

**MINUTES OF THE NOVEMBER 19, 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 November 19, 2015, at the administrative offices of the District, 9630 Telge Drive, Houston, Texas 77095.

The meeting was called to order at 6:11 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. Colleen Vera addressed the Board and spoke about the refugee issues and to always remember the safety of the fire responders in the terrorism crisis.

Ms **AVERY** recognized Department members and Auxiliary who received Department service awards: Henrietta Crosser (30 years: Auxiliary); Randall Waller (20 years: Station 11); Carlton Sage (20 years: Station 1); Phil Thomas (Lifetime membership award: Station 2).

The Board addressed the Minutes of the October 22, 2015 regular meeting. After review, Motion was made by Ms. **DAVIS**, 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 November 9, 2015 special meeting. After review, Motion was made by Ms. **DAVIS**, 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 \$1,100,799.22, the receipt of tax revenue in the amount of \$7,680.91, tax penalty and interest in the amount of \$4,086.05, sales tax receipts of \$2,363,692.55, interest of \$5,593.27, and ambulance reimbursement for the Department emergency medical services of \$472,078.48. Mr. **RUSSELL** said that dispatching fees of \$2,960.00 and other income of \$26,373.58 (Jersey Village radio contract payment) were also received. He also noted the balance sheet showed total District assets at \$70,993,309.22 (\$48,852,607.81 cash/cash equivalents) short-term liabilities of \$ -0-, long term liabilities of \$ -0-, and equity of \$70,993,309.22. Ms. **AVERY** said that there was a bookkeeping error in the Commissioner checks for this month and she requested that check no. 58708 for \$184.70 payable to herself be voided. Thereupon, after review, Motion was made by Ms. **AVERY**, seconded by Ms. **DAVIS** to approve the Financial Report. After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed the posting of the bookkeeper's report on the District website. Mr. **RUSSELL** said that the report would need to be redacted as to account numbers. He also said there may be some specific information that the board may not want on the website. Thereupon, after review, Motion was made by Ms. **AVERY**, seconded by Ms. **DAVIS** to form a committee to prepare a policy for posting of the bookkeeper's report on the District website. 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 action was required at present

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

The Board then addressed administrative bills and commissioner fees as set forth in the Financial Report. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **DeBOER** to approve the payment of District administrative bills and commissioner fees, with the exception of check no. 58708 for \$184.70 payable to Ms. Avery. 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 \$1,881,774.00. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** 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 \$228,639.93 (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 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 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 addressed the continuing development of a performance management pilot program. He presented a matrix outline for performance review. He and Ms. **AVERY** discussed standards. Mr. Ferguson discussed possible standards programs: NFPA 1710 and 1720;

Texas State Fire Marshal standards for fire response as well as other similar standards used by other fire department and local governments in Texas and elsewhere; staffing levels. Ms. **DAVIS** said that development of a baseline was needed for going forward. Mr. Ferguson addressed personnel levels for volunteer and F/T and P/T personnel. He said the report involved a 6-month look back but advised not to focus on only the 6-month numbers. He said that was just an example to start the analysis. Mr. **MARTINSON** asked how the average cost/call was determined. Chief Ramon said that for now it was a number determined by the budget divided by the number of calls. Mr. Ferguson said that a part of the report program addressed “overload” situations and comparing actual time and the per cent when overloaded calls occurred. Ms. **AVERY** said this was good to determine when the Department was short on personnel for calls. Mr. **DAVIS** said she would like to see a trend sheet to show when manpower shortages were occurring. Chief Ramon said that there needed to be a differentiation for instance between situations when an EMS call drops and all ambulances are already on other calls versus when the Department is short on personnel to respond. Mr. Ferguson said the report was for resource management aid and deployment issues.

The Board then addressed a 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. Counsel presented a draft Agreement taken from the county template with Counsel’s revisions.

The Board then received a report from Kyle Williams, the District Managing Director. He said the station 98 concrete job was completed. He said there was a concern that people were driving cars and walking on the concrete earlier than permitted but it should not be a problem and he would put more tape up to keep people and cars off. He said no heavy apparatus drove on the concrete. Mr. Williams said the Station 12 parking lot project was delayed due to weather.

Mr. Williams and Chief Ramon addressed a problem with sick or over-hanging trees that caused a health and safety concern. Chief Ramon said the matter was not an emergency and Counsel said he would place the item on the next agenda.

The Board then addressed bids received for the purchase of new generator(s) for Station 11. Mr. Williams said bids were received. There was discussion on the kilowattage needed. Chief Ramon said 124kw was sufficient, but a load test would be performed to be sure. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** to approve awarding a contract to Generators of Houston for the project. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed a proposal to purchase replacement Dispatch computer switches for dispatching functions. Ms. **AVERY** asked if the system was compatible with the Mitel phone equipment and how much down time was anticipated at Dispatch. Department Communications officer Rusty Caufield said the switches and Mitel equipment were compatible and down time would be minimal. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER** to approve proceeding with the project. 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 completed.

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 addressed the land acquisition for a new station on Wortham. Counsel said he would need an executive session on this matter.

The Board then received a report from the District architect selection committee. Mr. Martinson and Mr. DeBoer reported on the responses to the RFP. Mr. **MARTINSON** and Mr. **DeBOER** said that they conducted interviews with

three selected respondents, BRW Architects, Martinez Architects, and Randall-Porterfield Architects. Mr. **MARTINSON** said all firms were very good and the other Board members should now have a say and if necessary contact the three selected respondents. Counsel said that the Board has full discretion in making the decision on the architect.

The Board then received a report on re-construction of driveways and parking areas of Station 11. Mr. Williams said that plans and engineering were completed and he was waiting on the contractor, Houston Decorative Concrete.

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):

Budgeted Capital Expenditures

- a. Boundtree - Ambu Airway Man Torso w/ CPR software (2) \$4,424.00
- b. Physio - LP-15 for EMS Training room \$16,954.00
- c. Best Wash - Crossover washer & Dryer Station 6 & Station 8 \$8,138.00
- d. CDW G - Desktops (6) & Laptops (7) \$23,196.00

Ms. **AVERY** asked if item (c) in the end is for one or two machines. Chief Ramon said one. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** to approve the Items listed, with one washer/dryer. After discussion, the Motion was approved by a vote of 5 to 0.

Operations within Budget

- a. Comerica Bank - Payroll taxes 11/10/15 \$110,000.00
- b. Comerica Bank - Payroll taxes 11/25/15 \$110,000.00
- c. Schubot Law Firm - Legal service October 2015 \$5,131.00
- d. Vorys - Legal services September 2015 \$2,576.00
- e. Trittech - Inform Me Installation/training/support \$7,615.00
- f. Collective Data - Unlimited Web licenses for fuel log \$4,850.00
- g. HCESD1 - Difficult Airway Class 2/24-2/25/2016 \$4,550.00
- h. EMS-FTEP - EMS-FTEP Course \$11,000.00
- i. Multiple Ambulance Service Managers Course \$6,237.00
- j. Wells & Kimich - Nesting chairs EMS Training Room (20) \$2,475.00
- k. Global Industrial - Flip Top Training Tables EMS Training Room (10) \$2,770.00

- l. Allied Breathing Air – Qtrly. cascade Maint. \$2,771.00
- m. ESRI Inc. - ArcGIS Desktop license & Maint. \$2,300.00
- n. Access Wireless - Wireless Airline GX450-VD-Wifi (15) \$10,487.00
- o. Metro Fire - Annual Holmatro Tool Maintenance \$12,215.00
- p. Firehouse Software - Firehouse software annual renewal \$5,355.00
- q. Mitel Business Systems Annual Software and support renewal \$27,890.00
- r. CDW G - Fortinet 1 yr Fortigate Network Firewall annual \$2,314.00
- s. Anixter - Exacqvision enterprise software renewal \$3,472.00

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.

The Board addressed approval of requests to solicit bids and proposals and to approve awards following bids and proposals. Ms. **DAVIS** asked why this item is listed if the Board cannot take up action under it, such as for the tree trimming matter. Counsel said the item was to serve as a catch-all for items that covered matters that the Board already addressed or approved. Counsel said that the tree trimming matter had never come up to the Board so there was not a prior opportunity for the Board to discuss it. Counsel said the item was to cover previously reviewed matters that were left off Agenda Item 24. But Counsel said he understood the Commissioner's point and would try to address revised language for the Agenda item.

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

The Board received committee reports.

The Board entered executive session at 7:20 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 7:52 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. Counsel discussed the re-platting obligations of the Seller/developer and the fact

that the process was still on-going but was expected to be completed shortly, but after closing. The Board reviewed the proposed purchase. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER** to approve closing on the land acquisition for a new station in Bridgeland and approve payment of the purchase price. After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed the existing Station 7 land acquisition and Cherry Park land acquisition. Counsel said the Board approved both Closings at the November 9 special meeting and the Closings will proceed. The Board reviewed both proposed acquisitions. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER** to approve closing on the existing Station 7 land acquisition and the Cherry Park land acquisition, and approve payment of the purchase price for both. After discussion, the Motion was approved by a vote of 5 to 0.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 7:55 p.m.

Secretary of the Board