

**MINUTES OF THE OCTOBER 22, 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 October 22, 2015, at the administrative offices of the District, 9630 Telge Drive, Houston, Texas 77095.

The meeting was called to order at 6:06 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. Representatives of BRW Architects appeared and addressed the Board and recalled discussions at prior SAFE-D convocations and about BRW's keen interest in fire station construction.

Without objection, the Board addressed Agenda Item 14: "To receive a presentation from Harris County Information Technology Center on the county Public Safety Broadband system." Representatives of Harris County ITC (Shing Lin and Jim McMillan) made an oral and power point presentation of the county's proposed public safety broadband radio system and the expansion of the coverage net for portable and mobile devices. They reported that Harris County is one of 5 jurisdictions nationally to move toward a county-wide emergency service/public safety communications network. They reported that they are first looking for sites to place the communications equipment for the county network and the District has three sites that ITC would like to use. They discussed the differences between the mobile and portable system of radio communications

and inbound and outbound capabilities of the proposed system. Signal and communications penetration and signal strength were all involved with the enhanced system. They showed the current system and the holes currently in the coverage net that the proposed system will eliminate. They said the goal was to enter into interlocal agreements with the various public safety agencies in Harris County (and Waller and Chambers Counties) to create the new radio system. They said that the commercial radio networks like AT&T or Verizon would not go away and would still be used by the agencies for non-emergency channels and out-of-area communications. They said Louisiana, New Jersey, New Mexico and Adams County, Colorado have or are in the process of implementing similar public safety radio systems. Mr. **MARTINSON** asked if the District would pay Harris County for the usage in the new system. The ITC reps said yes, just like the District currently pays Verizon for mobile radio service the District would pay the county. Ms. **AVERY** asked about out of county service. They said that the radios would automatically move over to the private radio systems for out of area service. They said the goal was to enlist all public safety agencies, such as law enforcement, fire, EMS, ISD police agencies. They said Harris County has the personnel and expertise to develop and operate the system. Mr. **DeBOER** asked if there would be a requirement to switch out the modems for the communications and computer equipment. They said yes and that would be a District expense to join the county system. Mr. **JANUSAITIS** said that this program has been expected and there is a budget line item for that expense. He also said that in the new radio system the only equipment that would change is the modem. The ITC representatives said the initial estimate on cost for users was \$40.00 per radio per month. There was discussion about the system and other District options. Counsel said that this agenda item was a presentation from the county ITC and there was a separate agenda item regarding the request from Harris County ITC to use space on the District towers for its equipment as part of the public safety radio system. The Board thanked the ITC reps for the presentation and information.

Without objection, the Board addressed Agenda Item 14: "To review and take action on proposed Interlocal Agreement with Harris County to allow Harris County to utilize space on District communications tower(s) under state and county broadband network programs." The Board discussed the matter. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **JANUSAITIS** to approve moving forward with preparing an Interlocal Agreement with Harris County to allow Harris County to utilize space on three District communications towers as part of the new public safety radio system. After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed the Minutes of the September 24, 2015 regular meeting. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **JANUSAITIS** to approve the Minutes. After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed the Minutes of the September 28, 2015 tax rate and budget special meeting. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **JANUSAITIS** to approve the 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 \$741,502.48, the receipt of tax revenue in the amount of \$8,099.33, tax penalty and interest in the amount of \$6,380.64, sales tax receipts of \$1,992,196.66, interest of \$5,276.37, and ambulance reimbursement for the Department emergency medical services of \$455,225.85. Mr. **RUSSELL** said that dispatching fees of \$ -0- and other income of \$4,758.70 (Settrac expense reimbursement; Jersey Village radio contract payment) were also received. He also noted the balance sheet showed total District assets at \$70,554,385.53 (\$48,413,683.53 cash/cash equivalents) short-term liabilities of \$ -0-, long term liabilities of \$ -0-, and equity of \$70,554,385.53. 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. Mr. **RUSSELL** said no further action was required at present

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. Ms. **AVERY** said that check number 6595 payable to Ms. Avery (for District-related expenses) in the amount of \$911.09 was incorrect. She said the dollar amount should be \$25.88. Check number 6595 was voided and a new check was written by Mr. Russell in the correct amount of \$25.88. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **DAVIS** to approve the payment of District administrative bills and commissioner fees as corrected and presented. 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 \$1,791,739.00. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER** 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 \$13,092.08 (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 addressed the proposed District 2016 budget. Counsel noted that a proposed budget was reviewed at the special meeting on September 28. He said revisions were made based on that meeting.

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 9
 BUDGET SUMMARY OF REVENUE & EXPENDITURES
 FOR CALENDAR YEAR 2016

REVENUES

Property Taxes	\$ 17,338,000*
Sales Tax Revenue	20,000,000
Ambulance Collections	5,000,000
Dispatch Fees	20,000
Jersey Village Radio Contract	15,000
Interest On Investments	<u>65,000</u>
TOTAL REVENUES	\$ 42,438,000

* Based Upon 2015 HCAD Certified Tax Rolls
 $\$33,181,581,747/\$100 \times \$0.05500 = \$18,250,000.00 \times 95\% = \$17,338,000$

EXPENSES (Operating and Capital)

Payroll	\$ 220,000
Payroll Taxes	30,000
Commissioner Fees	15,000
Legal Fees (Admin)	70,000
Legal Fees (Election)	15,000
Election Expenses (notices, workers, etc.)	30,000
Legislative Services	500
Bookkeeping	45,000
Rent	-0-
Station Renovation Loan (Phase 1)	-0-
Dispatch Equipment Loan (2012)	-0-
Real Estate Acquisition	500,000
Station Construction Loan (up to 3 station)	6,000,000
Motorola Radio program loan	-0-
Audit Fees	20,000
Professional Consultants	150,000
Long-Range Planning	10,000
Fire & Ambulance Service (CFVFD)	***
Capital Expenditures (CFVFD)	***
Harris County Appraisal	150,000
Legal Notices	30,000
Printing & Office Supplies	5,000
Insurance & Surety Bonds	100,000
Employee Health Insurance	40,000
TCDRS	20,000
Utilities	40,000
Employee Tuition Reimbursement Program	6,000
Building Maintenance	-0-
Website/Community Outreach	10,000
Misc Expenses	<u>40,000</u>
TOTAL EXPENSES	\$ 7,546,500

**CURRENT YEAR AVAILABLE CASH
 FOR EMERGENCY SERVICES/CAPITAL**

\$ 34,891,500

***Disbursements subject to replenish/augment
 reserve, approved Cy-Fair VFD Fire Department budget
 and service agreement and capital projects of the District

The Board addressed the proposed District 2016 budget. After review, Motion was made by Mr. **DeBOER**, seconded by Ms. **DAVIS** to approve the proposed District 2016 budget as presented. After discussion, the Motion to was approved by a vote of 5 to 0.

The Board addressed adopting the District 2015 tax rate. After review, Motion was made by Mr. **DeBOER**, seconded by Ms. **DAVIS** to adopt a 2015 District tax rate at \$.05500/\$100. After discussion, the Motion to adopt a 2015 tax rate of \$.05500/\$100 was approved by a vote of 5 to 0.

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 and tabled without discussion an E-View traffic preemption system for the roadways in the District.

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. He presented a draft "scorecard" for evaluating the level of performance and effectiveness of the District and Department goals and goal achievement. He said the scorecard addressed items such as response times, value of property losses in fires, the number of fire and EMS emergencies, the relative population of the District, skill levels of the Department personnel, and over-all key strategic indicators involving population and demographics among other factors. The Board thanked Mr. Ferguson for the report and expressed appreciation for the scorecard format.

The Board then received a report from Kyle Williams, the District Managing Director. He said the station fencing program was completed and Dispatch was secure.

The Board then addressed the purchase of new generator(s) for one or more stations and/or replace the housings of generators at one or more stations. The matter was tabled for the November meeting.

The Board then addressed the proposed upgrade of the electronic storage area network. Mr. Williams and Mr. **JANUSAITIS** presented an overview of the upgrade purchase. Mr. Williams and Mr. **JANUSAITIS** recommended proceeding with the SAN network interface with an approved cost of \$7,845.12. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** to approve proceeding with the SAN network interface with an approved cost of \$7,845.12. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed the Motorola radio system implementation. Department IT Coordinator Mike Hebert said the system was performing well and all punch-list items have been completed. Department IT Coordinator Hebert said the system has now moved into the warranty phase for any problems.

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 12, and Auxiliary Station 98. Mr. Williams said that plans and engineering were completed and bids have been received for Station 98 and Station 12. Mr. Williams said he recommended Houston Decorative Concrete with bids for Station 98 (\$43,750.00) and Station 12 (\$49,350.00). After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** to approve the Houston Decorative Concrete bids for the project: Station 98 (\$43,750.00) and Station 12 (\$49,350.00). After discussion, the Motion

was approved by a vote of 5 to 0. Mr. Williams said Station 11 was not part of this proposal.

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. AJ Warren Lennox condensing unit station 3 \$4174.59
- b. Holliday Door & Gate Replace bay door at station 9 \$3944.00

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

Operations Requests

- a. Comerica Bank Payroll Taxes 10/14/15 \$110,000.00
- b. Comerica Bank Payroll Taxes 10/28/15 \$110,000.00
- c. Tribridge MS Dynamics GP Annual Maintenance/support renewal \$9,710.00
- d. Colonial Surety ERISA & Fiduciary Bond Renewal 401K Plan \$2,549.00
- e. Motorola Vehicle chargers for 2 new medic units& rescue truck \$2,769.00
- f. HCEC Difficult Airway Course 2 day people \$4,550.00
- g. GSA ACLS/PALS/ITLS card classes (90) \$11,250.00
- h. Aladtec Firemanager employee scheduling renewal \$21,936.00

Ms. **EVERY** asked about Item (h) and if the whole Department was covered. Chief Ramon confirmed that the whole Department was covered by this item. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **DAVIS** to approve the Items listed. After discussion, the Motion was approved by a vote of 5 to 0.

Bid Approvals

- a. Pre-employment/annual physicals
- b. Landscaping

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

Approval to Solicit Bid

- a. Annual gear bid
- b. Annual suppression equipment bid
- c. Annual garage door repair and maintenance

After review, Motion was made by Mr. **DeBOER**, seconded by Ms. **DAVIS** to approve the Items listed. 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 Department Deputy Chief-EMS said the program was going well with the responses.

The Board received committee reports.

Mr. Williams reported on the District website. The Board addressed the migration of the website to a new hosting program via Go-Daddy. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER** to approve the website transition. After discussion, the Motion was approved by a vote of 5 to 0.

The Board entered executive session at 8:12 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 8:39 p.m.

The Board addressed the land acquisition for a new station in Bridgeland. Counsel and Ricardo Martinez, District real estate feasibility consultant discussed the feasibility of the property and proceeding with a closing on the land purchase. The Board reviewed the proposed purchase. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **JANUSAITIS** to approve closing on the land acquisition for a new station in Bridgeland. After discussion, the Motion was approved by a vote of 5 to 0. Counsel said the proposed land acquisitions at

Station 7, Cherry Park and Wortham were proceeding but action was not required at this meeting.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 8:48 p.m.

Secretary of the Board