroll taxes 6/24/15 payroll \$110,000.00
- c. Schubot Law Firm Legal \$3,777.00
- d. Kratos PSS Open Options software renewals \$12,893.00
- e. Penflex LOSAP Annual fees \$8,898.00
- f. VFIS Annual Insurance (Auto, Package) \$179,207.00 (4 quarterly installments)
- g. Duty Crew Salary Adjustment Salary survey \$66,608.16 budget impact for payroll
- h. Dispatch Employment type change convert PT positions to FT positions \$53,986.00 potential budget impact

The Board reviewed the items. There was discussion about wages. Chief Ramon said part-time dispatchers were dropping off and more full-time employees had to be hired. The line item reflect adding two full-time dispatchers. Ms. **AVERY** asked about the multiple premium charges for insurance. Chief Ramon said there were two premiums, one for auto and one for general liability. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **DAVIS** to approve the items. After discussion, the Motion was approved by a vote of 4 to 0.

The Board addressed approval of requests to solicit bids and proposals and to approve awards following bids and proposals. There was no action required.

The Board reviewed a request from Cy-Fair Cert for surplus/salvage radios for use in its county sponsored/county grant funded emergency response communications program. Counsel said he reviewed the request and the Cy-Fair Cert program. Counsel suggested a lease of the radios. The Department said that the request was for five radios. After review, Motion was made by Ms. **AVERY**, seconded by Ms. **DAVIS** to approve a renewable lease by the District to Cy-Fair Cert for a nominal sum five surplus/salvage radios for use in its county sponsored/county grant funded emergency response communications program. After discussion, the Motion was approved by a vote of 4 to 0.

The Board addressed Records Management and sustainability and assessing elements of critical infrastructure. Ms. **AVERY** said she would work with Mr. Janusaitis on this issue.

The Board addressed the Department EMS patient satisfaction program.

The Board received committee reports. There were no action required for this meeting.

Mr. Willaims reported that the District newsletter was now available on-line at the District website.

The Board addressed the revised employee manual. Ms. **AVERY** said the Board received last month a revised manual following review by labor counsel. She said one item addressed was that the employees' annual vacation days were automatically re-set on the employees' hiring date anniversary. After review, Motion was made by Ms. **AVERY**, seconded by Mr. **JANUSAITIS** to approve the revised employee manual. After discussion, the Motion was approved by a vote of 4 to 0.

The Board addressed employee health insurance and employee benefits and instructed Mr. Williams to assist in the matter. Counsel said that enrollment in TCDRS was a pension option.

The Board entered executive session at 7:50 p.m. pursuant to Section 551.072 Government Code, to discuss real estate matters with attorney.

The Board re-entered open session at 8:27 p.m.

There being no further business brought before the Board nor any further

public comment, upon Motion made the meeting adjourned at 8:28 p.m.

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Secretary of the Board