

**MINUTES OF THE FEBRUARY 20, 2014 MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11**

A Meeting was duly called of the **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11**, which was held on February 20, 2014, at Cypress Creek EMS Education Center, 7111 Five Forks Rd., Spring, Texas 77379.

The Meeting was called to order at 9:00 a.m. by **LYNN LEBOUF**, President. Those Commissioners initially present were **LYNN LEBOUF, FRED GRUNDMEYER, KAREN PLUMMER and ROBERT BERLETH**. Also present were **HOWARD KATZ, of COVELER & KATZ, P.C.**, the District's Counsel, and **BRAD ENGLAND**, Executive Director of Cypress Creek EMS ("CCEMS"), and **BILL RUSSELL**, of **MYRTLE CRUZ, INC.**, the District's bookkeeper, and Board officers of CCEMS, and members of the public. Also present was architect Ricardo Martinez of Joiner Partnership, Inc., the District's architect on the Coventry project.

The Board reviewed the Minutes of the January 16, 2014 regular meeting. After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Ms. **PLUMMER** to approve the amended Election Order. After discussion, the Motion was approved by a vote of 3 to 0 (Mr. Berleth abstaining).

The Board addressed the 2014 Commissioner election. Counsel explained the requisite date and formalities of the election. Counsel explained that two seats were up this year for the May 10, 2014 election.

Counsel said the Election Order has been amended to reflect the LYVFD Walters Road location for the HCESD No. 17 voters in the District's territory and Spring VFD Station 75 for election day for the HCESD No. 7 voters in the District's territory. The Board addressed the amended Election Order as presented. Thereupon, after review, Motion was made by Mr. **GRUNDMEYER**, seconded by Ms. **PLUMMER** to approve the amended Election Order. After discussion, the Motion was approved by a vote of 3 to 0 (Mr. Berleth abstaining).

The Board then addressed Financial Matters. The District received a report from **BILL RUSSELL**, of **MYRTLE CRUZ, INC.**, the District's bookkeeper. Mr. Russell delivered the report. He reported that the operating account balance

of the District following the prior meeting was \$5,918,185.20. He also noted the receipt of tax revenue since the prior meeting in the amount of \$5,092,301.86, tax penalty and interest of \$2,718.88 and interest of \$1,168.52, and E-View reimbursement of \$ -0-. Mr. **RUSSELL** reported on equipment sale revenue of \$1,300.00 from HCESD No. 28 (Ponderosa VFD area) following the sale of the surplus/no longer needed Opticom equipment. He also reported that as of this meeting and prior to the payment of current bills, \$10,143,973.68 was on deposit at the Prosperity Bank operating account, plus demand deposits of \$12,378.80 (Prosperity Bank), plus \$5,209.40 at TexPool, plus CD/investment accounts plus interest as to all said accounts/CD: \$34,575.86 at Spirit of Texas Bank, \$81,547.72 at Icon Bank, \$24,106.07 at Community Bank (previously Vista Bank), plus \$707,985.66 at Compass Bank. He also said that all District funds were properly insured and/or secured by pledged securities. Thereupon, after review, Motion was made by Mr. **BERLETH**, seconded by Ms. **PLUMMER** to approve the Financial Report as presented. After discussion, the Motion was approved by a vote of 4 to 0.

The Board reviewed the Financial Report. After review, Motion was made by Mr. **BERLETH**, seconded by Ms. **PLUMMER** to approve the Financial Report. After discussion, the Motion was approved by a vote of 4 to 0.

As part of the Financial Report, the Board then addressed District investments. After review, Motion was made by Mr. **BERLETH**, seconded by Ms. **PLUMMER** to approve and authorize the investment schedule as outlined in the Financial Report: none at this time. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed the payment of District bills. After review, Motion was made by Mr. **BROST**, seconded by Mr. **GRUNDMEYER**, to approve the payment of District bills as follows:

1.	Myrtle Cruz, Inc. (bookkeeping)	\$	1,779.12
2.	Coveler & Katz, P.C. (legal-January)	\$	5,565.30
3.	Joiner Architects (Coventry project)	\$	12,640.19
4.	<u>Houston Chronicle</u> (notices)	\$	473.46
5.	HCAD (Qrtly assessment)	\$	30,201.00
6.	VFIS (District insurance)	\$	877.00

After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed developing a five-year plan with CCEMS. Mr. **BERLETH** said the item was on hold after the prior presentation in December. He asked Counsel about annexation of the area in the northwest area of Spring VFD/HCESD No. 7 territory that was not in any EMS district. Counsel said he was aware of two possible petitions circulating, one to HCESD No. 8 (Tomball/NWEMS) and one to the District. He said there were possible differences in the two territories to be covered. Counsel said as yet he has not seen either one.

The Board then addressed the payment of CCEMS Operations and Capital funding as set forth in the Financial Report. Brad England, Executive Director of CCEMS, noted that Operations funding was due at this meeting in the amount of \$820,000.00. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER** to approve the contract payment of CCEMS Operations in the amount of \$820,000.00. Mr. **BERLETH** said that the additional funding was in part to cover additional personnel for additional ambulances and he asked for the status on that. Mr. England said two new ambulances were being made ready to go on the streets. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed the payment of CCEMS Capital funding. Mr. England noted that Capital funding was due at this meeting. He said that new stretchers were needed. Mr. England said that proposals were solicited from the makers of the stretchers. He said Ferno responded that its stretchers meeting the specs would not be ready for at least six months. Mr. England said the Stryker stretchers were available now and would not involve drilling new support holes in the ambulances. There was discussion about autoloader features. Mr. England said this first order did not involve autoloaders, but he said it was not a big addition. Ms. **PLUMMER** said maybe the new ambulances on order can be made for the autoloader. Mr. England said the order was for 25 stretchers now for a total cost of \$392,000.00. After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Ms. **PLUMMER** to approve the purchase. There was discussion obtain information about incorporating the autoloader features at this time as part of the approval. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then received a report from CCEMS. Brad England, Executive Director of CCEMS, presented the report.

Mr. England, referring to the CCEMS report, noted the line graphs showing responses, response times, dispatch times, fire/ems breakdown in dispatched calls and hospital times as well as for EMS billing collections information.

Mr. **LEBOUEF** asked about volunteer hours and health care. Mr. England said the matter was under review. He said that at worst it could add an additional 10 people to the CCEMS health insurance costs.

Mr. England said there were discussions with the County Fire Marshall's office regarding dispatch and TCLEOSE certification. Mr. England said there is a 6-month hold to address the issue with the County Fire Marshall's office and a request for an opinion from the Texas Attorney General was being prepared.

Mr. England said the state inspection of the new CCEMS Academy was completed. He said the CCEMS Academy received its certification to operate and commence EMS training and education. All present congratulated Mr. England and CCEMS on this accomplishment.

Mr. England said that in January there were 23 mutual aid responses in District territory and CCEMS provided 17 mutual aid responses to out of District territory. He reported that CCEMS has responded to a historic total of 433 STEMI calls, with a 98% correct call rate. Mr. England said that 7 minutes 59 seconds was the average total response time, with 6 minutes 51 seconds the average travel time and average scene time was 24 minutes 24 seconds, and the average transport at 16 minutes 32 seconds. Mr. England said that the average dispatch time at 45 seconds was well under the 90 seconds national average. He also reported that through January 31, CCEMS responded to 2,803 calls, with the prior month's ALS being 1,343 and BLS being 482. Mr. England said there were also 10 life flights.

Mr. England spoke about the CCEMS St. Patrick's Day Parade and related activities. He said March 16 (1400hrs – 1600hrs) was the parade and FM 1960 in the CCEMS territory would be closed for the parade.

Mr. England reported that a long-time friend and CCEMS board member, William Streidl, passed away.

After review, Motion was made by Mr. **BERLETH**, seconded by Mr. **GRUNDMEYER** to receive the CCEMS monthly report. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed the Coventry development project. Architect Ricardo Martinez of Joiner Partnership, Inc., the District's architect on the project, reported. Mr. Martinez reported that the land feasibility review and platting were under way. He said the construction documents were 50% complete and he should have cost estimates next month. Mr. Martinez said the permitting process and civil plans were delivered to the city, but the city planning commission has requested that before the city approves and grants a permit that the developer is required to plat Springwoods Village Road. Mr. Martinez said he has been in communication with the developer on this matter and that the city allowed the District's engineer to present the plans to the county for approval.

Mr. Martinez said the developer has submitted a request to re-name the easement agreement along the property as a forest reserve. Mr. Martinez said this was just a change in name. Counsel said he agreed with that assessment. After review, Motion was made by Mr. **BERLETH**, seconded by Mr. **GRUNDMEYER** to approve the granting of the Forest Reserve along the Springwoods property. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed E-Views. There was no current report. Mr. **LEBOUEF** said that the E-View equipment has been installed in the Tomball area.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 10:05 a.m.

Secretary of the Board