

**MINUTES OF THE APRIL 21, 2016 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 April 21, 2016, at the administrative offices of the District, 9630 Telge Drive, Houston, Texas 77095.

The meeting was called to order at 6:01 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, **DAVID MANLEY, 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 were Ricardo Martinez, District architect and Hieu Hart, consulting engineer.

Ms. Avery delivered an invocation.

The Board received public comment. Colleen Vera said she appreciated the improved District website.

The Board addressed the commissioner election for May 7, 2016 for two seats. Counsel requested approval of Orders appointing the Early Voting Ballot Board for the early voting balloting (Election Judge Brian Belding, chairman), and the Central Counting Station personnel (Election Judge Paul Morgan, chairman). After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **DAVIS** to approve Orders appointing the Early Voting Ballot Board and the Central Counting Station personnel for the May 7, 2016 District election. After discussion, the Motion was approved by a vote of 5 to 0.

The Board first addressed the New commissioner Packet. Ms. **DAVIS** asked about the [progress and Mr. Williams said he was still working on it. Ms. **DAVIS** asked for the Commissioner Packet to be an agenda item for the next meeting.

The Board addressed the Minutes of the March 24, 2016 regular meeting. After review, Motion was made by Ms. **EVERY**, seconded by Ms. **DAVIS** 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 \$11,540,494.49, the receipt of tax revenue in the amount of \$139,005.38, tax penalty and interest in the amount of \$2,573.46, sales tax receipts of \$1,893,287.85, interest of \$15,268.86, and ambulance reimbursement for the Department emergency medical services of \$651,423.87. Mr. **RUSSELL** said that dispatching fees of \$1,300.00 was received, and Jersey Village radio contract payment of \$3,094.76 was received. He also noted the balance sheet showed total District assets at \$87,957,397.34 (\$65,816,695.34 cash/cash equivalents), short-term liabilities of \$ -0-, long term liabilities of \$ -0-, and equity of \$87,957,397.34. Thereupon, after review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER** to approve the Financial Report. During discussion, check no. 6731 (\$1,057.00, to Kyle Williams for health insurance reimbursement) was held for further discussion. 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/LOC for the District's excess deposits.

The Board then addressed adoption of the District 2016 Property Tax Exemptions. Counsel presented a summary of exemptions and valuations.

2016:	
Total Taxable Value:	\$ 33,181,581,747*
(Based on 2015 Cert. Tax Rolls)	
Total Tax at 2015 Tax Rate of \$.05500/\$100 =	\$ 18,250,000*
<i>2015 Homestead Information:</i>	
84,712 homes	\$ 16,290,708,000
Total Tax at 2015 Tax Rate of \$.05500/\$100 =	\$ 8,960,000
2015 avg. Homestead Value:	\$ 192,307

Avg. Tax Due \$.05500/\$100:	\$	105.77
At 5% Homestead Exemption:		
2015 Homestead Information:	\$	15,476,172,600
Tax at 2015 Tax Rate of \$.05500/\$100 =	\$	8,511,895
2015 avg. Homestead Value:	\$	182,692
Avg. Tax Due \$.05500/\$100:	\$	100.48
Total taxes reduced by Homestead Exemption:		
5%	\$	448,105
10%	\$	896,210
20%	\$	1,792,420

Over-65/Disabled Exemptions Summary

Over 65 Exemption:

12,740 Acct @ \$160,000 exemption
Tax Base reduction: \$1,713,633,000 @ 2015 Tax Rate of \$.0550/\$100 = \$924,500

Disability Exemption:

1,717 Acct @ \$160,000 exemption
Tax Base reduction: \$208,293,000 @ 2015 Tax Rate of \$.05500/\$100 = \$114,560

Total taxes reduced by Over-65 and Disability Exemption: \$1,039,060

The Board reviewed the summary and without objection tabled action for a later meeting.

The Board then addressed District investments. Mr. **RUSSELL** said no action was required at this time.

The Board then addressed action on District depository pledge agreements. Mr. **RUSSELL** said DPAs with Compass Bank and Independent Bank were put in place.

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. 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 \$1,844,485.00. 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 \$21,282.38 (previously scheduled budgeted capital funding). After review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER** 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 2016 budget. **Mr. RUSSELL** said there were none.

The Board addressed revisions to the Department 2016 budget. Chief Ramon said there were none.

The Board addressed sales tax matters. Counsel asked about the authorization for the Comptroller's office to deliver information to the District consultant, Sales Tax Assurance. Ms. **EVERY** said the instruction letter was signed and mailed in.

The Board addressed renewal of the District Workers Compensation insurance coverage with Texas Mutual Insurance Co. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER** to approve the renewal of the District Workers Compensation insurance. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed and held for later in the meeting the KPI's for the District-Department service evaluation.

The Board then addressed a proposed Interlocal Agreement with Harris County to allow for the District to install traffic preemption equipment on traffic signals on the county roads in the District. Counsel said he was waiting for the

formal opinion from Harris County regarding the permitted equipment and system that the county would allow on its roads.

The Board then received a report from Kyle Williams, the District Managing Director.

Mr. Williams reported on the water damage to 9520 Telge and 9630 Telge. He said he has been in communication with the VFIS insurance adjuster and that the adjuster has examined all affected buildings. Mr. Williams said the damage to 9520 was extensive. He said initial emergency and safety work was under way to mitigate against mold and related damage.

Mr. Williams said he was requested to look into ISO matters. Mr. **MARTINSON** said ISO was an agenda item.

Mr. Williams addressed First Watch. Counsel said this matter was an agenda item. Mr. Williams said he was working on obtaining 1295 forms from proposed District vendors.

Ms. **AVERY** said that when it is time to purchase furniture and furnishings that the District should look at Texas Department of Corrections as a possible source of good workmanship and lower priced items.

The Board then received a report and on the KPI's for the District-Department service evaluation. Mr. Williams and Chief Ramon said that Department personnel certifications were increasing. Ms. **AVERY** asked if there was any correlation between increased/improved training and fires being confined to structure locations of origin. Chief Ramon said training always has a positive effect, but that the possible correlation was more likely to more specific reporting the Department was trying to do.

The Board received a report from District architect, Ricardo Martinez, and an update on 2016 construction projects. Mr. Martinez and consulting engineer Hieu Hart said the projects being planned are Station 7 renovation; the new Bridgeland Station; the new Cherry Park Station; and the new Wortham Station.

Mr. Martinez and consulting engineer Hieu Hart said they reviewed the plans for the new Cherry Park Station and the space required for an aerial to turn completely on the apron. There was discussion about the possibility of the

abandonment by Harris County of an adjoining county right - of - way which, if done with some of the land coming to the District, might provide the space needed for the ladder truck turning radius. Ms. Hart said she was working on this and would contact the city and county agencies for updates and a projected time frame. She said she expected that this road abandonment would allow a driveway and would not be a public roadway.

The Board addressed action on approval of a Plat for the Bridgeland property. Mr. Martinez and Ms. Hart presented the proposed Plat. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **JANUSAITIS** to approve the proposed Plat for the Bridgeland property. After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed action on approval of a Plat for the Cherry Park property. Mr. Martinez and Ms. Hart presented the proposed Plat. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **JANUSAITIS** to approve the proposed Plat for the Cherry Park property. After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed action on the Cherry Park property development and road abandonment. This matter was tabled pending more information from Ms. Hart at a later meeting.

Mr. Martinez asked about selection of the construction process for the new stations and the Station 7 renovation. Counsel said he would place necessary agenda items for an upcoming special or regular meeting.

The Board addressed revisions to the Department 2016 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):

Bid Approvals

1. Chest Decompression devices
2. Extension of the TXMAS Tire contract

After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **JANUSAITIS** to approve the items listed. It was noted that item 1 was the Lukas device. Ms. **EVERY** asked how many were being purchased. Chief Ramon said 13. After discussion, the Motion was approved by a vote of 5 to 0.

Emergency Requests

1. Northwest Drive Train \$4,401.24 Rear brake parts – TW10
2. Copeland International \$12,961.44 Replacement Allison tcm, rebuild transmission, rebuild pto TW10
3. Joe Myers Ford \$7,980.03 Repair fuel system B8
4. North Point Air & Heat \$4739.13 Repair dorm ac, station 9
5. Ledwell \$2026.84 Replace load support cylinders on Dozer transport

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.

Budgeted Capital Expenditures

1. Coolers Inc \$2880 Ice machine for 9520 Telge
2. Northpoint Air & Heat \$2865 Ecobee thermostats – Station 11
3. Dreamseat \$3617 (Testing) Logo sofa at station 1 and 10
4. Firestation outfitters \$2130 (Testing) Sofa at station 1 and 10
5. Serta \$18725 Replacement station mattresses (164)

After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **JANUSAITIS** to approve the items listed. There was discussion about item (mattresses) and the Department would do additional research on pricing just to be sure. After discussion, the Motion was approved by a vote of 5 to 0.

Operations

1. Comerica Bank Payroll \$110,000 week ending 4/13/16
2. Comerica Bank Payroll \$110,000 week ending 4/27/16
3. Schubot Law Firm \$3438 Legal services for March 2016
4. Copeland International \$2295 Reorder transynd fluid in 55 gal drum
5. Action Parking Area MT \$2670 Parking lot striping office, dispatch, aux, sta 12
6. Gasaway Consulting \$7500 Flawed Situational Awareness
7. Matthew Streger \$3591 EMS Education for staff and officers
8. Boundtree \$5064 G3 Backpack jumpbag (25)
9. HC Emergency Corp \$4550 Difficult airway course (14)

10. HCFFA \$9000 HCFFA Annual field day (30 members)
11. Associated landscape \$1183 irrigation station 12
12. Associated landscape \$5154 landscape repair station 12

After review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER** to approve the items listed. There was discussion about items 11 and 12 for landscape work. It was suggested that the Department do additional research on pricing. After discussion, the Motion was approved by a vote of 5 to 0 for all the items, with up to \$1,183.00 for item 11, and up to \$5,154.00 for item 12.

The Board addressed approval of other requests following standard protocol and policy to solicit bids and proposals and to approve other purchases. The only item was approval of Year 2 invoices for IT matters, including licensing and subscriptions (CDW-G) related to Active Directory and Exchange Server upgrades program approved in February 2015. Counsel said a Form 1295 would be required before contract implementation. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **JANUSAITIS** to approve the Year 2 invoices for IT matters. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed ISO matters. Mr. Williams said he would continue looking into the topic and reach out to ISO consultants for information.

The Board reviewed acquisition of product and product services related to software and product related to providing Dispatch CAD system with information retrieval and real-time monitoring of incident responses and to seamlessly integrate with the Department's current Dispatch system. The Board addressed review of a First Watch-type program. Counsel said he has researched the matter and received information of the product and system details and the specifications of the product desired. Counsel said this was a sole source item and he said he confirmed that in reviewing sole source evaluations performed by other agencies (California, Delaware). After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** to approve the purchase of the First Watch program as a sole source item for the price of up to \$204,000.00. 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. Asst. Chief-EMS Courtney Johnson said that a third party company was performing the reports. She said it was worth the cost especially with Medicare and Medicaid issues to watch for.

The Board addressed committee reports. There were none for this meeting.

The Board entered executive session at 7:09 p.m. pursuant to Section 551.074 Government Code, to discuss employee review matters.

The Board re-entered open session at 7:37 p.m.

The Board addressed employee review matters. Mr. **MARTINSON** asked Mr. DeBoer to meet with Mr. Williams regarding health insurance reimbursement matters.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 7:38 p.m.

Secretary of the Board