

**MINUTES OF THE NOVEMBER 17, 2016 MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 9**

A meeting was duly called of **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 9**, which was held on November 17, 2016, at the administrative offices of the District which are located at 9630 Telge Drive, Houston, Texas 77095.

The meeting was called to order at 6:00 p.m., by **ROBERT JANUSAITIS**, President. Those Commissioners present were **ROBERT JANUSAITIS**, **SCOTT DeBOER**, **DAVID LANGENBERG**, **JEREMY M. MARTINSON** and **BETTY BOREN AVERY**. Also present were **AMY RAMON**, Fire Chief, 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, **IRA COVELER**, of Coveler & Katz, P.C., the District's Counsel, and members of the public. Also present was **BRAD DILL** of BD Realty and member(s) of the department and the public. Mr. **RICARDO MARTINEZ** of Martinez Architects, LLC entered the meeting at 6:55 p.m.

The commissioners and other persons present at the meeting joined together in reciting the Pledge of Allegiance of the United States and the Pledge of Allegiance to the Texas state flag. Ms. Avery delivered an invocation.

The Board received public comment. David Wilson said there was a question about the insulated cups saying they are "a bit much". Mr. Wilson stated that these cups should not be participation trophies.

The Board next addressed the Minutes of the October 20, 2016 regular meeting. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **MARTINSON** 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 was \$3,607,176.92, the receipt of tax revenue in the amount of \$5,610.42, tax, sales tax receipts of \$2,404,728.15, interest of \$4,267.89, and ambulance reimbursement for the Department emergency medical services of \$837,963.56. The balance sheet presented at this meeting showed assets of \$111,378,490.57 (\$64,205,000.57 cash), liabilities of -0-, and equity of \$111,378,490.57. Mr. Russell also reported that Certificate of Deposit ("CD") Rates were going up slightly. Thereupon, after review, Motion was made by Mr. **DeBOER**, seconded by M. **AVERY** to

approve the Financial Report, including the four checks for water bill payments not appearing on the report. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed District investments. No action was required at this time.

The Board then addressed administrative bills and commissioner fees as set forth in the Financial Report. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **LANGENBERG** 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 issue of attendance at conferences and related expense reimbursement procedures and adoption of uniform reporting form. No requests placed at this time.

The Board 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 \$1,937,000.00. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **LANGENBERG** 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 \$23,891.85. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **MARTINSON** to approve the payment of Department Capital and the expense reimbursement. After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed revisions to the District and Department 2016 budgets. Mr. Russell and Chief Ramon stated that there were none requested.

The Board held on agenda item 10, report from Karina Martinez, the District Administrative Assistant, as none was presented.

Ricardo Martinez, District Architect was not present at the meeting and without objection, the Board moved to agenda item 13.

The Board then addressed matters relating to JE Dunn as CMAR for District station projects (Station No's 2, 7, 9, 13). No action taken.

The Board then addressed the funding for anticipated 2016 construction projects (Station No's 2, 7, 9, 13). No action taken.

The Board then addressed agenda item 17, receive a report from Brad Dill of BD Realty.

The District then addressed the Cherry Park property development and road abandonment. No action taken.

The Board addressed revisions to the District and/or Department 2016 budget and 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 other than set forth in Agenda item no. 21.

The Department notified the Board they had provided the HVAC systems report previously received from Joseph Jones of Kilgore Industries to the current HVAC representative for the Department. They further stated that they were awaiting a proposal and/or other additional information regarding needed modifications to the HVAC systems at the various fire stations. No action taken.

The Board took no action regarding agenda item 20 addressing a proposed Interlocal Agreement with Harris County to allow for the District to install E-View traffic preemption equipment at selected traffic signals on the county roads in the District. Mr. Coveler continues to work on the Agreement.

The Board then addressed approvals of Department requested purchases (Agenda Item 21):

EMERGENCY REQUESTS

- a. Siddons Martin, Repairs found during annual inspection, \$5,744.01
- b. North Point Air & Heat, Repair on evaporator coil in radio room HVAC, \$2,800.00
- c. Cummins SO Plains, Replace PTO generator – RR-1 (flood damage from April), \$5,873.81
- d. Heitman, Repair damage – RE-3, \$8,000.68

A Motion was made by Ms. **AVERY**, seconded by Mr. **LANGENBERG** to approve emergency requests a through d. After discussion, the Motion was approved by a vote of 5 to 0.

CAPITAL EXPENDITURES

- e. Evolve, Station 3 generator riser addition, \$5,884
- f. OTE International Holdings LLC, OTE temperature controlled medical storage cabinets (21 vehicles, 13 station), Sole Source, \$86,848

A Motion was made by Mr. **DeBOER**, seconded by Mr. **MARTINSON** to approve the capital expenditures e and f and presented. After discussion, the Motion was approved by a vote of 5 to 0.

OPERATIONS REQUESTS

- g. BB&T Bank, Payroll Taxes 2 Weeks End 11/09/16, \$135,000
- h. BB&T Bank, Payroll Taxes 2 Weeks End 11/23/16, \$135,000
- i. Ice Express, Snow Party, \$6,400
- j. Pierce/Martin, Aerial preconstruction inspection trip (3 persons, 5 days), \$3,650
- k. ESRI ARCGIS Desktop, Basic and Standard single use primary maintenance (2017 budget purchase), \$2,300
- l. Alert-All, Cappy Fire Dog school kit/plastic fire hats (2500), \$5,600
- m. Vorys, Sater, Seymour, Legal services for September 2016; \$3,095
- n. Operative IQ, Narcotics tracking license, onsite training, and equipment, \$12,279
- o. Chameleon Precision Koatings, 20 oz cups with CVFD emblem for banquet (650), \$20,118

After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **LANGENBERG** to approve the operation requests presented. After discussion, items g, h and j through n were approved by a vote of 5 to 0 and item o approved by a vote of 3 to 2. Item “i” was not approved and Chief Ramon stated that it was not intended that this be included in the approval package.

CAPEX

No requests submitted

DISPOSALS - HEALTH AND SAFETY CODE §775.251

No requests submitted

The Board then addressed other requests for bids and proposals and purchases. The following items were presented: Safety Vision Replacement cameras on remounts M-6 & M-9; Stryker Fowler oxygen bottle holder (19); Main Event member appreciation night not to exceed \$60,000, excluding alcohol. Ms. **AVERY** is opposed to buying alcoholic beverages for the Emergency Services Providers (Fire, EMS and Administrative Staff). Chief Ramon assured that all kind of drinks would be included for the drink tickets, not strictly alcohol. After review, Motion was made by Mr. **LANGENBERG**, seconded by Ms. **AVERY** to approve the requests noting the drink tickets would be accepted for soda, smoothies, shakes, etc., excluding alcoholic beverages. After discussion, Motion was approved by a vote of 5 to 0.

The Board then addressed the 2017 Budget Submission from the Department. Mr. **DeBOER** expressed the need to cut the budget by \$2 million as it is too high. Cost increase related to number of new-hires and tools. Chief Ramon explained that the EMS increased with the addition of the two new Medic units and other budget costs and additional tools for the new apparatus expected in 2017/2018. Chief Ramon stated that the Department had cut areas of its budget, also. Mr. **DEBOER** finds it necessary to rely more on volunteers to which Chief Ramon added how replacements cannot be found and trained as quickly as those leaving. After review, Motion was made by Mr. **LANGENBERG**, seconded by Mr. **MARTINSON** to approve the Department 2017 Budget as submitted. After discussion, Motion was approved by a vote of 5 to 0.

The Board then addressed ISO matters. Chief Ramon finished the sprinkler system spreadsheet for ISO. ISO will now do inspections of those commercial buildings listed with automatic sprinkler systems that are currently not receiving credit.

The Board held on District committees as no reports were received.

The Board addressed a District level Challenge coin. Mr. **LANGENBERG** would like the District to recognize fire department and/or District personnel for achievements. A committee consisting of Ms. **AVERY** and Mr. **LANGENBERG** will be formed to develop guidelines for awarding a coin as well as the actual design of the Challenge coin. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **MARTINSON** to approve the formation of committee and recognition coin. After discussion, Motion was approved by a vote of 5 to 0.

The Board then addressed the Motorola Software and Hardware services agreement. The Service Agreement for the hardware costs is \$270,534, which is lower than the original bid, saving the District approximately \$223,113 over the 2017 - 2019 period which, also, covers the upgrade cost of \$919,887. No action taken.

The Board then addressed the setting of future District meeting dates. The District will next meet on Thursday, December 15, 2016. After review, Motion was made by Mr. **LANGENBERG**, seconded by Mr. **MARTINSON** to meet on 12/15/16. After discussion, Motion was approved by a vote of 5 to 0.

The District architect, Ricardo Martinez, entered the meeting at 6:55 p.m.

Without objection, the Board reopened agenda items 11 and 12, reports for 2016 construction projects (Station 2, 7, 9, 13). Ricardo Martinez reported that the temporary

facility at Station 7 will be ready in December and scheduled to be torn down after Christmas. Mr. Martinez will provide the permit report. No action taken.

Discussion was held regarding the roof design and interior doors specified for these stations. Mr. Martinez stated that there were revised drawings for new fire stations. These new drawings provide that the stations are rated for 120 mph per Addendum No. 3. He stated that these drawings will be posted into the "For Construction" set of documents. He also stated that once he prints final set of drawings, his office will provide a set of documents that will be delivered to the ESD office for their use.

The Board entered closed session at 7:05 p.m. and return to open session at 7:26 p.m.

The Board then addressed agenda item 30, amend engagement for legal services to include legislative activities. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **MARTINSON** to amend the fee for legal legislative services not exceed to \$115,000. After discussion, 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 7:28 p.m.

Secretary of the Board