

**MINUTES OF THE FEBRUARY 25, 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 February 25, 2016, at the administrative offices of the District, 9630 Telge Drive, Houston, Texas 77095.

The meeting was called to order at 6:09 p.m. by **JEREMY M. MARTINSON**, President. Those Commissioners present were **JEREMY M. MARTINSON, ROBERT JANUSAITIS, and BETTY BOREN AVERY**. 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, **MARISSA NORRIS, 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 architect. Also present were candidates for the upcoming May 7, 2016 District Commissioner election: David Langenberg and Mark Bitz.

Ms. Avery delivered an invocation.

The Board received public comment. Colleen Vera spoke about elections and provided a sample of an ISD website election information page.

The Board addressed the commissioner election for May 7, 2016 for two seats. Counsel presented an Amended Election Order. Counsel reported that the precinct designations were revised to reflect the county's re-organized precinct alignment. He noted that this may not be the final revision from the county. During discussion, it was confirmed that Precinct 921 was absorbed into another precinct. After review, Motion was made by Ms. **AVERY**, seconded by Mr. **JANUSAITIS** to approve the Amended Election Order for the May 7, 2016 election for two seats on the District Board. After discussion, the Motion was approved by a vote of 3 to 0.

Counsel discussed the candidates drawing for ballot positions. It was noted that there are in fact five candidates for the election: Roy Eriksen; David Langenberg; Mark Bitz; Bob Janusaitis; Steven Jackson. Counsel stated the

candidate drawing for position on the ballot will be held on February 29, 2016, at 11:00 a.m., at the District admin building at 9630 Telge, Houston, Texas 77095.

The Board addressed the Minutes of the January 21, 2016 regular meeting. After review, Motion was made by Ms. **AVERY**, seconded by Mr. **JANUSAITIS** to approve the Minutes. After discussion, the Motion was approved by a vote of 2 to 0 (Mr. Martinson abstaining due to his absence from the prior meeting).

The Board then received a Financial Report from **MARISSA NORRIS**, of **MYRTLE CRUZ, INC.**, the District's bookkeeper. Ms. **NORRIS** noted the operating account balance following the prior meeting of \$8,033,185.30, the receipt of tax revenue in the amount of \$6,839,763.61, tax penalty and interest in the amount of \$4,424.87, sales tax receipts of \$2,765,026.32, interest of \$7,447.87, and ambulance reimbursement for the Department emergency medical services of \$418,251.54. Ms. **NORRIS** said that dispatching fees of \$1,600.00 was received, Jersey Village radio contract payment of \$1,112.50 was received and other income of \$11,088.43 (sale of surplus equipment by the Department). Thereupon, after review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **AVERY** to approve the Financial Report. After discussion, the Motion was approved by a vote of 3 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 District investments. Ms. **NORRIS** said no action was required at present

The Board then addressed action on District depository pledge agreements. Ms. **NORRIS** said there was no new action.

The Board then addressed administrative bills and commissioner fees as set forth in the Financial Report. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **AVERY** to approve the payment of District

administrative bills and commissioner fees. After discussion, the Motion was approved by a vote of 3 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 \$1,989,164.00. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **EVERY** to approve the payment of Department Operations. After discussion, the Motion was approved by a vote of 3 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 \$40,135.72 (previously scheduled budgeted capital funding). After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **EVERY** to approve the payment of Department Capital. After discussion, the Motion was approved by a vote of 3 to 0.

The Board addressed revisions to the District 2016 budget. Ms. **NORRIS** 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.

The Board then addressed the KPI's for the District-Department service evaluation. This item was tabled for a future meeting.

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 the matter was still under review by the county.

The Board then addressed an agreement with other Harris County ESDs for election equipment maintenance and storage prior to and following the May 2016 election and for the transfer of election equipment from Klein VFD Station to private facility. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **EVERY** to approve making an agreement. After discussion, the Motion was approved by a vote of 3 to 0.

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

Mr. Williams reported that from prior approvals most of the facility locks were re-keyed; the concrete work is done; the surplus generator was sold back to the vendor, and the District received a \$3,000.00 credit on the new order and the vendor took the unit.

The Board received a report from District architect, Ricardo Martinez, and an update on 2016 construction projects.

Mr. Martinez reported that the Cherry Park plat is done. He said as requested, he reviewed the development options. He presented the options:

Option 1 – (4) Bay Drive-thru with access onto Trailside Drive;

Option 2 – (4) Bay Back-in without access onto Trailside Drive;

Option 3 – (3) Bay Drive-thru without access onto Trailside Drive.

~~the plat revises the proposed station from a 2-bay station to a 3-bay station.~~ He said the plat also would creates a ~~€~~Trailside easement for the an abandoned adjacent road if the county abandons that road.

Mr. Martinez said the anticipated Bridgeland station would be a 5-bay station.

Mr. Martinez said that the Station 7 renovation could provide possible additions to the current station. He said a variance for the entrance might be required.

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 the one request was covered under Agenda Item 19.

The Board then addressed approvals (Agenda Item 19):

Emergency Requests

1. Cummins Southern Plains, Engine brake output actuator repair RE2, \$2,205.78

After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **AVERY** to approve the item listed. After discussion, the Motion was approved by a vote of 3 to 0.

Budgeted Capital Expenditures

1. Professional Ambulance, Stryker Power Pro Stretcher, \$16,205
2. Delta, Bunker gear coats (33 & pants (34) bid items, \$65,617

After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **AVERY** to approve the items listed. Ms. **AVERY** asked questions about the number and for whom was the PPE, and how much is held in reserve. Chief Ramon provided information. After discussion, the Motion was approved by a vote of 3 to 0.

Operations Within Budget

1. Comerica Bank Payroll taxes 02/03/16 \$110,000
2. Comerica Bank Payroll taxes 02/17/16 \$110,000
3. Multiple, Waterous Mechanics Seminar, \$3,800
4. Multiple, Southwest EVT Conference, \$4,721
5. Multiple, ABC Billing Conference, \$1,625
6. SFFMA, SFFMA Dues, \$2,760
7. SFFMA, Certification costs, \$4,125
8. Multiple, Texas EMS Educators Conference, \$1,874
9. Multiple, IWCE Conference, \$6,367
10. Tritech, Annual strus server support, \$9,440
11. CDW, Fortinet Annual dispatch firewall renewal, \$2,368
12. Active 911, Active 911 renewal, \$3,630
13. ABIP, 401K Audit, \$10,000
14. ABIP, Financial Audit, \$30,000
15. Multiple, FDIC, \$2,744

Ms. **AVERY** asked to pull items 6-7. After review, Motion was made by Ms. **AVERY**, seconded by Mr. **JANUSAITIS** to approve items 1-5, 8-15. After discussion, the Motion was approved by a vote of 3 to 0.

The Board reviewed items 6-7. Ms. **AVERY** asked Chief Ramon to explain the difference in the number of people listed between the two items – annual membership renewals for duty crew with names listed (paid staff) and new membership dues to join the SFFMA (duty crew- paid staff) with no names attached. Ms. Avery stated that volunteers are under SFFMA and paid staff are under TCF. Commissioner Avery said she understands the difference between the two organizations. Ms. **AVERY** said because the part-time paid people were under of the Texas Fire Commission, why was there a separate membership for them in SFFMA. Chief Ramon said that this was a benefits issue because the benefits of the paid personnel from their home fire department would not cover

injuries or death events while on the job for the Department. Counsel said it seemed similar to the Lake Worth VFD incident when part-time Fort Worth FD firefighters' working for Lake Worth VFD were killed in the line of duty and they were denied such benefits. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **AVERY** to approve items 6-7. After discussion, the Motion was approved by a vote of 2 to 0 (Ms. Avery abstaining).

30 Day Notice

1. Lucas devices, \$125,071.64

Chief Ramon said the Lucas device was an improvement for the Department over the Auto Pulse device. She said the Lucas device accommodated larger patients and seemed a better fit for the Department. There was discussion on bidding and Chief Ramon said the Department would solicit proposals based on the desired specifications. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **AVERY** to approve the 30-day request and for bidding. After discussion, the Motion was approved by a vote of 3 to 0

Request for disposal of gear to Texas Forest Service VFD Helping hands Equipment Program

After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **AVERY** to approve the request. After discussion, the Motion was approved by a vote of 3 to 0.

The Board addressed approval of requests to solicit bids and proposals and to approve awards following bids and proposals. Mr. **MARTINSON** said there were none.

The Board re-addressed items 14 and 15 under Operations Within Budget. The Department was requested to include a YTD summary under the financial reports covered by those items.

The Board tabled reviewing a policy on bidding procedures.

The Board tabled reviewing placing a public information tab on the District website.

The Board then addressed installing cameras at Dispatch. Mr. Williams said that he received a quote for a turn-key cost of \$6,187.84. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **AVERY** to approve purchase and installation of cameras at Dispatch. After discussion, the Motion was approved by a vote of 3 to 0. Counsel said he would coordinate the Form 1295 with the vendor and Mr. Williams.

The Board tabled review of the First Watch program to allow participation by the whole Board.

The Board addressed building a fence around the Station 12 dumpster. Mr. Williams said the fence would be 54 linear feet. He said he proposed contracting with Griffin Fence Co. After review, Motion was made by Ms. **AVERY**, seconded by Mr. **JANUSAITIS** to approve the fence building. After discussion, the Motion was approved by a vote of 3 to 0. Counsel said he would coordinate the Form 1295 with the vendor and Mr. Williams.

The Board reviewed the request for additional approval for the Saylor safe and re-keying program for facilities: Station 2 (\$375.00); Station 9 (\$115.00); Maintenance Shop (\$587.20); electric door locking system replacement because electric doors cannot be re-keyed (\$2,000.00); breezeway door for added security (\$587.20). Mr. Williams said the total price is \$3,664.40. Ms. **AVERY** asked about Station 98 (Auxiliary), and the Ops building. It was noted that Station 98 was a new key system from the prior renovation and the Ops building had all individual keys. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **AVERY** to approve the addition to the Saylor safe and re-keying program for \$3,664.40. After discussion, the Motion was approved by a vote of 3 to 0. Counsel said he would coordinate the Form 1295 with the vendor and Mr. Williams.

The Board received an update on the Department EMS patient satisfaction program. The Department reported there were no program changes and the processing was going well.

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

The Board entered executive session at 7:40 p.m. pursuant to Section 551.072 Government Code, to discuss real estate matters with attorney.

The Board re-entered open session at 7:45 p.m.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 7:46 p.m.

Secretary of the Board