

**MINUTES OF THE MAY 19, 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 May 19, 2016, at the administrative offices of the District, 9630 Telge Drive, Houston, Texas 77095.

The meeting was called to order at 6:00 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 was Ricardo Martinez, District architect.

Ms. Avery delivered an invocation.

The Board recognized Commissioner **SUZANNE DAVIS** who is ending her term of office on the Board after deciding not to seek re-election. Ms. Davis was presented with plaques to recognize her tenure on the Board. Ms. **DAVIS** thanked the District Board and the Department.

The Board addressed the New Commissioner Packet. Counsel said he reviewed the brochure and made edits. Ms. **AVERY** said there was additional tweaking and Counsel said he would incorporate the revisions. Counsel said he provided the revised draft to recently elected commissioner David Langenberg. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **JANUSAITIS** to approve the revised draft commissioner information packet. After discussion, the Motion was approved by a vote of 5 to 0.

The Board received public comment. Colleen Vera said she appreciated the manner in which the District conducted the election, especially the mail ballots procedures. Counsel said this was the first automatic mail ballot election for the District and the attorneys and staff at his office worked very hard on the

election. Counsel also thanked Alan Vera for his valuable input regarding the new mail ballot election procedure information. David Wilson commented that the District has committees and a committee agenda item but there have been no recent reports.

The Board addressed the Minutes of the April 13, 2016 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 addressed the Minutes of the April 21, 2016 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 May 12, 2016 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 4 to 0 (Mr. Martinson abstaining due to absence at that meeting).

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 \$9,855,252.76, the receipt of tax revenue in the amount of \$225,168.94, tax penalty and interest in the amount of \$2,637.91, sales tax receipts of \$2,312,856.67, interest of \$8,748.07, and ambulance reimbursement for the Department emergency medical services of \$499,828.09. Mr. **RUSSELL** said that dispatching fees of \$1,800.00 was received, Jersey Village radio contract payment of \$2,787.50 was received and false alarm fees of \$250.00 was received. There was no balance sheet presented at this meeting. Thereupon, after review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **DAVIS** to approve the Financial Report. 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 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 no action was required at this time.

The Board tabled the District 2015 audit which has not yet been received.

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 \$1,986,007.00. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Ms. **DAVIS** 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 \$294,427.08 (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 2016 budget. Mr. **RUSSELL** said there were none.

Mr. **RUSSELL** did request elimination of the long term budget report form (page 2 of the Budget report). He said the long term budget report does not detail any information that is not readily presented in the regular Financial Report. Ms. **AVERY** said the change would simplify the report. After review, Motion was

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

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

The Board addressed sales tax matters. There was no report.

The Board then addressed the KPI's for the District-Department service evaluation. Ms. **DAVIS** asked what was the status. Chief Ramon said the report was nearly complete but they were waiting on statistical information from Intermedix, the EMS billing company. Ms. **DAVIS** said that now with First Watch coming into play as a useful tool, First Watch information should be made a part of the KPI program. There were no FIRE KPI's presented to the District Board.

The Board then addressed E-View traffic preemption equipment and 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 items were tabled.

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

Mr. Williams and Mr. **DeBOER** reported on the water damage to 9520 Telge and 9630 Telge. Mr. **DeBOER** said he was coordinating with the insurance company for the repair work.

Mr. Williams said KPI work was held up due to the flooding. Ms. **EVERY** asked for a status report on various matters:

1) Dispatch – Gate – add camera - started December 2015 – not complete. Striping of concrete work Station 12 and Station 98. not complete. Mr. Williams reported on the striping work at Station 12 and 98. He said the Department was coordinating that work.

2) Landscape & Sprinkler at Station 12 – Ms. **EVERY** said the bid that Mr. Williams did was incomplete, and that at Station 12, the concrete work, the

mowing at the electrical pole, and the fencing of the garbage container, and work at the landscaping and sprinkler system were incomplete.

- 3) Update HCAD records for three properties: 1197280000011; 1198920010001; and 1233990010001

The Board received a report from District architect, Ricardo Martinez, and an update on 2016 construction projects. Mr. Martinez reported that the revised architectural and engineering plans were prepared following the prior District meetings on the subject;

Mr. Martinez said that more beds were added to Station 7 along with sprinklers.

Mr. Martinez said that the revised developer utilities plans for Station 13 indicated the water and sewer connections were to be made on the west part of the property instead of at Westgreen. Mr. Martinez said he wanted to review the cost involved in the westside connections.

Mr. Martinez said that the plans were revised for Station 9 (Cherry Park) with a reorientation of the building to open onto Cherry Park while still keeping a 4-bay station. Mr. Martinez also said he spoke with consulting engineer Hieu Hart regarding 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. Mr. Martinez said they were expecting word from the county soon.

The Board addressed action on approval of the construction plans for Stations 2, 7, 9, 13 as now prepared by Mr. Martinez. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **JANUSAITIS** to approve the proposed plans. After discussion, the Motion was approved by a vote of 5 to 0.

Mr. Martinez said he would proceed with the CMAR solicitation. He asked who would be the Board contacts on the CMAR solicitation and review. Mr. MARTINSON said himself and Mr. DeBOER would be the Board committee to work with the architect.

Mr. Martinez said he would proceed with the CMAR solicitation and he outlined the process. He asked who would be the Board contacts on the CMAR

solicitation and review. Mr. **MARTINSON** said himself and Mr. **DeBOER** would be the Board committee to work with the architect.

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 or requests for the sale of surplus vehicles and depleted equipment. Chief Ramon said there were none.

The Board then addressed approvals (Agenda Item 23):

Emergency Requests

1. Siddons Martin Transmission Cooler, E-11, \$2,221.72
2. Suncoast Resources, Oils to top off bulk tanks, \$6,182.50
3. Pearland Alternator, Alternators for medic units due to flood waters, \$3, 960
4. Copeland International, Allison transmission fluid 55 gallon drum, \$2,295
5. Houston Freightliner, Engine repair due to flood damage, \$19,624.98
6. Houston Freightliner, Injector harness and install radiator, \$5,829.04
7. Siddons Martin, Radiator E-6, \$3,117.10
8. Stewart & Stevenson, Replace engine ECM, flood damage TW-10, \$3,568.90
9. Houston Freightliner, Replace bad injectors and EGR – E-6, \$4,807.04
10. Copeland International, Overhaul transmission, flood damage M-4, \$4,945.09
11. Stewart & Stevenson, Engine MCM computer and wiring harness – Flood, E-3, \$3,143.94

Ms. **AVERY** asked if items 2 and 4 were flood related. Chief Ramon said they were. 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.

Capital Expenses

1. Safety Vision, New front view cameras, heavy apparatus w/o IR (bracket, cable, labor), \$4,369.00

After review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER** to approve the item listed. After discussion, the Motion was approved by a vote of 5 to 0.

Budgeted Expenses

1. Comerica Bank – Payroll taxes, 2 weeks end 05/11/16, \$110,000
2. Comerica Bank – Payroll taxes, 2 weeks end 05/25/16, \$110,000
3. Schubot Law Firm, Legal services, April 2016, \$3,354.00
4. William Stutler, SFFMA Certification Board meeting travel, \$639.00

5. Multiple Travel – Train the Trainer, Traffic Incident Management, 4 persons, \$500.00
6. Pearland Alternator, Alternator and regulator assembly, \$2,954.00
7. APCO International, Comm Supervisor Course, 2 persons, \$878.00
8. Priority Dispatch EMD/EFD Certifications, 3 employees, \$3,040.00

Ms. **AVERY** asked if item 6 was for Rescue 8. Chief Ramon said yes. After review, Motion was made by Mr. **DeBOER**, seconded by Ms. **DAVIS** to approve the items listed. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed ISO matters. Mr. Williams said he has made contact with consultants in the field. After review, Motion was made by Ms. **AVERY**, seconded by Mr. **DeBOER** to approve for Mr. Williams to solicit proposals for a District-wide ISO review. 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. Chief Ramon and the Board recognized the good work being done by Asst. Chief-EMS Courtney Johnson in this area. Asst. Chief-EMS Johnson said that a full-time CQI assistant has been put in place for fire, first responder, and EMS responses. Some statistics she cited were airway success rate of 35% and defibrillator success rate of 65%.

Chief Ramon requested if Agenda Item 21 (approval of sale of surplus vehicles and depleted equipment) could be re-opened. Without objection, the Board addressed a request for approval of the sale of surplus vehicles and depleted equipment. Chief Ramon said the Department was requesting approval to sell depleted Toughbooks laptops computers. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** to approve the request. After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed committee reports. Mr. **DeBOER** reported on the flooding repairs and his work with the insurance carrier and contractor. There was discussion about cost, flooring and adding drainage repairs to help limit future flooding and repair past damage. The Board reviewed selection of wood flooring, tile or carpeting. The consensus was that all but carpeting had a level of

noise. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** to move ahead with the repairs, using carpeting and approving incurring a cost for the repairs and added drainage work and other items identified in the inspections of up to the amount of the insurance coverage plus \$30,000.00. After discussion, the Motion was approved by a vote of 5 to 0.

The Board entered executive session at 7:16 p.m. pursuant to Section 551.074 Government Code, to discuss employee review and compensation matters.

The Board re-entered open session at 7:40 p.m.

The Board reviewed engagement of a personnel agency to fill the District Manager vacancy. Counsel presented a sample of local companies in the field. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** to approve authorizing Counsel to engage Burnett Solutions to assist with filling the District Manager vacancy. After discussion, the Motion was approved by a vote of 5 to 0.

The Board reviewed employee compensation. After review, Motion was made by Ms. **DAVIS**, seconded by Mr. **JANUSAITIS** to approve implementing a revised salary schedule for District employees. 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 7:38 p.m.

Secretary of the Board