

**MINUTES OF THE JUNE 15, 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 June 15, 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**. **JEREMY 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, **RICHARD FLETCHER** of Sales Tax Assurance, **RICARDO MARTINEZ** of Martinez Architects, LLC, **TIM APPLEWHITE** of McCall Gibson Swedlund Barfoot PLLC, the District's Auditor, and **IRA COVELER**, of Coveler & Peeler, P.C., the District's Counsel, and members of the public. Also present at the meeting 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. **AVERY** recognized Brett Gray for his 15 years of service with the District and saluted the high school graduates enlisting in the military. A word of thanks was extended to the Department for its presence at the event "Our Community Salutes" for the Enlistees at Copperfield Church.

The Board first reviewed the minutes of the April 27, 2017 and May 18 regular meeting. After review, Motion was made by Mr. **LANGENBERG**, seconded by Ms. **AVERY** to approve the Financial Report. After discussion, 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 \$6,694,896.84, the receipt of tax revenue in the amount of \$105,161.60, tax, sales tax interest of \$1,432.97, and ambulance reimbursement for the Department emergency medical services of \$-0-. The balance sheet presented at

this meeting showed assets of \$126,304,437.00 (\$79,130,947.00 cash), liabilities of -0-, and equity of \$126,304,437.00. Thereupon, after review, Motion was made by Ms. **VERY**, 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. Mr. Russell presented some CD opportunities at Icon Bank. Thereupon, after review, a Motion was made by Mr. **DeBOER**, seconded by Mr. **LANGENBERG** to approve a Depository Pledge Agreement with Icon Bank and a purchase of a \$250,000 CD with Icon Bank. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed administrative bills and commissioner fees and expense reimbursements 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 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. **LANGENBERG** seconded by Mr. **DeBOER** to approve the payment of Department Operations, in the amount of \$2,106,449.00. 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. **LANGENBERG**, seconded by Ms. **VERY** to approve the payment of Department Capital and the expense reimbursement, in the amount of \$193,387.21. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then received a report from the District Administrative Assistant, Karina Martinez. Ms. Martinez reported that the Flipping Book software application would soon come up for renewal at which time upgrading to premium is recommended. No action taken.

The Board then received a report from Mary Dubois of Acclaim Energy regarding electrical service providers. After review, Motion was made by Mr. **LANGENBERG**, seconded by Ms. **VERY** to approve a forty-eight (48) month contract with Mid-American Energy Services at the rate of .04323 with full swing protection. The Board also

authorized District counsel to review the final Agreement and sign the agreement on behalf of the District. After discussion, the Motion was approved by a vote of 4 to 0.

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 informed the Board of the following; Station 2, the soil has been stabilized; Station 7, utilities are in place and structural steel is expected to arrive in two (2) weeks; there is an easement issue at Station 7, and it is being corrected; Station 9, the permit has been ordered for an underground detention (\$612,095.24); Station 13, no report at that time. After review, Motion was made by Ms. **AVERY** seconded by Mr. **LANGENBERG** to approve the architect report as presented by Ricardo Martinez. After discussion, the Motion was approved by a vote of 4 to 0.

Mr. **DeBOER** made a Motion, seconded by Mr. **LANGENBERG**, to approve the Change Order for the underground detention pond at Station 9. After discussion, the Motion was approved by a vote of 4 to 0.

Mr. Martinez stated that he had reviewed the fourth set of payment applications presented by J.E. Dunn as CMAR. After review, a Motion was made by Mr. **DeBOER** seconded by Mr. **AVERY** to approve the payment applications for Stations 2, 7, 9 and 13. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed a new Motorola Fire System Alerting System for the District's stations. After review, a Motion was made by Mr. **LANGENBERG** seconded by Mr. **DeBOER** to acquire and implement the Motorola Fire System Alerting System District-wide for a total cost of \$ 1,824,865. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed the Trittech Interface for station alerting. After review, Motion was made by Mr. **LANGENBERG** seconded by Mr. **DeBOER** to approve acquisition and installation of the system in the amount of \$27,200. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then moved to agenda item 13, installation of replacement KVM previously damaged due to lightning strike. The Board learned that the microwave link was also damaged. A possible better solution was being considered for the internal unit. After review, Motion was made by Mr. **LANGENBERG** seconded by Ms. **AVERY** to

approve purchase of the KVM from Motorola for \$26,010.95 and installation by CDW for \$888.89. After review, the Motion was approved by a vote of 4 to 0.

The Board then discussed the construction of a new facility to house apparatus adjacent to the District maintenance building. Mr. Martinez is in the process of finalizing the construction documentation. It is expected that a request for Competitive Sealed Proposals would be published June 29, 2017 and July 6, 2017 with submissions to be reviewed at the District's next meeting in July. No action taken.

The Board then addressed approvals of Department requested purchases (Agenda Item 15):

EMERGENCY REQUESTS

- a. Purchase Order 14163 for new radiator for Unit 252-Engine 2. Siddons Martin Emergency Group at a cost of \$3,336.10.

After review, Motion was made by Mr. **LANGENBERG**, seconded by Mr. **DeBOER** to approve the emergency requests presented. After discussion, item (a.) was approved by a vote of 4 to 0.

OPERATIONS REQUESTS

- b. BB&T Bank, Payroll Taxes 2 Weeks End 06/07/17, \$145,000.00
- c. BB&T Bank, Payroll Taxes 2 Weeks End 06/21/17, \$142,000.00
- d. Siddons Martin, Annual aerial services for cleaning and lubrication all ladder points, adjusting cables and perform drift test, includes all filters and labor. Units 330/L-7, 331/TWO-9, and 332/TW-10, \$6,652.02
- e. Drug Enforcement Agency, Office Distributor License, Office Midlevel License, Station 2 Midlevel License, Exp. 8/31/2017, \$2,985.00
- f. Superior Power Solutions, Annual service of Department Critical UPS Systems at dispatch, FS1, and admin office data centers, GSA pricing with additional discounts, \$3,750.00
- g. SHRM, SHRM learning materials for human resources certification training class for Clements, Hannas, and Vasquez, \$2,385.00
- h. Physio-Control, Service plan for all Physio-Control product, 4 years 5/2017-5/2021, \$321,247.30
- i. Target Solutions \$11,886.26 – Online training platform 10/01/17 – 12/31/17
- j. The Schubot Law Firm May 2017 legal services \$2,520.83

Discussion was held regarding items (d.) and (e.) with special interest on how the Drug Enforcement Agency licensing worked. After review, Motion was made by Mr. **DeBOER**, seconded by Mr. **LANGENBERG** to approve the operations requests presented. After discussion, items (b.) through (j.) were approved by a vote of 5 to 0.

CAPITAL REQUESTS

- k. Metro Fire – Bid item – Bullard NXT Imager bundle (17) Compliant to NFPA 1801 with Trade-In on 17 working imagers no longer supported on maintenance \$158,802

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

The Board then addressed agenda item 16, requests received from the Department. After review, Motion was made by Mr. **DeBOER** seconded by Mr. **LANGENBERG** to approve the repair and cleaning of duty crew equipment. After discussion, the Motion was approved by a vote of 4 to 0.

The Board next addressed the Kilgore HVAC report. Ricardo Martinez provided an update on repairs at the stations. No action taken.

The Board then discussed the improvement of CAD systems interoperability. After review, a Motion was made by Mr. **LANGENBERG** seconded by Ms. **AVERY** to approve entering into an interlocal agreement, which is still being drafted, to promote and improve the interoperability of different CAD systems throughout Harris and Montgomery County. After discussion, the Motion was approved by a vote of 4 to 0.

The District committees did not have any reports to make and no action was taken.

The Board then addressed the District's appraisal values. Mr. Coveler informed the Board that the certified appraisal values were not yet available from Harris County, but that when they did become available, he did not want a delay in seeking approval from the Board to publish the Effective Tax Rate notices. After review, Motion was made by Ms. **AVERY** seconded by Mr. **LANGENBERG** to authorize counsel to prepare and publish the District's Effective Tax Rate Notice. After discussion, the Motion was approved by a vote of 4 to 0.

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

The Board then addressed the sale or disposal of surplus and/or salvage property. It is the District's wish to dispose of salvage property listed on pages 36 – 49 of the monthly meeting packet, including books, glove, monitors, etc., to Texas Forestry Service

and/or Helping Hands. There was specific inquiry made into how items that were “new”, as recent as 2017, could possibly be salvage. The Department explained that when a personal property is severely damaged and becomes unusable to the Department, it may still have some use to another department for training or other use not related to frontline firefighting and emergency response. Additionally, some items are damaged and are no longer NFPA compliant or the cost of repair to the item exceeds its value. An example was given from the inventory list of a brand new firefighter boot that had been damaged during an incident and was no longer usable by the Department. After a review of the salvage items being disposed of, a Motion was made by Mr. **DeBOER** seconded by Mr. **LANGENBERG** to approve the disposal of property as presented. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed the Interlocal Agreement with Harris County for traffic preemption. Counsel presented a report. No action taken.

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 did not hold a closed session.

There being no further business brought before the Board nor any further public comment the meeting adjourned at 7:04 p.m.

DAVID LANGENBERG
Secretary of the Board