

**MINUTES OF THE MAY 12, 2016 SPECIAL MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 9**

A special meeting was duly called of the **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 9**, which was held on May 12, 2016, at the administrative offices of the District, 9630 Telge Drive, Houston, Texas 77095.

The meeting was called to order at 3:35 p.m. by **BETTY BOREN AVERY**, Vice President. Those Commissioners present were **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"), **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.

The Board first addressed approval of preliminary drawings for new fire stations at Bridgeland site, Cherry Park site, Wortham site and a Station 7 renovation. Ricardo Martinez, District architect presented the drawings and presented a PowerPoint of the drawings.

Station 7: Mr. Martinez said this would be renovation of a two-story fire station. He said that based on the information provided by the Texas Department of Licensing inspector an elevator will not be required. Among the matters discussed, one was the relocation of the generator and enlarging the generator capacity. Mr. Martinez said there were plans for a patio behind the kitchen. He also said that a separate A/C unit would be added for the IT room. Mr. Martinez said the plans would be made ready for submission to the POA architectural review committee for approval. There was discussion about windows and it was agreed that windows would be added to the Watch room. Chief Ramon questioned if there was enough bed space in the station as currently laid out. There was discussion on this subject. One possible change discussed was to remove the wall between rooms 8 and 9, and thereby extend down the dorm room. The office in room 9 would be relocated.

Station 13 (Bridgeland): There was discussion about the ability of backing in apparatus into the bays. Mr. Martinez said it would be tight. There was again discussion about windows and it was agreed that windows would be added to the Watch room area. Mr. Martinez said the plans would be made ready for submission to the Bridgeland architectural review committee for approval.

Station 2 (Wortham): There was again discussion about windows and it was agreed that windows would be added to the Watch room area. He said there was 7500 sq.ft. of A/C area, and 8975 of non-A/C area.

Station 9 (Cherry Park): Mr. Martinez said there was 7500 sq.ft. of A/C area, and 8975 of non-A/C area. Ms. Hart and the Board discussed the anticipated abandonment by Harris County of Trailside ROW. She said that there would either be a transfer of title or an easement created for use by the District. Ms. **EVERY** said that the design seemed dull. Mr. **DeBOER** said the design looked like a school. Ms. **DAVIS** said the design needed more imagination. Mr. Martinez said he would address the design. The turning radius was addressed and Ms. Hart said with the added Trailside area, full turn-around might be feasible. Department board member Glenn Gates asked why the apparatus does not enter straight onto Cherry Park. Mr. Martinez said with 4 bays, a facing onto Cherry Park was not feasible. He said with three bays, entering onto Cherry Park was a possibility. He said he will work on this station some more and possibly re-orient the structure to open onto Cherry Park with a 4 bay station.

After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** to approve the preliminary drawings for new fire stations at Bridgeland site, Cherry Park site, Wortham site and a Station 7 renovation with suggested modifications and Board input. After discussion, the Motion was approved by a vote of 4 to 0.

The Board first addressed approval to solicit proposals for Construction Manager at Risk services related to construction of new fire stations at Bridgeland site, Cherry Park site, Wortham site and a Station 7 renovation, and

determine the timing of said projects as a combined project or separate projects. The Board discussed doing the project under a single contractor umbrella or breaking up the projects. Mr. **DeBOER** said he thought a single CMAR made most sense. After review, Motion was made by Mr. **DeBOER**, seconded by Ms. **DAVIS** to approve for the architect to solicit proposals for Construction Manager at Risk services related to construction of new fire stations at Bridgeland site, Cherry Park site, Wortham site and a Station 7 renovation, and that the projects would be carried out as a single CMAR contract. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed pending insurance claims regarding flood damage caused to District facilities (9520 Telge and 9630 Telge), including making determination on remediation and restoration of building structure and interior, including flooring and walls. There was discussion on who was handling the claim and coordination with the insurance adjuster. Mr. Williams said he was working on it but it was taken away by Commissioner Avery. Ms. **AVERY** said she stepped in because it seemed the paperwork was not being done correctly and the adjuster was not receiving the information needed. Ms. **DAVIS** said that decisions such as removing flooring and changing from carpet to tile inside the buildings was a Board decision not a Department of District Managing Director. Mr. **DeBOER** said whatever the problem, there needs to be a single point of contact on the claim. He said he would do it and after review, Motion was made by Mr. **DeBOER**, seconded by Mr. **JANUSAITIS** to approve for there to be a point of contact with the insurance company and adjuster and the damage appraisals. After discussion, the Motion was approved by a vote of 4 to 0. Ms. **AVERY** asked if Mr. DeBoer would carry out that task and Mr. DeBoer said he would.

The Board then addressed adoption of the District 2016 Property Tax Exemptions. Counsel said he had presented a summary of exemptions and valuations at the April meeting when action was tabled. The Board discussed the current 5% homestead exemption. Mr. **DeBOER** and Ms. **AVERY** said that the

District current resources and expected revenues would justify a 10% homestead exemption. Ms. **DAVIS** said this was the first years of homestead exemption for the District and with the future of sales tax revenue uncertain that keeping a 5% exemption made sense. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** to approve a 5% general homestead exemption and a \$160,000.00 over-65 and disabled exemption. After discussion, the Motion was approved by a vote of 4 to 0.

The Board addressed employee review matters (District Managing Director)

The Board entered executive session at 5:10 p.m. pursuant to Section 551.074 Government Code, to discuss employee review matters.

The Board re-entered open session at 5:50 p.m.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 5:51 p.m.

Secretary of the Board