

**MINUTES OF THE JULY 20, 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 July 20, 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**, and **BETTY BOREN AVERY**. **DAVID LANGENBERG** and **JEREMY MARTINSON** were 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, 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 though none was offered.

The Board first reviewed the minutes of the June 15, 2017 regular meeting. After review, Motion was made by Ms. **AVERY**, seconded by Mr. **DeBOER** to approve the Financial Report. After discussion, the Motion was approved by a vote of 3 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 \$1,681,899.15, the receipt of tax revenue in the amount of \$98,578.40 and interest on the sales tax account of \$2,277.13, and ambulance reimbursement for the Department emergency medical services of \$462,147.58. The balance sheet presented at this meeting showed assets of \$125,929,406.67 (\$78,755,916.97 cash), liabilities of -0-, and equity of \$125,929,406.67. Thereupon, after review, Motion was made by Mr. **DeBOER**, seconded by Ms. **AVERY** to approve the Financial Report. After discussion, the Motion was approved by a vote of 3 to 0. Please

see the attached financial report for additional information about the financial status of the District.

The Board then addressed District investments. No action taken.

The Board then addressed administrative bills and commissioner fees and expense reimbursements as set forth in the Financial Report. Ms. AVERY expressed her interest in attending a strategic planning class. After review, Motion was made by Mr. **DeBOER**, seconded by Ms. **AVERY** to approve the payment of District administrative bills and commissioner fees including \$100 reimbursement to Ms. **AVERY** for class registration. After discussion, the Motion was approved by a vote of 3 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 Ms. **AVERY** to approve the payment of Department Operations, in the amount of \$2,421,949.00. After discussion, the Motion was approved by a vote of 3 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 Ms. **AVERY** to approve the payment of Department Capital and the expense reimbursement, in the amount of \$194,523.62. After discussion, the Motion was approved by a vote of 3 to 0.

The Board then received a report from the District Administrative Assistant, Karina Martinez. Discussion was held regarding the distribution of committee items noting that when Ms. Martinez sends this out it should go out immediately whereas committee items should be released the Monday prior to committee meeting(s). After review, Motion was made by Mr. **DeBOER**, seconded by Ms. **AVERY** to approve the procedure for distribution of committee items. After discussion, the Motion was approved by a vote of 3 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 steel is up and going up inside; Station 7, steel is onsite and metal frame to be set soon; Station 9, mobilized, pit has been dug for detention pond; Station 13, steel installation should be complete in a week and a half. CenterPoint has easements at Station No's 2, 7 and 13 for which reports are being reviewed to determined that they are correct as described for the site. After review, Motion was made by Ms. **AVERY** seconded by Mr. **DeBOER** to

approve the architect report as presented by Ricardo Martinez. After discussion, the Motion was approved by a vote of 3 to 0..

Mr. Martinez stated that he had reviewed the fifth 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 3 to 0.

The Board then discussed the selection of a contractor to construct a new facility to house apparatus adjacent to the District maintenance building. Request for Qualifications to be published on July 27th and August 1st indicating bid deadline as August 10th and selection date of August 17th.

The Board next addressed the HVAC repairs at the stations within the District. Ricardo Martinez provided information on three mechanical contractors. After review, a Motion was made by Mr. **DeBOER**, seconded by Ms. **AVERY** to engage the services of Air-Pro not to exceed \$50,000. After discussion, the Motion was approved by a vote of 3 to 0.

The Board then addressed approvals of Department requested purchases (Agenda Item 12):

EMERGENCY REQUESTS

- a. Purchase Order 14272 for Sodium Bicarb 8.4% Injection 10ml per vial. Athenex Pharmaceuticals Division at a cost of \$6,000.00.
- b. Siddons Martin, Command Zone Information Screen for Driver Dash E-5 Unit 254, \$2,708.85.

After review, Motion was made by Mr. **DeBOER**, seconded by Ms. **AVERY** to approve the emergency requests presented. After discussion, items (a.) and (b.) were approved by a vote of 3 to 0.

CAPEX REQUESTS

- c. Prime Pay, Time Works Touch Time Clocks, \$16,800.00
- d. Metro Fire, Holmatro Extrication Tools for new Aerial Aparatus: SR 20 Gas powered pump compact core (4), 5050I Cutter Core Max Force (4), Hose Core 32 Orange (8), SP5240 Spreader Core Max Force (4), TR 5350 LP Telescopic Ram (4), \$105,080.00

After review, Motion was made by Mr. **DeBOER**, seconded by Ms. **EVERY** to approve the capex requests presented. After discussion, items (c.) and (d.) were approved by a vote of 3 to 0.

OPERATIONS REQUESTS

- e. BB&T Bank, Payroll Taxes 2 Weeks End 07/05/17, \$145,000.00
- f. BB&T Bank, Payroll Taxes 2 Weeks End 07/19/17, \$145,000.00
- g. E-Canopy, 2 10x10 Custom Digital Pop Up Tents, Side Skirts, Carry Bags, Weight Bags, \$2,611.78
- h. Stryker, New contract proposal for Stryker equipment maintenance, renewal of all equipment (This service agreement will extend all Stryker equipment until 2021, with the exception of 11 pieces which have passed their life expectancy), \$74,843.52
- i. CDWG, 2017 Annual renewal of Aerohive software and support, \$2,412.00
- j. The Schubot Law Firm, Professional legal services, \$2,479.17
- k. Alert All Corp, Supplies for PR events; Black custom fire hat w/logo, Cappy Fire Dog school kits, \$4,991.00
- l. Life Assist, Quick Draw Aspirator Kit, alkaline battery, single use canister, carry case for unit and disposables, \$10,397.85
- m. Physio Control, McGrath X3 laryngoscope blade, McGrath 2 laryngoscope blade, McGrath 3 laryngoscope blade, McGrath 4 laryngoscope blade, \$3,200
- n. Boundtree Medical, Intubation Red (25) Adult, Compact Intubation Teal (25) Pedi, \$3,562.50
- o. TEEK, Swiftwater class 09/17-09/22 (10 people), \$14,020.75

Chief Ramon explained the need for additional training on boats and swift water which the TEEK class would provide. After review, Motion was made by Mr. **DeBOER**, seconded by Ms. **EVERY** to approve the emergency requests presented. After discussion, items (e.) through (o.) were approved by a vote of 3 to 0.

The Board then addressed agenda item 13, requests received from the Department. This item was tabled.

The Board then addressed ambulance remounts. The two (2) pieces for remount included in the normal budget/regular schedule estimated at approximately \$333,790.84. Additionally, Medic 12, received \$76,701.16 in insurance proceeds related to an accident which damaged the ambulance and bent the frame chassis. Tony Orek explained that the Board has two (2) options to consider with respect to the repair of Medic 12. Medic 12 can either be repaired with the proceeds received or the \$76,701.16 can be used towards the cost of acquisition for a new chassis. Mr. Orek also explained that the chassis already has 55,000 miles and that in his opinion the initial estimation of the costs determined by the insurance company will be increased as there are almost always

hidden surprises that will be discovered if a repair is attempted. It was Mr. Orek's recommendation that the District acquire a new chassis and remount onto the new chassis acquired with the insurance processed. After review and discussion, a Motion was made by Mr. **DeBOER**, seconded by Ms. **AVERY** to authorize the remount of all the chassis scheduled for 2017 plus Medic 12. The Motion was approved by a vote of 3 to 0. Additionally, Mr. **DeBOER** and Justin Reed will concentrate on the painting style of the chassis to be addressed at a later date.

The Board then addressed agenda item 15, the purchase of plastic fabrication from Plastix Plus. After review, Motion was made by Mr. **DeBOER**, seconded by Ms. **AVERY** to approve purchase of plastic fabrication from Plastix Plus for seven trucks in the amount of \$42,000. After discussion, the Motion was approved by a vote of 3 to 0.

The Board tabled review of acquisition/installation of additional EVIEWS equipment.

The Board then addressed the airflow in the District's Maintenance Building. Ms. **AVERY** voiced her concern as to the extreme heat and lack of airflow in the building. As she believed the fan in use to be insufficient, Ms. **AVERY** asked if the purchase of an additional fan should be considered. No action taken.

The Board then discussed the improvement of CAD systems interoperability. After review, a Motion was made by Mr. **DeBOER**, seconded by Ms. **AVERY**, to enter into a CAD Interoperability Interlocal Agreement. After discussion, the Motion was approved by a vote of 3 to 0.

The Board then addressed District committees. A report on phone systems will be presented at the District's September meeting. No action taken.

The Board then discussed upgrading the Flipping Book application and obtaining additional server space. The Flipping Book assembles newsletters and additional productivity is achievable for the product and can be processed for \$200 which represents the additional cost of a business license. The Flipping Book creates an online multi-page document. There was discussion between Mr. **JANUSAITIS** and Ms. **AVERY**, regarding the State of Texas security Requirements for cloud based technologies. Mr. **JANUSAITIS** stated that he was familiar with the State of Texas requirements but that he would review it again. After review, a Motion was made by Ms. **AVERY**, seconded by Mr. **DeBOER**, to obtain business license and any additional server space if it is

determined to be necessary. After discussion, the Motion was approved by a vote of 3 to 0.

The Board took no action on agenda item numbers 21 or 22, Department 30-day advance requests or solicitation of bids, proposals and purchases.

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. The District would like to dispose of Lifepak 500 (9) and donate the AED to Texas Forestry Service. After a review of the salvage items being disposed of, a Motion was made by Mr. **DeBOER** seconded by Ms. **AVERY** to approve the disposal of property as presented. After discussion, the Motion was approved by a vote of 3 to 0.

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 7:42 p.m.

DAVID LANGENBERG
District Secretary