

**MINUTES OF THE APRIL 27, 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 April 27, 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 4:04 p.m., by **ROBERT JANUSAITIS**, President. Those Commissioners present were **ROBERT JANUSAITIS**, **SCOTT DeBOER**, **JEREMY MARTINSON**, and **BETTY BOREN AVERY**. **DAVID LANGENBERG** 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 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. **EVERY** shared her comments on the decision by the fire department to post pictures on Facebook showing the new command vehicles in front of the Berry Center. Ms. **EVERY** stated that the Berry Center represented a point of concern in the community questioning why the Department did not select a site that was related to the Department, such as a fire station or other similar type location. Ms. **EVERY** added that the Berry Center presents controversy due to its design and cost. Mr. **DeBOER** stated during public comment that Cy-Fair VFD has the right to select the location where photographs will be taken. Mr. **DeBOER** stated that the District should not micromanage the Department.

The Board next addressed the Minutes of the March 16, 2017 regular meeting. After review, Motion was made by Mr. **DeBOER**, seconded by Ms. **EVERY** 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 \$12,928,945.24, the receipt of tax revenue in the amount

of \$271,670.71, tax, sales tax interest of \$2,003.44, and ambulance reimbursement for the Department emergency medical services of \$542,450.84. The balance sheet presented at this meeting showed assets of \$128,101,932.52 (\$80,928,442.52 cash), liabilities of -0-, and equity of \$128,101,932.52. Thereupon, after review, Motion was made by Mr. **MARTINSON**, 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 the renewal of Agreement of Services for Independent Financial Analysis with Municipal Information Services. After review, Motion was made by Ms. **AVERY**, seconded by Mr. **MARTINSON** to renew the Agreement as presented. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed District investments. Mr. Russell reported that CD rates were increasing and that he would advise if the District investments needed to be reallocated. 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. **MARTINSON**, 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 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. **MARTINSON** 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. **MARTINSON** to approve the payment of Department Capital and the expense reimbursement. After discussion, the Motion was approved by a vote of 4 to 0.

A report was not provided by District Administrative Assistant, Karina Martinez.

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 provided an update on projects.

Pay Applications from JE Dunn as CMAR for the projects were presented. After review, Motion was made by Mr. **MARTINSON** seconded by Mr. **DeBOER** to approve payment of Applications for Stations 2, 7, 9 and 13. After discussion, the Motion was approved by a vote of 4 to 0.

The Board took no action on agenda item 12, 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 the construction of a new facility to garage apparatus that currently is not being stored under covered facilities or is otherwise exposed to the elements while maintenance and repairs are being made to the District apparatus. Ms. **EVERY** raised several issues with this project. Ms. **EVERY** agreed that such a facility was needed, but inquired as to the best location for the facility and the timing for constructing such a facility. Ms. **EVERY** suggested that the Board should take more time to review and discuss the final project location. Mr. **MARTINSON** stated that the facility was needed immediately and that the area adjacent to the Cy Fair Vol Fire Dept Annex, located at 9520 Telge Road, Houston, Texas 77095 was ideal for the needs of the District. Mr. Martinez advised the Board that from the time the plans are finalized and the project is awarded that it will take at least ten (10) weeks to fabricate the steel building to be erected. Other discussion was had regarding this project amongst the commissioners and with representatives from CFVFD. After review, Motion was made by Mr. **MARTINSON**, seconded by Mr. **DeBOER** to authorize the solicitation of competitive sealed bids for construction of a new facility. The work being performed to construct the new facility shall also include repair of the stucco at 9520 Telge Road, Houston, Texas 77095. 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 matter in executive session. No action was taken on this item.

The Board then addressed approvals of Department requested purchases (Agenda Item 18):

EMERGENCY REQUESTS

- a. Purchase Order 15363 for repair of UNIT 174/#88 by Chastang's Bayou City at a cost of \$11,151.66.
- b. Purchase Order 15451 for repair of UNIT 251/E-8 by Stewart & Stevenson at a cost of \$3,152.41

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

CAPITAL EXPENDITURES

- c. CF-3113-00VM Panasonic CF-31, DIR-TSO-2520, \$96,137.93

After review, Motion was made by Mr. **MARTINSON**, seconded by Mr. **DeBOER** to approve the capital expenditure request presented. After discussion, item c was approved by a vote of 4 to 0.

OPERATIONS REQUESTS

- d. BB&T Bank, Payroll Taxes 2 Weeks End 03/01/17, \$140,360.02
- e. BB&T Bank, Payroll Taxes 2 Weeks End 03/15/17, \$144,702.52
- f. BB&T Bank, Payroll Taxes 2 Weeks End 03/29/17, \$141,202.22
- g. International Academies of Emergency Dispatch, EMD Re-Accreditation Fee, \$2,250
- h. NW Glass, Replace 16 panels with ¼ clear Lexan, including labor, Station 4, \$2,586.64
- i. VFIS of Texas, Insurance Coverage Renewal (Property, Crime, Portable Equipment, Auto, General Liability, Management Liability, and Excess Liability) for Policy Year 04/15/2017 to 04/15/2018, \$362,894.00
- j. TEEEX, NFPA 1006 Swiftwater Rescue 1 & 2 including travel and lodging (13 participants), \$18,135.00
- k. Pinnacle Conference, Conference, airfare, hotel, per diem (2 members), \$5,750.00

A discussion was had regarding item (h.) of the Operations Requests and the replacement of glass paneling. It was stated by the Department was foggy and dirty and could not be cleaned any better than its present condition. The Department stated that Lexan glass product is safer and will remain clearer over time. The Commissioners asked why it was important for the glass to be changed to the Lexan glass product. The Department stated that they that the Lexan glass product will allow people inside the bay to see people who are approaching on the Station apron. The Department informed the Board that the glass being replaced was original to the building. After review, Motion was

made by Mr. **DeBOER**, seconded by Mr. **MARTINSON** to approve the operation requests presented. After discussion, items d through k were approved by a vote of 4 to 0.

The Board then addressed the renewal of the District's Workers' Compensation Insurance. After review, Motion was made by Mr. **DeBOER**, seconded by Ms. **VERY** to approve the renewal of insurance. After discussion, the Motion was approved by a vote of 4 to 0.

The Board reviewed the renewal of the Microsoft license agreement. There was discussion on this item regarding the software covered and the term of the license. It was stated that this payment was made pursuant to an annual license agreement with Microsoft and included all of the Microsoft software products for the District and the department. After review, Motion was made by Mr. **DeBOER**, seconded by Ms. **VERY** to approve the agreement for \$88,199.83. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed an agreement with Acclaim Energy Advisors regarding pricing for new electrical service rates. After review, Motion was made by Mr. **MARTINSON**, seconded by Mr. **DeBOER** to enter an agreement with Acclaim Energy Advisors to seek new rates and authorize Commissioner **JANUSAITIS** to execute the Letter of Authorization for the Request of Historical Energy Information. After discussion, the Motion was approved by a vote of 4 to 0.

The Board discussed the acquisition of new mobile and portable Motorola radio equipment and the number of chargers necessary. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **MARTINSON** to approve the purchase of radio equipment and chargers as presented in the amount of \$119,563.61. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed the installation of sprinkler system controllers with water leak supervision. Mr. Bill Rogers of WeatherTRAK Systems made a presentation regarding wasted water and money with respect to leaking irrigation systems installed at the fire stations. Mr. Rodgers informing the Board that installation at the four (4) new stations would cost \$35,000. He also estimated that the cost to installed the system at another seven (7) station locations within the District would cost approximately \$59,000. After review, Motion was made by Mr. **MARTINSON**, seconded by Mr. **DeBOER** to

approve installation of the sprinkler system controllers at the four (4) new stations only. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then reviewed the proposal from Professional Ambulance to retrofit eighteen (18) Medic units with the new OTE International refrigerated med vaults. Chief Ramon explained why these vaults were necessary. The Board asked some questions about why these vaults were needed now. There was a discussion regarding this point and following a review of the matter a Motion was made by Mr. **DeBOER**, seconded by Mr. **MARTINSON** to approve the retrofit not to exceed \$17,100. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed the proposal from GTS Technology Solutions for ten (10) adapter plates/mounts for new fire apparatus. After review, Motion was made by Mr. **MARTINSON**, seconded by Mr. **DeBOER** to approve the purchase of ten adapter plates/mounts at a price of \$7,246.90. After discussion, the Motion was approved by a vote of 4 to 0.

The Board addressed the purchase of ten (10) rotator plates for new fire apparatus from Signal Measurement Corporation. After review, Motion was made by **DeBOER**, seconded by Ms. **AVERY** to approve the purchase of ten rotator plates for a total cost of \$459.00. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed the proposed VX Rail Virtual Server System Replacement. After review, Motion was made by Mr. **MARTINSON**, seconded by Mr. **DeBOER** to approve the System at a cost of \$867,994.00 which includes related travel and training expenses which are budgeted not to exceed \$20,000. After discussion, the Motion was approved by a vote of 3 to 0 with Ms. **AVERY** abstaining.

Ira Coveler, legal counsel to the District, made a brief presentation regarding the meeting which was held related to the E-View traffic preemption equipment. He also advised on the status of the 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. There was no action taken.

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

The Board then addressed the Kilgore HVAC report. The construction committee will proceed with the development of solutions related to the Kilgore HVAC report.

The Board addressed the engaging of an ISO Consultant. After review, Motion was made by Ms. **EVERY**, seconded by Mr. **MARTINSON** to engage the services of Mike Pietch to assist with the preparation of the ISO audit. After discussion, the Motion was approved by a vote of 4 to 0.

The Board discussed the District committees. The IT Committee will present a proposal for an alerting/phone system at the June meeting.

No revisions were necessary to the District and/or Department operating and capital budgets.

The District took no action on agenda item 32 related to the sale or disposal of surplus and/or salvage property.

The Board received no requests for purchase and/or sale of capital items.

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

The Board next entered closed session at 5:31 p.m. and return to open session at 5:52 p.m.

There being no further business brought before the Board nor any further public comment, upon Motion made by Ms. **EVERY**, seconded by Mr. **MARTINSON**, the meeting adjourned at 5:54 p.m.



BETTY BOREN AVERY
Assistant-Secretary of the Board