

**MINUTES OF THE FEBRUARY 16, 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 February 16, 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, JEREMY 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 were **RICARDO MARTINEZ** of Martinez Architects, LLC 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. Ms. Pam Joyce presented a question regarding credit card usage by the District.

Mr. Dave Wilson thanked the Board for receipt of District financial data though requested additional information pertaining to Cy-Fair VFD operations. Mr. Wilson asked about KPI's being posted and billing dates to which Bill Russell, the District bookkeeper, offered an explanation for same.

Mr. Dennis Lee presented the following concerns regarding Cy-Fair VFD. It is his opinion that the active membership policy is "impossible" and that the shift requirement is too high. He also shared that if you want to keep volunteers you must provide an incentive to keep them engaged. He stated that the department was 60% volunteer and 40% paid. He stated that the fire chief has taken away the volunteers' voices. He added that there was previously an advisory board, but that it no longer functions. Mr. Lee questioned whether the independent process for selecting Chief Ramon was valid and suggested that something was wrong when the department bought the chief a new chief's vehicle. He also stated that the department is not using its resources well and that email was used

only for training notices. His feeling is that volunteers are leaving in droves. He suggested that the ESD Board hire an outside company to manage the HR functions of the Cy-Fair VFD employees.

Ms. Connie Sacco addressed the Board next. Ms. Sacco had previously briefly attended 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 scheduled for Saturday, February 25, 2017.

The Board next addressed the Minutes of the January 19, 2017 regular meeting. After review, Motion was made by Ms. **EVERY**, seconded by Mr. **LANGENBERG** to approve the Minutes. After review 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 \$8,178,278.83, the receipt of tax revenue in the amount of \$6,207,566.46, tax, sales tax receipts of \$2,476,739.72, interest of \$5,457.76, and ambulance reimbursement for the Department emergency medical services of \$757,638.06. The balance sheet presented at this meeting showed assets of \$128,142,703.32 (\$80,969,213.32 cash), liabilities of -0-, and equity of \$128,142,703.32. Mr. **RUSSELL** stated that Sales Tax Assurance would be shown differently as the fee is misplaced. Thereupon, after review, Motion was made by Mr. **LANGENBERG**, seconded by Mr. **MARTINSON** to approve the Financial 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. Each commissioner plans to attend the SAFE-D conference in San Marcus scheduled for March 9-11, 2017.

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. **MARTINSON** 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. 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 did not receive a report from the District Administrative Assistant as Karina Martinez was not present.

The Board then received reports from the District architect regarding construction projects. Ricardo Martinez of Martinez Architects, LLC reported on Station No's 2, 7 and 13. 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 took no action on agenda item no's 12 and 13 relating to JE Dunn as CMAR for District station projects (Stations 2, 7, 9 and 13) or construction on same.

The Board held on the review of Pay Applications from JE Dunn. Pay Application(s) to be received prior to the next Meeting of the Board.

The Board received no report from Brad Dill of BD Realty.

The Board reviewed the Trailside Drive road abandonment. This matter would be later addressed during Executive Session.

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 presented the following:

- a. Multi Rae Wireless Enable Monitor from Vallen (15) (bid item) \$59,802.00
- b. Lucas device from Physio Control (5) (bid item) \$72,405
- c. Lifepak 15 V4 (4) from Physio Control (bid item) \$131,550
- d. CF-20CG Toughbooks for Medic Units (19) GTS-TS \$63,047

After review and discussion, a Motion was made by Mr. **LANGENBERG**, seconded by Mr. **DeBOER** to approve 30-day requests. After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed the removal/replacement of District logo on four District Tahoe trucks. After review, Motion was made by Mr. **LANGENBERG**, seconded by Ms. **AVERY** to authorize the logo removal/replacement by Onsite Logos, LLC in the amount of \$640.00. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then discussed the removal of bay doors at Station 7. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **LANGENBERG** to authorize the removal of bay doors at Station 7. After discussion, the Motion was approved by a vote of 5 to 0.

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. **MARTINSON** to remove the HVAC systems at Station 7. After discussion, the Motion was approved by a vote of 5 to 0.

The Board next addressed modifications and improvements to the District's High Water Vehicle. Mr. Chris Garcia, rescue coordinator, presented a report on behalf of Cy-Fair VFD: lift gate is being added to the vehicle; looking for alternate ways to get people on/off vehicle; lift gate under truck; truck is being modified as it is not designed for civilian use; bid of \$7,700 for materials, seating, lighting; total cost of \$23,589. After review, Motion was made by Mr. **DeBOER**, seconded by Ms. **AVERY** to authorize the purchase the items needed to improve the District's High Water Vehicle, not to exceed \$25,000. After discussion, the Motion was approved by a vote of 5 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.

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

**EMERGENCY REQUESTS**

- a. Siddons Martin, Upper and Lower Tak-4 Ball Joints E1 \$3,007.02
- b. Copeland International, Transmission rebuilt TW9, \$13,100

After review, Motion was made by Mr. **LANGENBERG**, seconded by Mr. **DeBOER** to approve the emergency requests presented. After discussion, items a and b were approved by a vote of 5 to 0.

### **CAPITAL EXPENDITURES**

- c. Knox Company, Key Secure for heavy apparatus and medic units (9), tamper seals (48), \$8,881
- d. Physio Control, McGrath Mac EMS Video laryngoscope (17), \$41,560
- e. Plastix Plus, Plastic work for the first 3 pumpers (estimate), \$18,000
- f. Fire Station Outfitters, Leather double reclining sofa and rocking recliner – Station 1, \$3,470

After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **LANGENBERG** to approve the capital expenditure requests presented. After discussion, items c through f were approved by a vote of 5 to 0.

### **OPERATIONS REQUESTS**

- g. BB&T Bank, Payroll Taxes 2 Weeks End 02/01/17, \$135,000
- h. BB&T Bank, Payroll Taxes 2 Weeks End 02/15/17, \$135,000
- i. Active 911, Annual Subscription, \$3,300
- j. The Schubot Law Firm, Legal service, \$3,208
- k. Crown Awards, Annual Awards, Not to exceed \$10,000
- l. Firehouse Trophies, 10 year service award watches, \$2,325
- m. Metro Mini Storage, 12 month storage unit – station 7, \$3,502
- n. Motorola, Behind the head headset, \$3,225
- o. Penflex, Annual LOSAP Administrative Fee, \$2,850
- p. Pierce Delivery Acceptance Trip, \$2,910
- q. Waterous Mechanics Seminar, Fall 2017 (2 persons), \$3,812
- r. ABIP, 2016 Financial Audit, \$31,500
- s. ABIP, 2016 401K Audit, \$10,500
- t. Solarwinds, Server and Application Monitor Module, Virtualization Manager Module – Software license upgrades, \$33,590

After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **LANGENBERG** to approve the operation requests presented. After discussion, items g through t were approved by a vote of 5 to 0.

The Board discussed the disposals. After review, Motion was made by Mr. **MARTINSON**, seconded by Mr. **DeBOER** to authorize disposal of old raincoats, carbon monoxide monitors and expired/damaged gear. This equipment will be given to the Helping Hands Program of Texas A&M Forest Service. After discussion, the Motion was approved by a vote of 5 to 0.

The Board took no action regarding ISO matters.

The Board addressed building leaks. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **MARTINSON** to approve repair of the water leakage at Station No's 4, 12, and the administrative building not to exceed \$20,000. These repairs

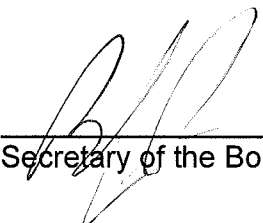
will fix the roof penetration leaks. After discussion, the Motion was approved by a vote of 5 to 0.

The Board next discussed a District level Challenge Coin for recognition of "Above and Beyond Service" in the District. After review, Motion was made by Mr. **MARTINSON**, seconded by Mr. **DeBOER** to approve the Resolution Establishing District Policy for the Recognition of Volunteerism within the District and the Presentment of Commissioners' Coins. After discussion, the Motion was approved by a vote of 5 to 0.

The Board next discussed the B.R.A.V.E. (Beyond, Remember, Accomplish, Virtue Exceptionalism) Award. After review, Motion was made by Mr. **MARTINSON**, seconded by Mr. **DeBOER** to approve the Resolution Establishing District Policy for the Recognition of Volunteerism within the District and the Presentment of B.R.A.V.E. Award. After discussion, the Motion was approved by a vote of 5 to 0.

The Board next entered closed session at 7:17 p.m. and return to open session at 7:47 p.m.

There being no further business brought before the Board nor any further public comment, upon Motion made by Mr. **LANGENBERG**, seconded by Mr. **MARTINSON**, the meeting adjourned at 7:49 p.m.

  
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Secretary of the Board