

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

The meeting was called to order at 7:15 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.

The Board addressed the Minutes of the December 22, 2014 regular meeting. Counsel said he made changes but there still were requests for revisions. After review, Motion was made by Mr. **DeBOER**, seconded by Ms. **AVERY** to table the Minutes for revisions and re-drafting. After discussion, the Motion to table 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.

12/31: Mr. **RUSSELL** noted the operating account balance following the prior meeting of \$412,028.06, the receipt of tax revenue in the amount of \$4,935,759.42, tax penalty and interest in the amount of \$939.82, interest of \$3,836.45, and ambulance reimbursement for the Department emergency medical services of \$ -0-. Mr. **RUSSELL** said that dispatching fees of \$ -0-, sales tax revenue of \$ -0- were also received. He also noted the balance sheet showed total District assets at \$61,115,788.94 (\$38,975,086.94 cash/cash equivalent)

short-term liabilities of \$ -0-, long term liabilities of \$6,868,918.00, and equity of \$54,246,870.94.

1/22: Mr. **RUSSELL** noted the operating account balance following the year-end of \$5,215,671.10, the receipt of tax revenue in the amount of \$4,059,561.85, tax penalty and interest in the amount of \$2,462.18, sales tax receipts of \$1,816,318.01, interest of \$28.35, and ambulance reimbursement for the Department emergency medical services of \$393,616.45. Mr. **RUSSELL** said that dispatching fees of \$1,680.00 were also received.

Thereupon, after review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER** to approve the two-part Financial Report as presented. 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 he recommended no action at this time. Ms. **DAVIS** said she would like to see information from Texas Class. She said that to increase diversity having another pool to use made sense. She wanted to invite the Texas Class rep who was at the SAFE-D conference to an upcoming meeting. Thereupon, after review, Motion was made by Ms. **DAVIS**, seconded by Mr. **DeBOER** to invite the Texas Class rep who was at the SAFE-D conference to an upcoming meeting. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed adoption of the District 2015 Investment Policy. The Board reviewed the Policy with Mr. Russell. Counsel outlined the proposed 2015 Investment Policy: always maintain liquidity equal to two months average operating costs; always maintain liquidity equal to two months average operating costs that will mature 60 days hence; maintain a maximum maturity of 6 months/180 days on all investments, subject to extending same for up to 12 months on a case-by-case basis; maintain a maximum maturity of 6 months/180 days on all investments for specific capital projects, with discretion to approve

twelve months for general/contemplated capital projects. Thereupon, after review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER** to approve the proposed 2015 Investment Policy as presented. 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 Ms **DAVIS**, seconded by Mr. **JANUSAITIS** 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 engagement of Coveler & Katz, P.C. to serve as District legal counsel. Ms. **DAVIS** said the Board should assign the Minute taking and drafting to someone else. Mr. **MARTINSON** said the Board could consider that at a later time, but the Motion was to retain the law firm. Counsel said there were no adjustments in the rates. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER**, to approve the engagement of Coveler & Katz, P.C. to serve as District legal counsel. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed the engagement of Myrtle Cruz, Inc. to serve a District bookkeeper. The Board members expressed appreciation to Mr. Russell for the job being done. After review, Motion was made by Mr. **DeBOER**, seconded by Ms. **AVERY**, to approve the engagement of Myrtle Cruz, Inc. to serve as District bookkeeper. Mr. **RUSSELL** thanked the Board and said he may have rate adjustments to present at a future meeting. Ms. **DAVIS** asked when the rates were last adjusted. Mr. Russell said the first increase was in 1999 and the last increase was in 2010. After discussion, the Motion was approved by a vote of 4 to 0 (Ms. Davis abstaining).

The Board then addressed the refund of \$750.00 out of the rent deposit from the Cy-fair Chamber of Commerce from the 9520 Telge lease. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER**, to approve the refund. After discussion, the Motion was approved by a vote of 5 to 0.

Without objection, the Board addressed Agenda Item 16, and approval of the 2015 service agreement with the Department or extend the prior year contract for 60 days. Counsel said he received requested revisions from some board members and he distributed a draft of the revised agreement. After review, Motion was made by Ms. **AVERY**, seconded by Ms. **DAVIS**, to extend the prior year contract for 60 days. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed Agenda Item 10 for 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 \$1,799,000.00. After review, Motion was made by Ms. **DAVIS**, 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 Agenda Item 11, 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 \$86,007.25 (previously scheduled budgeted capital funding). After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** to approve the payment of Department Capital. After discussion, the Motion was approved by a vote of 5 to 0.

Mr. **MARTINSON** asked that the full McGrath Consulting report be forwarded by the Department. Department board president David Manley said the executive summary was sent. Mr. **MARTINSON** said he would like the Board to see the full report. Mr. Manley said he would handle it.

The Board addressed revisions to the Department 2015 budget. Mr. Manley said there were none.

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

The Board addressed sales tax matters.

The Board then addressed implementation of the contract matters and KPIs. Mr. **MARTINSON** said that Ms. Davis and Ms. Avery would work on that for next month.

The Board then received a report from Karina Martinez, the District Administrative Assistant. Ms. Martinez said she was working on a District meeting and events calendar and the newsletter. She said the cleaning crews only came in 5PM on Monday, Wednesday and Friday. There was discussion about the newsletter and a policy for uploading onto the website.

The Board addressed and held on the District General Manager vacancy.

The Board then addressed the Motorola radio system implementation. Chief Ramon provided an update. She said the system testing period was conducted and the system was scheduled to go live.

The Board addressed a request for possible tower space lease at the Rodney Ray communications tower. The Board addressed the matter. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **DAVIS** to decline to lease space on the communications tower. After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed long-range planning.

The Board addressed the land acquisition for a new station in Bridgeland. Counsel said comments and revisions to the proposed Purchase and Sale Agreement were sent to the developer.

Counsel said there was a Durotech Pay Application of \$9,563.03 on the Phase 2 station renovation. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER** to approve the Pay Application. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed the Station 9 construction options. Counsel said he was waiting for response from WCID and its attorney regarding the land purchase.

The Board then received a report on District and Department facilities regarding Texas Department of Licensing and Regulations. Ms. **EVERY** presented reports from the Texas Department of Licensing and Regulations regarding inspections she requested they perform at Station 7, Station 9, the auxiliary building, and others matters. Ms. **EVERY** said the reports showed deficiencies among various matters, including the Station 7 generator, station

wiring, and faulty other electrical concerns. She said some areas posed dangerous conditions to the personnel. There was discussion about how to protect the personnel. Chief Ramon said the stations could not be closed for this type of problem. Mr. **JANUSAITIS** said why not cordon off the problem areas. Ms. **AVERY** said the problems may go deeper than that because the Texas Department of Licensing and Regulations said the people who did the electrical work were not licensed. There was discussion about the dangers especially at Station 9 and if they constituted an emergency to make inspections and repairs. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **DAVIS** to declare an imminent danger based on the Texas Department of Licensing and Regulations inspections. After discussion, the Motion was approved by a vote of 5 to 0.

There was discussion about proceeding to address the imminent dangers at Station 9 and the Station 7 generator. After review, Motion was made by Mr. **DeBOER**, seconded by Ms. **DAVIS** to authorize Joiner Architects to proceed to address and eliminate the imminent danger for station 9, and the Station 7 generator including the electrical issues raised by the Texas Department of Licensing and Regulations inspections. After discussion, the Motion was approved by a vote of 5 to 0.

There was discussion about proceeding with a of remodel Station 7 to make station large enough to fit a 100 foot ladder truck, Engine and an ambulance. After review, Motion was made by Mr. **DeBOER**, seconded by Ms. **DAVIS** to authorize Joiner Architects to develop plans for that project for further review. After discussion, the Motion was approved by a vote of 5 to 0. The Board addressed revisions to the Department 2015 budget or quarterly reallocations. Mr. Manley said there were none.

The District then considered Department 30-day requests. Mr. Manley said there were 30-day requests. Department Quartermaster Steve Witt said the Department EMS committee determined that four ambulances should undergo re-chassis and two new ambulances should be purchased. After review, Motion

was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER** to approve four ambulances to undergo re-chassis and two new ambulances to be purchased, and to waive the 30-day notice. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed approvals (Agenda Item 30):

Request to Sell:

- a. IT equipment, Dispatch Consoles, Furniture, Excess vehicles

After review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER** to approve for the District to sell to the Department the items noted and for the Department to be authorized to sell the items, with all proceeds coming to the District. After discussion, the Motion was approved by a vote of 5 to 0.

Request to Purchase:

- a. Re-chassis 4 existing AEV units on Ford F550 Chassis
  - b. Purchase 2 Horton units on F550 Chassis
- Total w/ 4 existing re-chassis chassis trade ins \$988,180

Approved under Department 30-day requests

Bid requests:

- a. EMS Billing company

There was discussion about how much EMS billing is currently uncollected. Assistant Chief-EMS said about \$7 million was uncollected over the years. There was discussion that a billing company was selected in the last few years, but that program did not do well. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER** to approve for the Department to solicit bids for EMS billing. After discussion, the Motion was approved by a vote of 5 to 0.

Bid Approvals:

- a. Tools & Equipment Bid
- b. Protective Gear Bid
- c. Compressor/Cascade System Maintenance

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

Emergency Requests

- a. Stewart & Stevenson – major engine electrical issue including replacement of all 6 electromechanical fuel injectors, labor, parts and shipping fees on E-11 \$7713.53
- b. Northwest Drive Train Brake calipers for RE-1: \$2207.66
- c. Freightliner - replace Delta P Sensor & Injector Harness E12: \$2393.59
- d. Northwest Drive Train Rear brake calipers, rotors, pads and seals R8: \$3418.70

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.

#### Budgeted Capital Expenditures

- a. Resilient Intelligent Networks – Firewall router device needed for backup Dispatch Center internet connection: \$9027
- b. Honeywell - Bunker Gear coats (35) & pants (35): \$67,147.00
- c. Honeywell - Bunker Gear coats (40) & pants (40)  
\* Manufacturer Direct & Sole Source gear: \$59,758.00
- d. MES – SCBA Bottles – R8, spare, reserve, expired (80)  
\* Bid Items: \$72,336.00
- e. CDWG HP Server to host the maintenance software purchased in December 2014: \$5,043.00
- f. CDWG HP Server to replace temporary backup server.  
This server will provide higher performance as well as storage capacity for Symantec backup solution with room expansion when needed: \$8,603.00
- g. Stryker Power Pro Cot (3), stair chair: \$47,473.00
- h. Trittech CAD/MDC Mapping upgrade & 1 year support \$34,272.00
- i. Dell Desktop (2) \$2,726.00
- j. CDWG Servers for CAD workstations  
(Station 1 backup dispatch – 3, mobile command vehicle <MCV> - 2, Spare – 2), Hard drives (Station 1 backup dispatch – 3, MCV – 2): \$11,302.00
- k. Zoll Autopulse, case, battery, charger & soft stretcher: \$14,520.00
- l. CDWG Tablet & accessories for #6 laptop workstation replacement: \$2,562.00
- m. Grace Industries Watchdog monitor/incommand APA (2), annual software agreement (2): \$13,780.00
- n. Metro Fire Holmatro combi-tools, pumps and hose sets (2): \$26,650.00

After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **JANUSAITIS** to approve the request. Ms. **AVERY** asked about item (a). Mr. **JANUSAITIS** explained



that this involves using the shelter at Station 1 for the Dispatch back-up equipment. After discussion, the Motion was approved by a vote of 5 to 0.

#### Operations Within Budget

- a. Comerica Bank – Payroll Taxes (end 1/7/15): \$105,000.00
- b. Comerica Bank – Payroll taxes (end 1/21/15): \$110,000.00
- c. Navigator 2015 Dispatch Conference (3 persons): \$4,496.00
- d. Emcare –IAH Worker’s comp: \$2,624.00
- e. CDWG Kaspersky Antivirus renewal – 3 yr – total protection with system configuration and patch management: \$16,637.00
- f. Blair Communications Kenwood TK-3173 radios for members (36): \$14,094.00
- g. The Schubot Law Firm legal services (12/14): \$5,031.00
- h. S&T Collision Repair damage on M-10: \$4,551.00

#### Resilient Networks

- a. Service & Maintenance renewal and additional VPN Client licenses for dispatch network firewall – 1 yr: \$3,372.00
- b. Rescue truck trip (4 persons): \$5,200.00
- c. Medic plan trip (4 persons): \$6,440.00
- d. FDIC (5 persons): \$12,000.00
- e. Nozzles Forward Class (5 persons): \$2,760.00
- f. 2015 Southwest EVT conference (3 persons): \$3,449.00
- g. Tribridge MS Dynamics GP Annual maintenance/support renewal: \$10,056.00

After review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER** to approve the request. Ms. **AVERY** asked about Operations within budget item (f) and who receives the radios. Chief Ramon said the Department chiefs and volunteers. 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. Mr. Manley said there were none.

The Board addressed approving a request for District website management. Mr. **JANUSAITIS** said there is no action required.

The Board addressed IT assessment services. Mr. **JANUSAITIS** said there is no report as yet, but that the Department has made strides and stepped up in the IT development. Ms. **AVERY** said the District does need to move to a

system that has a separate server for the District. Mr. **JANUSAITIS** said that one type of email and IT security was the SharePoint program.

The Board addressed development of a Department EMS patient satisfaction program. Chief Ramon said an additional group of evaluations are coming in.

The Board discussed website management and social media issues. There was discussion about the newsletter and a policy for uploading onto the website.

The Board then addressed the Department's request to allow the Jersey Village FD to use the Department's radio frequency and airwaves. There was discussion about the request. Counsel said he presented a draft agreement for review by the District and city.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 10:10 p.m.

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Secretary of the Board