

**MINUTES OF THE SEPTEMBER 24, 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 September 24, 2015, at the administrative offices of the District, 9630 Telge Drive, Houston, Texas 77095.

The meeting was called to order at 6:12 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 **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, **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, District real estate feasibility consultant and Steve Ferguson of DSF Advisors, District planning consultant.

Ms. Avery delivered an invocation.

The Board received public comment.

The Board addressed the previously tabled Minutes of the July 23, 2015 regular meeting. After review, Motion was made by Ms. **AVERY**, seconded by Mr. **DeBOER** to approve the July 23, 2015 Minutes. After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed the Minutes of the August 20, 2015 regular meeting. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **DAVIS** to approve the August 20, 2015 Minutes. After discussion, the Motion 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 \$465,495.65, the receipt of tax revenue in the amount of \$15,015.72, tax penalty and interest in the amount of \$3,617.03, sales tax receipts of \$2,035,129.73, interest of \$6,471.51,

and ambulance reimbursement for the Department emergency medical services of \$436,062.03. Mr. **RUSSELL** said that dispatching fees of \$1,540.00 and other income of \$1,112.50 were also received. He also noted the balance sheet showed total District assets at \$70,006,349.45 (\$47,865,647.45 cash/cash equivalents) short-term liabilities of \$ -0-, long term liabilities of \$6,868,918.00, and equity of \$63,137,431.45. It was noted that the Motorola loan early pay-off was not yet reflected on the balance sheet. 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.

Counsel said that the tax rate setting process has started and the District's effective tax rate notice has been prepared. Counsel requested a special meeting for the Board to propose a 2015 tax rate. The Board consensus was to meet at 6:30 p.m. on Monday, September 28 to review the District 2015 tax rate and schedule any required public hearings.

The Board then addressed District investments. Steve Ferguson of DSF Advisors reported he and Mr. Russell were evaluating investments and financial projections.

The Board then addressed action on District depository pledge agreements. Counsel said no further action was required at present.

The Board then addressed administrative bills and commissioner fees as set forth in the Financial Report. The Board discussed check no. 6563 to JP, Inc. and check no. 6581 to EMS Management & Consultants. The Board determined that more information was needed on check no. 6563 and check no. 6581 was in error. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** to approve the payment of District administrative bills and commissioner fees as presented, except check no. 6563 and check no. 6581. After discussion, the Motion was approved by a vote of 5 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 \$1,805,314.00. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **DAVIS** to approve the payment of Department Operations. 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 \$27,058.90 (previously scheduled budgeted capital funding). After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **DAVIS** to approve the payment of Department Capital. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then received a report from consultant Municipal Information Services. Dr. Ron Welch delivered the report. He discussed the following matters: the District valuation was growing although the local economy is dragging due to the oil and gas business decline; value in the District is growing due mainly to commercial and multi-family construction, and he noted a 624 unit complex going in on Greenhouse; there is commercial activity with 500,000 sq. ft., 350,000 sq. ft., and 710,000 sq. ft complexes being developed. He said a concern was the dropping in oil and gas prices which affected the economy and growth. He also said that durable goods were dropping off. He also said the new jobs being created were not goods-producing jobs. Ms. **EVERY** asked how he estimated future value in real property. Dr. Welch said that he used the census reports for habitation and occupancy information, and also the residential-commercial development information. He said the commercial values tend to drop off quicker than residential. There was discussion about City of Houston annexation plans and Dr. Welch said the city was not currently looking to annex. The Board thanked Dr. Welch for his report.

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

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

The Board addressed an E-View traffic preemption system for the roadways in the District. Mr. Williams said he presented materials regarding the E-View traffic preemption system at the prior meeting. The Board was advised that there was a dispute and lawsuit between competing interests as to the control/ownership of the E-View company. As a courtesy, the Board allowed the representatives of these groups to speak to the Board. The Board took no action on the E-View agenda item.

The Board addressed a proposed Interlocal Agreement with Harris County for the District to provide communication tower space to Harris County for the new county multi-band radio system. Mr. **JANUSAITIS** and Chief Ramon and Department IT Coordinator Michael Hebert explained that there were benefits related to public safety and incorporating broadband technology in the District and county. Mr. **JANUSAITIS** said there were proposed to be 44 sites county-wide, with two in the District using the District towers. The Board did not take action but approved for the District and Department to move forward with developing a plan for the Board to review.

The Board addressed sales tax matters.

The Board then addressed the KPI's for the District-Department service evaluation and received an update from Steve Ferguson of DSF Advisors on the project. Mr. Ferguson presented a monthly report. He said he was working on a performance management pilot program and a budget pilot program and said so far it was going well. He said he would use the information that Dr. Welch and Counsel presented to advance the budget pilot program.

The Board then received a report from Kyle Williams, the District Managing Director. He said the station fencing program was proceeding and bids were solicited and responses received. There was discussion about using chain link or wrought iron. The consensus was to stay with chain link. He also reported that the lock changes hit a snag when the vendor sent the wrong locks.

The Board then addressed and Mr. Williams presented a proposal for the purchase of new generator(s) for one or more stations and/or replace the housings of generators at one or more stations. Mr. **MARTINSON** suggested the current generators be tested to see exactly what was needed. There was discussion and the matter was tabled.

The Board then addressed the Motorola radio system implementation. Chief Ramon said the system was performing well and Motorola has released new software to address a problem in the system related to the hand-helds. Chief Ramon and Department IT Coordinator Hebert said this update solved the problem and the system was completed and functioning properly. Counsel said there was \$750,000.00 retainage in escrow pending the satisfactory completion. Chief Ramon and Department IT coordinator Hebert said the Motorola project was successfully completed. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **DAVIS** to approve the updating of the hand-helds and make the determination of satisfactory completion of the project allowing for the release of the \$750,000.00 retainage. After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed a revision to the Interlocal Agreement with Jersey Village for the city to participate in the District radio system. Chief Ramon said the issue was that the ILA provides usage for 100 radios and the city is requesting approval for up to 250 radios. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **JANUSAITIS** to approve the revision to the Interlocal Agreement with Jersey Village increasing the authorized maximum radios from 100 to 250 with the appropriate calculation of the cost increase as provided in the ILA. After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed the land acquisition for a new station in Bridgeland. 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 purchase and construction and real estate options. Counsel said he would need an executive session on this matter.

The Board then received a report on engineering and re-construction of driveways and parking areas of Stations 11, 12, and Auxiliary Station 98. Mr Williams said that plans and engineering were completed and Williams requested approval to solicit bids. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **DAVIS** to approve soliciting bids for the project. Mr Williams said the project involved 3,000 square feet of concrete for the project. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed approving solicitation of RFQs for architect services for various upcoming projects. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER** to approve soliciting RFQs for architect services. After discussion, the Motion was approved by a vote of 5 to 0.

As an adjunct matter, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER** to approve an architect review committee. After discussion, the Motion was approved by a vote of 5 to 0. Following the Board action, Mr. **MARTINSON** appointed himself and Mr. **DeBOER** to the architect selection review committee.

The Board then addressed station fencing and security camera installation and funding thereof. Mr. Williams said the fencing was to replace the 6' wrought iron fencing with 8' galvanized fencing. After review, Motion was made by Mr. **DeBOER**, seconded by Ms. **AVERY** to approve replacing all the 6' wrought iron fencing with 8' galvanized. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed station security camera installation and funding thereof. There was discussion about cameras and Mr. **DeBOER** said there were security cameras at 10 of the 13 facilities and 50-60 cameras were bought during renovation so why were any more needed. He said that 10 cameras had live feeds. Ms. **AVERY** said that the issue was there was no camera at the Dispatch gate when entry was granted to the Dispatch location. Mr. **JANUSAITIS** said the

cameras are not for security but rather for forensics and evidence gathering. The Board took no action on security cameras.

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 28):

Emergency Requests

- a. Chastang Ford Evaporator Replacement M4 \$2,428.55
- b. Heitman Truck Repair Replace transverse torque M8 \$3,171.16
- c. Stewart & Stevenson Replace Turbo Repair Air cooler E12 \$4,710.74

After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **JANUSAITIS** to approve the Items listed. After discussion, the Motion was approved by a vote of 5 to 0.

Capital Expenses

- a. CDW-G HP Replacement Workstations CAD (10) \$20,082.00
- b. Knox Keysecure w/ audit trail & mounting brackets (96) \$85,809.00
- c. Brandt Instruments Honeywell Posichek test bench \$9,650.00

After review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER** to approve the Items listed. After discussion, the Motion was approved by a vote of 5 to 0.

Operations Requests

- a. 9/2/15 Comerica Bank Payroll taxes \$110,000.00
- b. 9/16/15 Comerica Bank Payroll taxes \$110,000.00
- c. 9/30/15 Comerica Bank Payroll taxes \$110,000.00
- d. Schubot Law Firm Legal services for August 2015 \$3,563.00
- e. Sharp Testing Annual Hose & Ground Ladder testing \$15,106.00
- f. Access Hose Annual Pump testing (21 apparatus) \$5,565.00
- g. Structural Technology Inspection/testing of truck lifts & scissor lifts \$2,995.00
- h. Priority Dispatch EMD & EFD class (3 new employees) \$3,650.00
- i. Superior Power Solutions Replace batteries and fans in Admin UPS \$2,051.00

- j. Multiple Tricon 2016 conference & travel (4 persons) \$8,824.00
- k. Lane Equipment QM-45 Manitowoc ice machine/water filter \$2,205.00
- l. Zoll Extended warranty autopulse 3 yr (9) and 1 yr (3) \$41,491.00
- m. Multiple TX EMS Conference 4 persons w/ s nights travel \$4,373.00
- n. Multiple Firefest 10/10/2015 \$16,000.00
- o. Motorola XE RSM microphone \$7,650.00
- p. LaQuinta 1 night hotel room Trittech Users conference \$89.00
- q. CDW-G Backup Exec 15 capacity edition support renewal \$3,115.00

The Board held on items (j) and (o). After review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER** to approve the Items listed except for (j) and (o). After discussion, the Motion was approved by a vote of 5 to 0.

#### Bid Approvals

- a. Standby Generator Maintenance
- b. HVAC Maintenance
- c. Ice Machine Maintenance
- d. Uniform Clothing Bid

After review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER** to approve the Items listed. After discussion, the Motion was approved by a vote of 5 to 0.

A request was made to re-open Agenda Item 18 and without objection the Board addressed the Motorola radio system implementation. The Board addressed purchase of a patch work for the system to allow outside agencies to communicate with the Department with VHF equipment. Department IT Coordinator Hebert said the purchase price was \$9,180.00 (Gateway) and \$3,055.00 (repeater). He said the range was 5-7 miles. Ms. **AVERY** asked if the patch would also work with the mobile command vehicle. Department IT Coordinator Hebert said yes. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **JANUSAITIS** to approve the two items. After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed approval of requests to solicit bids and proposals and to approve awards following bids and proposals. Chief Ramon said there

was a request to award contracts for EMS supplies (\$27,065.00) and Dispatch equipment (\$13,572.00). Chief Ramon said both amounts were in budget. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **JANUSAITIS** to approve the Items. After discussion, the Motion was approved by a vote of 5 to 0.

The Board received an update on the Department EMS patient satisfaction program.

The Board received committee reports.

Mr. Williams reported on the District website and the new vendor FDI.

The Board reviewed a request to purchase Plastics Plus products for Rescue 8 for the cost of \$8,045.00. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **JANUSAITIS** to approve the request. After discussion, the Motion was approved by a vote of 5 to 0.

The Board reviewed a request to purchase a new ice machine for Tegle (\$2,099.00). After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **JANUSAITIS** to approve the request. After discussion, the Motion was approved by a vote of 5 to 0.

The Board entered executive session at 8:30 p.m. pursuant to Section 551.072 Government Code, to discuss real estate matters with attorney; and pursuant to Section 551.074 Government Code, to discuss District personnel matters.

The Board re-entered open session at 9:25 p.m.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 9:26 p.m.

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Secretary of the Board