

**MINUTES OF THE JANUARY 19, 2017 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 January 19, 2017, 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**, and **BETTY BOREN AVERY**. Commissioner **JEREMY M. MARTINSON** was not in attendance. 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 were **HIEU HART** of Weisser Engineering Company, Inc., **BRAD DILL** of BD Realty, **RICARDO MARTINEZ** of Martinez Architects, LLC, **MICHAEL BLAKEMORE** of JE Dunn and member(s) of the department and the public.

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 opened the floor to receive public comment. Mr. Dave Wilson requested to receive the meeting packet distributed to the Board prior to the meeting.

Ms. Connie Sacco addressed the Board next. Ms. Sacco had previously briefly attend a prior board meeting and had asked to speak at this meeting. She stated that she is a parishioner with a local church and that she wanted to invite the emergency personnel of CFVFD and the Board to attend a "Blue Mass" in appreciation of the emergency personnel. It was not required to attend services at the church, but everyone was invited to attend and welcomed to be part of the services as well. Following the service, Ms. Sacco indicated that there would be lots of food for everyone to enjoy. The Board thanked her for the invitation.

Mr. Brian Altus with Multivista made a brief unsolicited business presentation and requested that the Board consider adding him to the agenda for February. His company makes a digital photographic journal of the entire construction project and ties those

photographs with the architecture plans. This system documents the entire construction process through digital images.

The Board next addressed the Minutes of the December 15, 2016 regular meeting. After review, Motion was made by Ms. **AVERY**, seconded by Mr. **DeBOER** to approve the Minutes. After review the Motion was approved by a vote of 4 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 \$2,605,354.07, the receipt of tax revenue in the amount of \$7,616,236.52, tax, sales tax receipts of \$2,057,483.71, interest of \$1,429.46, and ambulance reimbursement for the Department emergency medical services of \$644,627.41. The balance sheet presented at this meeting showed assets of \$113,971,231.72 (\$66,797,741.72 cash), liabilities of -0-, and equity of \$113,971,231.72. Thereupon, after review, Motion was made by Mr. **LANGENBERG**, seconded by Mr. **DeBOER** to approve the Financial Report. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed District investments. No action was required at this time. Mr. Russell indicated that rates were starting to creep upwards, but very slowly.

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 Ms. **AVERY** to approve the payment of District administrative bills and commissioner fees. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed the issue of attendance at conferences and related expense reimbursement procedures and adoption of uniform reporting form. Ms. **AVERY** expressed interest in attending "The Flooding Symposium". After review, Motion was made by Mr. **LANGENBERG**, seconded by Mr. **DeBOER** to approve per diem reimbursements, parking and mileage costs as presented. Ms. **AVERY** noted that there is no tuition fee for attending the course. After discussion, the Motion was approved by a vote of 4 to 0.

The Board addressed the payment of Department Operations as set forth in the Financial Report. 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 4 to 0.

The Board then addressed the payment of Department Capital funding as set forth in the Financial Report. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **LANGENBERG** to approve the payment of Department Capital and the expense reimbursement. After discussion, the Motion was approved by a vote of 4 to 0.

The Board received the report from Karina Martinez, the District Administrative Assistant.

The Board then received reports from the District architect regarding construction projects. Ricardo Martinez of Martinez Architects, LLC reported on Station 7 stating that the City of Houston and Harris County had an issue for which approval is pending. He further stated that the work had been scheduled at Station 2 to move the light pole that was in the way of the District's project. Regarding Station 13, Mr. Martinez reported the all documentation had been provided to Bridgeland and a final review for approval would take place this week. Station 9 update would be later addressed during Executive Session.

The Board took no action on agenda item 11, revisions to drawings for new fire stations.

The Board then addressed matters relating to JE Dunn as CMAR for District station projects (Stations 2, 7, 9 and 13). Mr. Coveler explained that the Guaranteed Maximum Price amendment had been extensively reviewed by Mr. Martinez and that Mr. Coveler and Commissioner Avery had spoken on several issues related to the GMP Amendment as well. After further discussion and questions from the Board a Motion was made by Mr. **DeBOER**, seconded by Ms. **VERY** to approve the JE DUNN Guaranteed Maximum Price Amendment. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed the utility capacity commitment with Harris County MUD 489 for water and sewer capacity. After review, Motion was made by Mr. **LANGENBERG**, seconded by Mr. **DeBOER** to approve the utility commitment with Harris County MUD 489. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed the utility capacity commitment with Harris County Water Control and Improvement District No. 157 for detention capacity. After review, Motion was made by Mr. **LANGENBERG**, seconded by Mr. **DeBOER** to approve the utility commitment with Harris County Water Control and Improvement District No. 157. After discussion, the Motion was approved by a vote of 4 to 0.

The Board addressed revisions to the District and/or Department budgets 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. 24.

The Board addressed the repair and replacements of the HVAC systems at various stations. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **LANGENBERG** to authorize the purchase of one (1) HVAC system for Station 11, not to exceed \$8,000. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed the repair and replacement of gate operators and related equipment at the annex building. A replacement gate operator for the dispatch center is also needed. An upgrade to the gate motor drive at Dispatch is also required, due the old motor being used when the Fencing was expanded. After review, Motion was made by Mr. **LANGENBERG**, seconded by Mr. **DeBOER** to authorize the repair/replacement of gates as presented. After discussion, the Motion was approved by a vote of 4 to 0.

The Board next addressed modifications and improvements to the District's High Water Vehicle. Mr. Chris Garcia, rescue coordinator, stated a lift gate was needed to allow elderly and disabled persons to enter and exit the vehicle safely as the truck is very high off of the ground and there is no means for such persons to climb the ladder into the truck. Mr. Garcia stated that he would also like to change the slats to aluminum and add slip skids to the flooring. Chief Ramon stated that she realized these are additional items though feels they are crucial for the most efficient use of the vehicle. There was discussion on this item. Mr. **DeBOER** stated that he wanted this project to be completed in-house by the CFVFD vehicle maintenance department. Ms. **AVERY** reminded the Board that she had requested a complete "package" when the vehicle was purchased and did not want to repeatedly be asked for additional items to be added to the truck as such requests distort the cost of the vehicle at the time of acquisition. The Board requested that the department return with additional information for consideration by the Board. No action taken on this item at this time.

The Board discussed entering an agreement with the Harris County Fire Marshal for grant radios and grant TPass devices. After review, Motion was made by

Mr. **LANGENBERG**, seconded by Mr. **DeBOER** to approve the agreement with the Harris County Fire Marshal's office. After discussion, the Motion was approved by a vote of 4 to 0.

The Board took no action regarding agenda item 23 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 is awaiting a response from Harris County to conclude the Agreement.

The Board then addressed approvals of Department requested purchases (Agenda Item 24):

EMERGENCY REQUESTS

- a. Cummins SO Plains, Replace/repair VGT Actuator-RE-1, \$2,111.14
- b. Dooley Tackaberry, Replace electronic nozzle aerial platform TW-10, \$6,335.23

A Motion was made by Mr. **DeBOER**, seconded by Mr. **LANGENBERG** to approve emergency requests a through b. After discussion, items a and b were approved by a vote of 4 to 0.

OPERATIONS REQUESTS

- c. BB&T Bank, Payroll Taxes 2 Weeks End 01/04/17, \$135,000
- d. BB&T Bank, Payroll Taxes 2 Weeks End 01/18/17, \$135,000
- e. CINTAS, Annual extinguisher inspection, \$3,680
- f. ICS, Annual software & support renewal Mitel phone systems, \$27,890
- g. TEKSYS, Annual software renewal for camera systems, \$3,248
- h. Emergency Chaplain Group, Annual fee for service (\$40/member @ 650 members), \$26,000
- i. PPE Care, Inspection/repair of boots, name plate, bunker pants, bunker coat, \$2,319
- j. Prime ITS, LOSAP report, \$4,000

After review, Motion was made by Mr. **LANGENBERG**, seconded by Mr. **DeBOER** to approve the operation requests presented. After discussion, items c through j were approved by a vote of 4 to 0.

Chief Ramon made reports to the District Board about various matters related to the operations of the Department. It was also reported that the department officer elections would take place the last two weeks in January. Mr. **LANGENBERG** asked if any particular individuals were being considered for officers. He also asked if there was a list of requirements for becoming a station officer and if variances had been approved. The Department stated that the job description(s) need to be updated to allow for out of

territory members to become officers. Commissioner Langenberg asked why two stations had no officers listed in the CFVFD Board Packet given to the Commissioners, the Department responded that the nomination process for selecting station officers was not yet concluded at the time the report was made.

The Board then addressed the solicitation/approval of bids and proposals. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **LANGENBERG** to approve the training of four (4) individuals through Blue Card Training Program at a cost of \$36,000. After discussion, the Motion was approved by a vote of 4 to 0.

The Board took no action regarding ISO matters.

Commissioner Avery reported that the District's December newsletter was posted to the website.

The Board next received a report from Commissioner **AVERY** and Commissioner **LANGENBERG** regarding the B.R.A.V.E. (Beyond, Remember, Accomplish, Virtue Exceptionalism) Award. The award would consist of a certificate and plaque. The Board discussed the criteria and standards for the award. Mr. Coveler stated that the District needed to adopt a policy regarding the standards and procedures for this award so it could be given based upon a consistent metric. The award criteria remains to be developed.

Following the discussion of the BRAVE award, the Board also discussed the challenge coins. Ms. **AVERY** stated that the coins had been ordered and received and were in Ms. Karina Martinez's possession. Mr. Coveler also requested that the District adopt a policy regarding the standards for this award.

The Board next entered closed session at 7:41 p.m. and return to open session at 8:42 p.m.

The Board went into executive session and received a report from Brad Dill of BD Realty. Following executive session a Motion was made by Mr. **DeBOER**, seconded by Ms. **AVERY** to authorize Mr. Dill to make the offers discussed during executive session regarding real estate. After discussion, the Motion was approved by a vote of 4 to 0.

During executive session, the Board addressed the Trailside Drive road abandonment issues. After review, Motion was made by Mr. **DeBOER**, seconded by Ms. **AVERY** to engage, based upon the request made by Hieu Hart of Weisser

Engineering, the geotechnical and environmental sciences consultants Ninyo & Moore in an amount not to exceed \$6,000.00 to assist with specialized soil engineering needs related to the installation of underground detention tanks on the Cherry Park site. After discussion, the Motion was approved by a vote of 4 to 0.

There being no further business brought before the Board nor any further public comment, upon Motion made by Mr. **DeBOER**, seconded by Mr. **LANGENBERG**, the meeting adjourned at 8:43 p.m.



DAVID LANGENBERG
Secretary of the Board