

**MINUTES OF THE MARCH 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 March 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 6:02 p.m., by **ROBERT JANUSAITIS**, President. Those Commissioners present were **ROBERT JANUSAITIS**, **SCOTT DeBOER**, **DAVID LANGENBERG**, and **BETTY BOREN AVERY**. **JEREMY MARTINSON** was not in attendance at the meeting. 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 & Peeler, P.C., the District's Counsel, and members of the public. Also present were **RICARDO MARTINEZ** of Martinez Architects, LLC, **BRAD DILL** of BD Realty, Inc. 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. David Wilson expressed his appreciation for the posting of financial data on the District website. He also requested that the Key Performance Indicator standards be published on the District's website as well. He stated that having that information will help the public judge how well the department is performing.

Ms. **AVERY** stated her thanks for those who attended the groundbreaking with special thanks to Jack Cagle, Precinct 4 Commissioner for sending a representative to attend.

The Board next addressed the Minutes of the February 16, 2017 regular meeting. After review, Motion was made by Ms. **AVERY**, seconded by Mr. **LANGENBERG** 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 \$12,422,703.91, the receipt of tax revenue in the amount of \$1,566,877.25, tax, sales tax interest of \$6,485.07, and ambulance reimbursement for

the Department emergency medical services of \$718,442.37. The balance sheet presented at this meeting showed assets of \$128,667,857.72 (\$81,494,367.72 cash), liabilities of -0-, and equity of \$128,667,857.72. Mr. **RUSSELL** explained that financial reports will now be prepared through the end of each month. He also noted the possibility of favorable CD rates and, if presented, recommended purchase of CDs. Thereupon, after review, Motion was made by Mr. **LANGENBERG**, seconded by Ms. **EVERY** 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.

The Board then addressed administrative bills and commissioner fees as set forth in the Financial Report. After review, Motion was made by Mr. **LANGENBERG**, seconded by Ms. **EVERY** 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. No requests were presented.

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 Ms. **EVERY**, 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.

District Administrative Assistant, Karina Martinez, reported the District was receiving positive feedback on social media.

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, 9 and 13. Mr. Martinez also informed the Board that one of the illuminated Fairfield HOA monument signs adjacent to the Station No. 7 site required power that had been interrupted. Mr. Martinez also reported that as part of the development of our site power

was being re-routed to provide power to the HOA's monument sign. He explained that the power draw would be very small and that the benefits of cooperating with the HOA and being a good neighbor to the community was a worthwhile endeavor that would benefit everyone.

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. 12 relating to JE Dunn as CMAR for District station projects (Stations 2, 7, 9 and 13) or construction on same.

The Board then addressed Pay Applications from JE Dunn. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **LANGENBERG** to approve payment of Application(s) in the amount of \$784,126.00. After discussion, the Motion was approved by a vote of 4 to 0.

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

The Board reviewed the Trailside Drive road abandonment in executive session. No action was taken on this item.

The District took no action on agenda item 17 related to Department 30-day requests or requests for the sale of surplus vehicles and depleted equipment.

The Board reviewed the integration of the Image Trend software into the First Watch Program previously approved for use by the Department. It was explained that the Image Trend software package provides numerous data points to the department related to patient care. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **LANGENBERG** to approve the integration at a cost of \$16,875.00 as well as annual reoccurring associated fees of \$4,375.00. After discussion, the Motion was approved by a vote of 4 to 0.

The Board addressed striping for the Evacuation Boats, trailers and the high water vehicle. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **LANGENBERG** to approve purchase of decals for \$3,300 and striping at \$2,350 for the high water vehicle. Commissioner Avery inquired regarding National Incident Management System (NIMS) compliance and Chief Ramon responded that High Water Vehicle were not subject to NIMS. After discussion, the Motion was approved by a vote of 4 to 0.

The Board discussed the disposals. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **LANGENBERG** to authorize disposal of Station 7 generator, Station 7 gear lockers and Shop 185-2011 Ford Expedition XL. After discussion, the Motion was approved by a vote of 4 to 0.

The Board took no action regarding agenda item 21 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 22):

EMERGENCY REQUESTS

- a. Joe Myer's Ford, Repair major oil leaks, replace lower oil pan, front engine cover and passenger side trans axle seal communications escape, \$2,080.93
- b. Siddons Martin, Master steering gear, Slave steering gear, Freight E-12, \$4,340.56
- c. Siddons Martin, Command Zone Display, Est. shipping cost, TW-10, \$2,633.84

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

CAPITAL EXPENDITURES

- d. Plastic Plus, Suppression Cargo Unit, \$2,450
- e. Rotary Lift, MCHW4184 Unit 72,000 lb capacity wireless lift system, RS18YL Jack stands 18,000 lb capacity, M140024 wireless upgrade kit GSA Contract #GS07F294A, \$54,931
- f. Safety Vision, Safety Vision 12 channel dvr system for two medic unit remounts, includes additional side camera and tie in to existing side camera Medic 509 Medic 525, \$8,956

After review, Motion was made by Mr. **DeBOER**, seconded by Ms. **AVERY** to approve the capital expenditure requests presented. After discussion, items d through f were approved by a vote of 4 to 0.

OPERATIONS REQUESTS

- g. BB&T Bank, Payroll Taxes 2 Weeks End 03/01/17, \$135,000
- h. BB&T Bank, Payroll Taxes 2 Weeks End 03/15/17, \$135,000
- i. BB&T Bank, Payroll Taxes 2 Weeks End 03/29/17, \$135,000
- j. EMS Survey Team, Admin fee, fee for 500 completed surveys, \$4,350
- k. Advantage Interest Inc., Annual alarm inspections, sprinkler inspections, backflow inspections, \$2,600
- l. The Schubot Law Firm, Statement for services rendered Feb 10 – Feb 28, 2017, \$3,208

- m. Community Impact, Half page ad in Community Impact newspaper, \$2,320
- n. CDW-G, Forinet Forticare 8x5 extended service (renewal), \$2,314
- o. Harris County FF Association, Apparatus Pump OPS Class (2), Firefighting Class (6), Rescue Class (5) Leadership/Incident Management Class (3), and Fire Prevention Class (5), \$6,300

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

The Board took no action regarding the solicitation of bids, proposals and purchases.


The Board addressed the District ISO rating and development of an action plan. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **LANGENBERG** to approve the formation of an ISO Committee consisting of Betty Avery, Ira Coveler and Chief Ramon. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then received reports from the District committees: District newsletter will publicize the groundbreaking and “heartbeat” of the District. Mr. **JANUSAITIS** and his committee are working on and IT plan to be presented at the April meeting. Mr. **DeBOER** shared that the construction is going well and that he was very impressed with JE Dunn’s performance. No action taken.

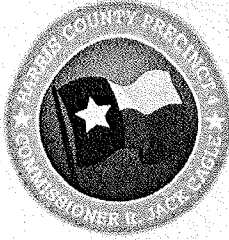
The Board next entered closed session at 6:54 p.m. and return to open session at 7:40 p.m.

Following Executive Session the Board addressed revisions to the District and/or Department budgets and quarterly reallocations. After review, a Motion was made by Ms. **EVERY**, seconded by Mr. **LANGENBERG** to amend the budget reflecting a salary of \$48,000 per year for Karina Martinez and an adjustment to her title with the District. The adjustment to the salary is effective with her next pay period that Myrtle Cruz can adjust. 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. **LANGENBERG**, seconded by Ms. **EVERY**, the meeting adjourned at 7:48 p.m.



DAVID LANGENBERG
Secretary of the Board



Harris County Precinct 4

The Honorable R. Jack Cagle

hereby recognizes

Harris County Emergency Services District #9

for the Groundbreaking Ceremony for 4 New Facilities

in the Cy-Fair Community

As Precinct 4 Commissioner of Harris County, Texas and on behalf of the citizens of Harris County, congratulations on this milestone expansion. I appreciate your dedication to the safety and health of the citizens of the Emergency Service District #9. Your additional facilities are a vital asset to our growing community.



R. Jack Cagle, Commissioner
Harris County Precinct 4