

**MINUTES OF THE MARCH 24, 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 March 24, 2016, at the administrative offices of the District, 9630 Telge Drive, Houston, Texas 77095.

The meeting was called to order at 6:08 p.m. by **JEREMY M. MARTINSON**, President. Those Commissioners present were **JEREMY M. MARTINSON, SUZANNE DAVIS, ROBERT JANUSAITIS, and 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, **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 were Ricardo Martinez, District architect and Hieu Hart, consulting engineer.

Ms. Avery delivered an invocation.

The Board received public comment. Dave Wilson spoke about capital assets and advancing a more collaborative process on capital and operating budgeting between the Department and District. Ms. Davis expressed appreciation to the Department EMS for a recent call.

The Board addressed the Minutes of the February 25, 2016 regular meeting and January 12, 2016 special meeting. After review, Motion was made by Mr. **JANUSAITIS**, 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 **MARISSA NORRIS, of MYRTLE CRUZ, INC.**, the District's bookkeeper. Ms. **NORRIS** noted the operating account balance following the prior meeting of \$12,051,400.54, the receipt of tax revenue in the amount of \$753,668.73, tax penalty and interest in the amount of \$3,186.91, sales tax receipts of \$1,925,122.14, interest of \$7,421.89, and ambulance reimbursement for the Department emergency

medical services of \$405,399.33. Ms. **NORRIS** said that dispatching fees of \$1,540.00 was received, and Jersey Village radio contract payment of \$1,112.50 was received. She also noted the balance sheet showed total District assets at \$87,589,677.12 (\$65,448,975.12 cash/cash equivalents) short-term liabilities of \$ -0-, long term liabilities of \$ -0-, and equity of \$87,589,677.12. Thereupon, after review, Motion was made by Mr. **DeBOER**, seconded by Ms. **AVERY** 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. Ms. **NORRIS** said no action was required at this time.

The Board then addressed adoption of the District 2016 Investment Policy. The Board reviewed the 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 12 months for general/contemplated capital projects. Counsel noted that the Board had previously approved letters of credit as permitted collateral for excess deposits. Thereupon, after review, Motion was made by Mr. **DeBOER**, seconded by Mr. **JANUSAITIS** to approve the proposed 2016 Investment Policy. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed action on District depository pledge agreements. Ms. **NORRIS** said action was required regarding a DPA with Compass Bank and the designation of the Federal Reserve Bank of Dallas as the safe-keeping institution. Counsel said that the Agreement was acceptable but a

Form 1295 was not yet completed and the Board can take up this matter at the next meeting.

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. **DeBOER** 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 \$1,842,104.00. 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 \$37,902.08 (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. Ms. **NORRIS** said there were none.

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The Board addressed sales tax matters. Counsel asked for authorization to change the address for receipt of State Comptroller written reports from Counsel's office to the District admin address at 9630 Telge, Houston, Texas 77095. After review, Motion was made by Mr. **DeBOER**, seconded by Ms. **AVERY** to approve the request and authorization. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed the KPI's for the District-Department service evaluation. The Board received a report and power-point presentation from

consultant Steve Ferguson. He said this was the final report on the pilot program for the establishment of the contractual KPIs for the District and Department. Among the items highlighted by Mr. Ferguson were: creation of the program similar to First Watch with software and product related to providing the Dispatch CAD system with information retrieval and real-time monitoring of incident responses program and discussion if the program should continue as a permanent part of the operation; review of volunteer staffing models for emergency service organizations; response models and expansion of response capabilities and demands; financial review and demands for the future. Ms. **DAVIS** said this was a very good report and said the KPI committee worked hard. She said the KPI group should stay active in some manner even after adoption of the KPI outline. Ms. **DAVIS** said she was impressed with the First Watch-type concept and hoped it was included in the KPI evaluations.

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 had a meeting with the Assistant County Attorney and County Fire Marshall on the subject. Counsel reported that county personnel, including representatives from county infrastructure and Transtar, were going to meet to discuss the program to address the systems that would be authorized on the county roads and expansion of the system into the District area.

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

Mr. Williams reported that the fences at Station 12 were completed. He also said that the generators were all installed and tested and were operational. Mr. Williams reported that the new Commissioner packet was being finalized.

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 they reviewed the plans for Station 9 as a 4-bay station with drive through bays, but the ladder truck would not have enough space to turn completely on the apron. There was

discussion about the possibility of an abandonment of an adjoining county right-of-way which, if done with some of the land coming to the District, would provide the space needed for the ladder truck turning radius. Ms. **AVERY** said she has discussed the matter with PID and the matter of abandonment was tabled at the last PID meeting. 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 that if abandoned the District would likely receive one-half of the right-of-way area, but it was possible to arrange with the county and other adjacent landowner for the District to receive more to accommodate the emergency services provided at the site.

The Board then addressed approval of a resolution approving the District's joinder and ratification of Bridgeland's annexation petition to MUD 489. Counsel explained that the annexation process was commenced by the developer prior to the District's purchase of the Bridgeland site. Mr. Martinez said this was necessary and beneficial for the District site to be included in the MUD service area for water and sanitary sewer service. There was a question of any cost to the District and Counsel said there was no annexation cost and the District was a tax exempt entity.

Mr. Martinez reported that the Cherry Park plat is done and the Bridgeland plats were done and ready for District approval. Counsel said these would be agenda items on a future meeting after the plats are ready for review by the Board.

Mr. Martinez addressed the anticipated Bridgeland station. He stated that the station will occupy approximately 19,000 square feet on a single story and have 4-5 apparatus bays.

The Board then addressed a public announcement regarding the anticipated Bridgeland station. Counsel said he was contacted by a Bridgeland rep who wanted to prepare an announcement. There was discussion about the contents of the announcement and Counsel was asked to convey the following: that Harris County Emergency Services District No. 9 plans to construct an emergency services facility for fire suppression, EMS and rescue services on the

Bridgeland site; that the Cy-Fair Volunteer Fire Department will provide the emergency services; that the facility will be located on a 2.02 acre tract, just north of Fry Road and Bridgeland Creek Pkwy, and will occupy approximately 19, 000 square feet on a single story and include 4-5 apparatus bays, living quarters, a training/conference room. The Board said it also wanted the announcement to say that all persons interested in volunteering and joining the Fire Department for a very meaningful and rewarding endeavor are encouraged to apply to the Fire Department. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER** to approve the contents of the announcement as set out in the discussion. After discussion, the Motion was approved by a vote of 5 to 0.

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 23.

The Board then addressed approvals (Agenda Item 22):

Emergency Requests

1. Chastang Ford, Evaporator Core M-6, \$2,513.01
2. Joe Myers Ford, Replace failed ABD/TRAC Control DC3, \$3,141.07
3. North Point Air, HVAC repairs to server room, \$2,570.60

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.

Capital Requests

1. Collective Data, Additional licenses for collective data (5 pack), \$6,000
2. CDW, Laptops (7), Desktops (10), Mini-Desktops (5), Monitors (16), \$32,565
3. Canon USA, Copier for 9520 Telge, \$9,919

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

Operations Requests

1. Comerica Bank, Payroll taxes 03/0/16, \$110,000
2. Comerica Bank, Payroll taxes 03/16/16, \$110,000
3. Comerica Bank, Payroll taxes 03/20/16, \$110,000
4. Siddons Martin, Boom support TW10, \$2,687
5. Firehouse Software, Annual support, \$5,355
6. Multiple, Int'l Public Safety Consortium (2), \$3,959
7. Verizon Wireless, Replace outdated smartphones (56), \$7,419
8. Multiple, Image Trend Conference (2), \$3,972
9. Agency 360, Field Training Tracker Service, \$3,291
10. Schubot Law Firm, Law services, \$5,188
11. MES, Replace outdated PFD's(18), \$3,744
12. Alertall, PR Supplies, \$5,700

Ms. **AVERY** asked to pull item 7 for discussion. Under Item 7, there was discussion about the type of phone in question and how the I-Phone 5 and I-Phone 6 compared for use by the Department. After review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER** to approve items 1-12. 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:

30 Day Notice

1. Medic units

Chief Ramon said the Ford Motor Company was stopping production of the F-550 as of March 31, 2016. She said the medic units were in the 2017 budget but due to the product discontinuance the Department was moving up the request. The Chief said the Department was making the request and asking for the 30-day notice period to be waived so the order can be placed prior to product discontinuation. Ms **AVERY** asked about the cost because it seemed the budget had a \$1 million line item for the ambulances. Chief Ramon explained that this amount was for the total ambulance cost for new ambulance (\$549,734.00) and the re-chassis of current units (\$598,320.00). After review, Motion was made by Mr. **JANUSAITIS**, seconded by Mr. **DeBOER** to approve the request and waive the 30-day notice period for a total of \$1,150,054.00 for two new Hortons on a F-

550 platform, plus four re-chassised units. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed ISO matters. There was discussion about when ISO may return for evaluation and when the District would look to request a new review. Counsel said whichever path was looked at there must be a consultant engaged to assist in a review prior to an ISO inspection. Ms. **EVERY** said she asked for this item and wanted to be sure that the District and Fire Department were prepared. She said that the Texas Department of Insurance had sent out a memo on inspections.

The Board tabled reviewing a policy on bidding procedures. There was no discussion and the Item was deleted.

The Board tabled reviewing placing a public information tab on the District website. There was no discussion and the Item was deleted.

The Board addressed review of a First Watch-type program. There was discussion and all expressed support for this type of program. Counsel requested information on bidding and sole source determination. Chief Ramon asked to withdraw the Item until these questions can be addressed by the Department and Mr. Williams.

The Board received an update on the Department EMS patient satisfaction program.

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

Without objection, the Board entered executive session at 7:48 p.m. pursuant to Section 551.072 Government Code, to discuss employee review matters.

The Board re-entered open session at 7:56 p.m.

The Board addressed employee review matters. Mr. **MARTINSON** appointed Ms. Davis and Mr. DeBoer to a committee to conduct employee reviews and meet with District employees.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 7:57 p.m.

Secretary of the Board