



NOTICE OF A MEETING
(In compliance with Sec. 551.041, Et. Seq., Tex. Gov't. Code)

NOTICE is hereby given that the Board of Directors of the Jersey Village Fire Control, Prevention, and Emergency Medical Services District (FCPEMSD) will hold a Meeting on November 21, 2022 at 7:00 p.m. in the Civic Center Auditorium at 16327 Lakeview Drive, Jersey Village, Texas 77040.

ITEM(S) to be discussed and acted upon by the Board at this meeting is/are listed on the attached agenda.

AGENDA

- A. Open Meeting. Call the meeting to order and call the roll of Directors present.
- B. **CITIZENS' COMMENTS** - Any person who desires to address the City of Jersey Village FCPEMSD Board regarding an item on the agenda will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the comment is on the agenda, the City staff and Directors are not allowed to discuss the subject. Each person is limited to five (5) minutes for comments to the Board.
- C. Consider approval of the minutes of the Fire Control, Prevention, and Emergency Medical Services District (FCPEMSD) Meeting held on July 18, 2022. *Board Secretary*
- D. Consider Resolution 2022-02 amending, the Fire Control, Prevention, and Medical Services District budget for the fiscal year beginning October 1, 2022 and ending September 30, 2023 in the amount not to exceed \$37,648 by increasing line item 49-26-9760 (Transfer to Capital Improvement Fund) to provide funding for the Jersey Village Fire Department Roof Replacement Project. *Mark Bitz, Fire Chief*
- E. Adjourn

CERTIFICATION

I, the undersigned authority, do hereby certify in accordance with the Texas Open Meeting Act, the Agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located at City Hall, 16327 Lakeview, Jersey Village, TX 77040, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: November 15, 2022 at 5:00 p.m. and remained so posted until said meeting was convened.

Lorri Coody, City Secretary



In compliance with the Americans with Disabilities Act, the City of Jersey Village will provide for reasonable accommodations for persons attending City Council meetings. Request for accommodations must be made to the City Secretary by calling 713-468-2102 forty-eight (48) hours prior to the meetings. Agendas are posted on the Internet Website at www.jerseyvillagetx.com

"Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun."

"Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly."

- B. CITIZENS' COMMENTS** - Any person who desires to address the City of Jersey Village FCPMSD Board regarding an item on the agenda will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the comment is on the agenda, the City staff and Directors are not allowed to discuss the subject. Each person is limited to five (5) minutes for comments to the Board.

MINUTES OF THE MEETING OF THE FIRE CONTROL PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT BOARD MEETING HELD ON JULY 18, 2022 AT 6:00 P.M. IN THE CIVIC CENTER AUDITORIUM, 16327 LAKEVIEW, JERSEY VILLAGE, TEXAS.

A. The meeting was called to order by Board President, Bobby Warren at 6:18 p.m. with the following present:

President, Bobby Warren
Director Drew Wasson
Director, Sheri Sheppard
Director, Michelle Mitcham
Director, James Singleton
Director, Jennifer McCrea
Director, Austin Bless

Board Secretary, Lorri Coody
City Attorney, Justin Pruitt

Staff in attendance: Robert Basford, Assistant City Manager; Mark Bitz, Fire Chief; Kirk Riggs, Chief of Police; Isabel Kato, Finance Director; Maribel S. Frank, Accounting Manager; Laura Capps, Human Resources Manager; Abram Syphrett, Director of Innovation and Technology; and Maria Thorne, Administrative Assistant.

B. CITIZENS' COMMENTS - Any person who desires to address the City of Jersey Village FCPEMSD Board regarding an item on the agenda will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the comment is on the agenda, the City staff and Directors are not allowed to discuss the subject. Each person is limited to five (5) minutes for comments to the Board.

There were no public comments.

C. Election and appointment of officers – President, Vice President, and Secretary for the term, which will begin July 18, 2022, and ending July 17, 2023.

Board President, Bobby Warren, introduced the item. Background information is as follows:

In accordance with the Directives of City Council, the City Council and the City Manager serve as the Board of Directors for the Fire Control, Prevention and Emergency Medical Services Board (FCPEMSD).

Sec. 344.103 of the Local Government Code requires that the Board shall elect from among its members a president and vice president. The board shall appoint a secretary. The secretary need not be a director. The person who performs the duties of auditor for the political subdivision shall serve as treasurer for the district. Each officer of the board serves for a term of one year.

Accordingly, all officers of the FCPEMSD will serve a term of one year beginning July 18, 2022 and ending July 17, 2023.

This item is to address the requirements of LGC Section 344.103.

With limited discussion on the matter Board Member Wasson moved to elect Bobby Warren as President, Michelle Mitcham as Vice President, and the City Secretary as the Board Secretary. Board Member Singleton seconded the motion. The vote follows:

REGULAR MEETING OF THE JERSEY VILLAGE
FIRE CONTROL PREVENTION, AND
EMERGENCY MEDICAL SERVICES DISTRICT – July 18, 2022

Ayes: Directors Wasson, Sheppard, Mitcham, Singleton, McCrea, and Bless
President Warren

Nays: None

The motion carried.

D. Consider approval of the minutes of the Fire Control Prevention, and Emergency Medical Services District (FCPEMSD) Meetings held on October 18, 2021.

Director Bless moved to approve the minutes for the meeting held on October 18, 2021. Director Wasson seconded the motion. The vote follows:

Ayes: Directors Wasson, Sheppard, Mitcham, Singleton, McCrea, and Bless
President Warren

Nays: None

The motion carried.

E. Conduct a public hearing on the proposed Jersey Village Fire Control Prevention, and Emergency Medical Services District’s Budget for the fiscal year 2022-2023.

President Warren opened the Public Hearing at 6:20 p.m., giving all interested parties the right to appear and be heard on the proposed Jersey Village Fire Control Prevention, and Emergency Medical Services District’s Budget for the fiscal year 2022-2023.

President Warren called upon Fire Chief, Mark Bitz to give a presentation on the FCPEMSD budget. Accordingly, Fire Chief Bitz gave a presentation of the 2022-2023 FCPEMSD Budget, which included, in addition to revenues, the following expense items:

Fund 49 - Revenues		PROPOSED REVENUE
49-10-7623	SALES TX-FIRE CONTROLPREV&EMERG	\$ 2,200,000.00

ACCT NO.	DESCRIPTION	BUDGET AMT.
49-26-3504	Wearing Apparel	\$ 46,350.00
49-26-3505	Fire Prevention Supplies	\$ 2,900.00
49-26-5024	Radio Usage Fees	\$ 15,000.00
49-26-5029	Travel and Training	\$ 20,000.00
49-26-5523	Personnel - Fire Control	\$ 1,570,497.00
49-26-5524	Administrative	\$ 24,900.00
49-26-9772	Technology User Fee	\$ 96,373.00
49-26-9791	Equipment User Fee	\$ 419,118.00
	Total	\$ 2,195,138.00

President Warren then called upon anyone wishing to speak at the public hearing.

REGULAR MEETING OF THE JERSEY VILLAGE
FIRE CONTROL PREVENTION, AND
EMERGENCY MEDICAL SERVICES DISTRICT – July 18, 2022

Mark Maloy, 7803 Hamilton Circle, Jersey Village, Texas (713) 461-1430 – Mr. Maloy spoke to this budget and how this District was created. He stated that the creation was put to the voters at the expense of eliminating the property tax relief fund. He went on to explain what he felt was the repercussions of creating this District.

With no one else signing up to speak, President Warren closed the Public Hearing at 6:26 p.m.

F. Consider Resolution No. 2022-01, adopting a budget for the ensuing fiscal year, beginning October 1, 2022, and ending September 30, 2023, in accordance with Chapter 344 of the Texas Local Government Code and the alternative procedures adopted by the District; and providing for the effective date thereof.

There was discussion by the Board about spending from this account from the past fiscal year. Finance Director Kato explained the expenditures and the revenues. City Manager Bless addressed the reserves in this fund as well as the Chapter 380 agreement obligations.

There was discussion by the Board concerning the move toward having more and more full-time paid firefighters.

With no further discussion on the matter, Director Mitcham moved to approve Resolution No. 2022-01, adopting a budget for the ensuing fiscal year, beginning October 1, 2022, and ending September 30, 2023, in accordance with Chapter 344 of the Texas Local Government Code and the alternative procedures adopted by the District; and providing for the effective date thereof. Director Sheppard seconded the motion. The vote follows:

Ayes: Directors Wasson, Sheppard, Mitcham, Singleton, McCrea, and Bless
President Warren

Nays: None

The motion carried.

RESOLUTION NO. 2022-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FIRE CONTROL PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT OF THE CITY OF JERSEY VILLAGE, TEXAS, ADOPTING A BUDGET FOR THE ENSUING FISCAL YEAR, BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023, IN ACCORDANCE WITH CHAPTER 344 OF THE TEXAS LOCAL GOVERNMENT CODE AND THE ALTERNATIVE PROCEDURES ADOPTED BY THE DISTRICT; AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.

G. Adjourn

With no other items to be addressed by the Board, the meeting was adjourned at 6:31 p.m.



Lorri Coody, Board Secretary

**FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT
CITY OF JERSEY VILLAGE, TEXAS
AGENDA REQUEST**

AGENDA DATE: November 21, 2022

AGENDA ITEM: D

AGENDA SUBJECT: Consider Resolution 2022-02, amending the Fire Control, Prevention, and Medical Services District budget for the fiscal year beginning October 1, 2022 and ending September 30, 2023 in the amount not to exceed \$37,648 by increasing line item 49-26-9760 (Transfer to Capital Improvement Fund) to provide funding for the Jersey Village Fire Department Roof Replacement Project.

Dept. /Prepared By: Mark Bitz, Fire Chief

Date Submitted: November 11, 2022

EXHIBITS: Resolution No. 2022-02
Greater Houston Roofing Roof Proposal

BUDGETARY IMPACT:	Required Expenditure:	\$ 37,648
	Amount Budgeted:	\$ 0
	Appropriation Required:	\$ 37,648

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

The Fire Department roof needs to be replaced this year. The initial quotes are higher than budgeted. We budgeted \$175,000 for this project but the lowest quote we received was \$212,648 from Greater Houston Roofing, a vendor with the Texas Interlocal Purchasing System (TIPS).

The Fire Department will need additional funds of \$37,648 in order to complete this project. The Fire Department is requesting that the Fire Control, Prevention, and Emergency Medical Services District allocate \$37,648 to account 49-26-9760 Transfer to Capital Improvement Fund in order to transfer such funds to the Capital Improvement Fund line item 10-90-9760.

Staff respectfully requests approval of the proposed amendment to the Fire Control, Prevention, and Medical Services District's 2022-2023 Budget.

RECOMMENDED ACTION:

MOTION: To approve Resolution 2022-02, amending the Fire Control, Prevention and Medical Services District budget for the fiscal year beginning October 1, 2022 and ending September 30, 2023 in the amount not to exceed \$37,648 by increasing line item 49-26-9760 (Transfer to Capital Improvement Fund) to provide funding for the Jersey Village Fire Department Roof Replacement Project.

RESOLUTION NO. 2022-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE JERSEY VILLAGE FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT, AMENDING THE BUDGET OF SUCH DISTRICT FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023 IN THE AMOUNT NOT TO EXCEED \$37,648, BY INCREASING LINE ITEM 49-26-9760 (TRANSFER TO CAPITAL IMPROVEMENT FUND) TO PROVIDE FUNDING FOR THE JERSEY VILLAGE FIRE DEPARTMENT ROOF REPLACEMENT PROJECT.

WHEREAS, subsequent to the adoption of the annual budget for the Jersey Village Fire Control Prevention, and Emergency Medical Services District for the fiscal year beginning October 1, 2022 and ending September 30, 2023, the District has not anticipated the expenditure change; and

WHEREAS, the City Manager recommends that this District’s Budget be amended in accordance with the Budget Transfer Amendment Request Form attached hereto and made a part hereof as “Exhibit A”; **NOW THEREFORE**,

BE IT RESOLVED BY THE FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT BOARD OF DIRECTORS OF THE CITY OF JERSEY VILLAGE, TEXAS, THAT:

The annual budget of the Jersey Village Fire Control, Prevention, and Emergency Medical Services District for the fiscal year beginning October 1, 2022 and ending September 30, 2022 is hereby amended in the amount of \$37,648 by increasing the appropriation to the account contained therein as provided in “Exhibit A” attached hereto and made a part hereof subject to approval of the City Council of the City of Jersey Village, Texas.

PASSED AND APPROVED this the 21st day of November, AD., 2022.

Bobby Warren, Board President

ATTEST:

Lorri Coody, City Secretary





CITY OF JERSEY VILLAGE, TEXAS

16501 Jersey Drive, Jersey Village, TX 77040

BUDGET TRANSFER / AMENDMENT REQUEST FORM

I request the following budget transfer between line item within the same division:

From Line Item	To Line Item	Amount

I request the following amendment to the current budget to increase the overall budget by the amount designated below: **Only one item per form.**

From the fund balance of:	<u>To Line Item</u>	<u>Amount</u>
<input type="checkbox"/> General Fund	_____	_____
<input type="checkbox"/> Utility Fund	_____	_____
<input type="checkbox"/> Capital Improvements Fund	_____	_____
<input checked="" type="checkbox"/> Other <u>Fire Control District</u>	<u>49-26-9760</u>	<u>\$37,648</u>

Justification

The Fire Department roof needs to be replaced this year. The initial quotes are higher than budgeted. We budgeted \$175,000 for this project but the lowest quote we received was \$212,648. The Fire Department will need additional funds of \$37,648 in order to complete this project. The Fire Department staff is requesting from the Fire Control Prevention & Emergency Medical Services District to allocate \$37,648 to account 49-26-9760 (Transfer to CIP Fund)

Requested by: Mark Bitz

Signed: Mark Bitz Date 11-11-2022

Finance: Sufficient Funds <input checked="" type="checkbox"/> Exist <input type="checkbox"/> Do Not Exist Signed: <u>Isabel Kato</u> Date: _____ <small>Digitally signed by Isabel Kato Date: 2022.11.11 14:03:42 -06'00'</small>	City Manager: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Signed: <u>Austin Bless</u> Date: _____ <small>Digitally signed by Austin Bless Date: 2022.11.11 14:33:07 -06'00'</small>
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Greater Houston Roofing

9320 Montridge Dr
Houston, TX 77080
(713) 540-6501
Cell: (281) 667-5257
chris.greaterhoustonroofing@gmail.com



TIPS Vendor ID: 5196

Roof Proposal

Date: 11//02/2022

Prepared for:
Jersey Village Fire Station
16503 Jersey Drive
Jersey Village, TX 77040

Scope: Standing Seam Metal Roof Replacement

Scope of work:

1. Remove existing standing seam roof panels and haul off jobsite.
2. Install New LT175 24 gauge 15" Kynar Panels to entire roof.
3. Install New Rake Trim, Extended Rake Trim, Extended Eve Trim and Valley Trim all in 24 gauge to entire roof.
4. Install New Zee Closer and Perorated Zee closure to entire roof.
5. Install Ridge Trim and hip Trim to entire roof.
6. All panels installed using 1 7/8 Fixed Clip and #10 pancake fasteners.
7. Greater Houston Roofing will have an extended forklift on site for duration of Project.
8. Greater Houston Roofing will have panels run onsite daily duration of project.
9. Greater Houston Roofing will keep a clean jobsite through duration of project.
10. This project will last for 5-6 weeks to complete.

****Greater Houston Roofing will provide 4-year workmanship warranty. Material Warranty 30 yr.***

Due to Supply Chain Issues, proposal is only valid for 30 days. Project will be repriced at expiration of 30-day period. Material lead times are extended, and in the event, materials cannot be procured within 30-day period, bid will be adjusted to reflect pricing at time of shipment.

Phone No. 281.667.5257

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Labor for a period specified on your contract. The warranty items are to be repaired only by Greater Houston Roofing, LLC and customer must notify Greater Houston Roofing, LLC within seven days after the problem has been discovered. The warranty in a non-transferable and Greater Houston Roofing, LLC will not be liable for the roof or structural damage resulting from normal wear and tear, including but not limited to: ice damage, wind damage, acts of God, hailstorms or foreign objects. In addition, any fungus and/or mold, infestation, UV degradation, rust, or corrosion resulting in metal or wood decay will not be covered. This warranty is in lieu of all other expressed and implied warranties of merchantability and fitness for a particular purpose and is limited to the duration of the previously agreed time stated in this contract. Greater Houston Roofing, LLC shall not be liable for any incidental, consequential, or special damages of any form This includes damage to the interior or exterior of any building or replacement not authorized in writing or performed by Greater Houston Roofing, LLC. To obtain services, the general contractor/ building owner must have their contract amount completely paid in full.

TEXAS PROPERTY CODE, CHAPTER 27
DISCLOSURE STATEMENT (AS REQUIRED BY LAW)

THIS CONTRACT IS SUBJECT TO CHAPTER 27, PROPERTY CODE. THE PROVISIONS OF THAT CHAPTER MAY AFFECT YOUR RIGHT TO RECOVER DAMAGES ARISING FROM THE PERFORMANCE OF THIS CONTRACT AND THAT DEFECT HAS NOT BEEN CORRECTED THROUGH NORMAL WARRANTY SERVICE< YOU MUST PROVIDE NOTICE REGARDING THE DEFECT TO THE CONTRACTOR BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED< NOT LATER THAN THE 60th DAY BEFORE YOU FILE SUIT RECOVER DAMAGES IN A COURT OF LAW> THE NOTICE MUST REFER YOU TO CHAPTER 27, PROPERTY CODE, AND MUST DESCRIBE THE CONSTRUCTION DEFECT. IF REQUESTED BY THE CONTRACT< YOU MUST PROVIDE THE CONTRACTOR AN OPPORTUNITY TO INSPECT AND CURE THE DEFECT PRIOR TO ANY CLAIM OR SUIT< AS PROVIDED BY SECTION 27.004, PROPERTY CODE

Phone No. 281.667.5257

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