

**MINUTES OF THE MARCH 16, 2012 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 March 16, 2012, 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 LeBOUEF**, President. Those Commissioners present were **LYNN LeBOUEF, JOSH FETNER, FRED GRUNDMEYER, and KAREN PLUMMER**. Also present were **HOWARD KATZ** (arriving at 9:10 a.m.), of **COVELER & KATZ, P.C.**, the District's Counsel, **BRAD ENGLAND**, Executive Director of Cypress Creek EMS ("CCEMS"), and **BILL RUSSELL**, of **MYRTLE CRUZ, INC.**, the District's bookkeeper, and members of the public, including Robert Berleth, a candidate for the upcoming District Board election.

The Board first addressed the 2012 Commissioner election. Counsel explained the formalities of the election. Counsel explained that the prior election order was being implemented, the requisite preclearance request to the US Department of Justice was submitted and joint election arrangements were being made. He also explained that the election equipment was being scheduled for arrival later in the month.

The Board addressed the revised Election Order as presented. Thereupon, after review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **FETNER** to approve the revised Election Order to call the May 12, 2012 Commissioner election and tax rate proposition election to authorize a maximum tax rate in the District of six cents (\$.06/\$100) and approve designating the election day precincts, polling places and voting times for the May 12, 2012 District election. After discussion, the Motion was approved by a vote of 4 to 0:

(Election Day)

**Harris County Emergency Services District No. 11
voters residing in HCESD No. 7:**

HCESD No. 7 Election Precinct 1
County Precincts: 41, 110, 588

Polling Place
Spring VFD Station No. 78
26511 Preston Street
Spring, Texas 77373

HCESD No. 7 Election Precinct 2
County Precincts: 114, 452, 552, 575, 672,
690, 735

Spring VFD Station 72
23000 Northcrest Drive
Spring, Texas 77389

HCESD No. 7 Election Precinct 3
County Precincts: 6, 399, 586, 587, 596,
634, 747

Spring VFD Station No. 73
4923 Treaschwig Road
Spring, Texas 77373

HCESD No. 7 Election Precinct 4
County Precincts: 246, 263, 482, 500, 633,
851, 874

Spring VFD Station No. 75
3915 F.M. 2920
Spring, Texas 77388

Harris County Emergency Services District No. 11
Voters residing in HCESD No. 13:

HCESD No. 13 Election Precinct 1
County Precincts: 442, 479, 486, 602, 688,
691, 768, 805, 828, 878

Polling Place

Cypress Creek VFD Station No. 21
14415 N. Eldridge Pkwy
Cypress, Texas 77429

HCESD No. 13 Election Precinct 2
County Precincts: 481, 519

Cypress Creek VFD Station 22
11900 Cypress-N. Houston Road
Cypress, Texas 77429

HCESD No. 13 Election Precinct 3
County Precincts: 478, 484,

Cypress Creek VFD Station No. 23
9860 Cypresswood Drive
Houston, Texas 77070

HCESD No. 13 Election Precinct 4
County Precincts: 125, 244, 516, 548, 597,
609, 823

Cypress Creek VFD Station No. 24
12073 Perry Road
Houston, Texas 77070

Harris County Emergency Services District No. 11
Voters residing in HCESD No. 16:

HCESD No. 16 Election Precinct 1
County Precincts: 173, 245, 485, 551, 880

Polling Place

Klein VFD Station No. 6
11300 Gregson Road
Tomball, Texas 77377

HCESD No. 16 Election Precinct 2
County Precincts: 82, 112, 451, 484, 513,
515, 601, 623, 648, 668

Klein VFD Station 3
9755 Landry Blvd.
Spring, Texas 77679

HCESD No. 16 Election Precinct 3
County Precincts: 114, 263, 672, 876

Klein VFD Station No. 5
8134 Dowdell Road
Tomball, Texas 77375

HCESD No. 16 Election Precinct 4
County Precincts: 466, 477, 514, 614, 615,
624, 631, 757, 783, 853

Klein VFD Station No. 7
5518 Winding Ridge Drive
Spring, Texas 77379

Harris County Emergency Services District No. 11
Voters residing in HCESD No. 28:

HCESD No. 28 Election Precinct 1
County Precincts: 465, 757, 550, 520

Polling Place

Ponderosa VFD Station No. 61
17061 Rolling Creek
Houston, Texas 77090

HCESD No. 28 Election Precinct 2
County Precincts: 464, 874

Ponderosa VFD Station 62
4362 Louetta
Spring, Texas 77388

HCESD No. 28 Election Precinct 3
County Precincts: 399, 657, 883

Ponderosa VFD Station No. 63
21455 Imperial Valley
Houston, Texas 77073

Harris County Emergency Services District No. 11
Voters residing in HCESD No. 29:

HCESD No. 29 Election Precinct 1
County Precincts: 113, 451, 513, 516, 592,
614, 623, 669

Polling Place
HCESD #29 Fire Station
12730 Champion Forest Drive
Houston, Texas 77066

Harris County Emergency Services District No. 11
Voters residing in HCESD No. 10:

HCESD No. 10 Election Precinct 1
County Precincts: 35, 457, 587, 599, 756

Polling Place
Northeast Fire and Rescue
6930 Cypresswood Point Ave.
Humble, Texas 77338

Harris County Emergency Services District No. 11
Voters residing in HCESD No. 17:

HCESD No. 17 Election Precinct 1
County Precincts: 358, 520, 549, 614, 660, 717, 757

Polling Place
Little York VFD Station 84 1220
Rushworth
Houston, Texas 77014

Harris County Emergency Services District No. 11
Voters residing in HCESD No. 20:

HCESD No. 20 Election Precinct 1
County Precincts: 113, 468, 516, 592

Polling Place
Northwest VFD Station 4 5335
Green Pines
Houston, Texas 77066

Harris County Emergency Services District No. 11
voters residing The Woodlands Township
(previously HCESD No. 7 area)
County Precincts: 114, 690, 735

Spring VFD Station 72
23000 Northcrest Drive
Spring, Texas 77389

Counsel said that as previously established by the District, early voting for the District election would also be based upon the fire districts with all District voters voting in their respective fire district:

Thereupon, after review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **FETNER** to approve designating the early polling places and voting times for the May 12, 2012 District election. After discussion, the Motion was approved by a vote of 4 to 0.

(Early Voting)

Voters may only early vote in their respective (Fire) Emergency Services District:

Harris County Emergency Services District No. 7
including voters residing in The Woodlands Township
(previously HCESD No. 7 area):

Spring Volunteer Fire Department Station 75
3915 FM 2920, Spring, Texas 77388
Days/Hours: Monday-Friday, 9:00 a.m. – 5:00 p.m.
Saturday, May 5, 2012: 9:00 a.m. – 12 noon.

Harris County Emergency Services District No. 13:
Cypress Creek Volunteer Fire Department Administration Building
11900 Cypress N. Houston Road, Cypress, Texas 77429
Days/Hours: Monday-Friday, 9:00 a.m. – 5:00 p.m.
Saturday, May 5, 2012: 9:00 a.m. – 12 noon.

Harris County Emergency Services District No. 16:
Klein VFD Administration Building
16810 Squyres Road, Spring, Texas 77379
Days/Hours: Monday-Friday, 9:00 a.m. – 5:00 p.m.
Saturday, May 5, 2012: 9:00 a.m. – 12 noon.

Harris County Emergency Services District No. 28:
Ponderosa Volunteer Fire Department Administration Building/Station 61
17061 Rolling Creek, Houston, Texas 77090
Days/Hours: Monday-Friday, 9:00 a.m. – 5:00 p.m.
Saturday, May 5, 2012: 9:00 a.m. – 12 noon.

Harris County Emergency Services District No. 29:
Champions Area VFD Fire Station
12730 Champion Forest Drive, Houston, Texas 77066
Days/Hours: Monday-Friday, 9:00 a.m. – 5:00 p.m.
Saturday, May 5, 2012: 9:00 a.m. – 12 noon.

Harris County Emergency Services District No. 10:
Northeast Fire and Rescue
6930 Cypresswood Point Ave.
Humble, Texas 77338
Days/Hours: Monday-Friday, 9:00 a.m. – 5:00 p.m.
Saturday, May 5, 2012: 9:00 a.m. – 12 noon.

Harris County Emergency Services District No. 17:
Little York VFD Station 4
1220 Rushworth
Houston, Texas 77014
Days/Hours: Monday-Friday, 9:00 a.m. – 5:00 p.m.
Saturday, May 5, 2012: 9:00 a.m. – 12 noon.

Harris County Emergency Services District No. 20:
Northwest VFD Station 4
5335 Green Pines
Houston, Texas 77066
Days/Hours: Monday-Friday, 9:00 a.m. – 5:00 p.m.
Saturday, May 5, 2012: 9:00 a.m. – 12 noon.

The Board next reviewed the Minutes of the February 16, 2012 regular meeting. After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Mr. **FETNER** to approve the Minutes. After discussion, the Motion to approve the Minutes 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** delivered the report. He reported that the operating account balance of the District following the prior meeting was \$3,380,285.34. He also noted the receipt of tax revenue since the prior meeting in the amount of \$536,640.25, tax penalty and interest of \$7,225.63 and interest of \$1,038.87. He reported that as of this meeting and prior to the payment of current bills, \$3,917,676.43 was on deposit at the Prosperity Bank operating account, plus demand deposits of \$12,366.89 (Prosperity Bank), plus \$5,199.43 at TexPool, plus CD/investment accounts plus interest as to all said accounts/CDs: \$201,829.59 at Central Bank, \$233,682.78 at Spirit of Texas Bank, \$229,957.84 at Icon Bank, \$223,697.58 at Vista Bank Texas, plus \$510,609.79 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 Ms. **PLUMMER**, seconded by Mr. **FETNER** to approve the Financial Report as presented. 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. Mr. **RUSSELL** noted that certain Certificates of Deposit or other accounts were scheduled to mature or warranted revised investment following this meeting. He presented an investment report and investment schedule (compiled with District Commissioner/Investment Officer Josh Fetner). After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **FETNER** to approve and authorize the investment schedule as outlined in the Financial Report. 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. **FETNER**, seconded by Mr. **GRUNDMEYER**, to approve the payment of District bills as follows:

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|----|---------------------------------------|----|----------|
| 1. | Myrtle Cruz, Inc. (bookkeeping) | \$ | 1,366.89 |
| 2. | Coveler & Katz, P.C. (legal-February) | \$ | 6,182.42 |
| | (Admin:\$ 1,419.92; Elec:\$4,762.50) | | |

- | | | | |
|----|----------------------------------|----|-----------|
| 3. | Joiner Partnership (Station 511) | \$ | 2,340.00 |
| 4. | HCAD (Qrtly Assessment) | \$ | 16,773.00 |

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

The Board addressed amending the District 2012 budget. No action was required.

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 \$645,720.00, based on the 2012 CCEMS budget and current service agreement. After review, Motion was made by Mr. **FETNER**, seconded by Mr. **GRUNDMEYER** to approve the payment of CCEMS Operations in the amount of \$645,720.00. 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 no Capital funding was due at this meeting.

The Board then received a report from CCEMS. Brad England, Executive Director of CCEMS, presented the report. He said that a full report with the written information as required by the service agreement had been prepared and mailed for the meeting.

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. England said that in February, Coastal Ambulance transported 3 patients on behalf of CCEMS. He reported that CCEMS responded to 297 STEMI calls to date, with a 97% correct call rate. Mr. England said that 7:58 minutes was the average total response time, with 6:49 the average travel time and average scene time was 24:18 minutes and the average transport at 16:05 minutes. Mr. England said that the average dispatch time at 52 seconds was well under the 90 seconds national average. He also reported that through February 29, CCEMS responded to 4,806 calls, with the prior month's ALS being 1,291 and BLS being 1,290. Mr. England said there was also -0- life flight in the prior month.

Mr. England reported on the proposed joint program with Lonestar College for a joint teaching facility. He said CCEMS has reviewed all the options for the

consortium. The law required an affiliation with a hospital or higher education institution. He said that the option selected was for a new CCEMS institution/academy operated by CCEMS. Mr. England reported that the Texas Workforce Commission granted approval for CCEMS to proceed with the institution/academy operated by CCEMS.

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

Mr. England reported that CCEMS was selected as the “Provider of the Year” by Texas Department of State Health Services.

The Board addressed Station 511 and the payment of construction costs. Mr. **FETNER** reported that the project was proceeding well. He said one payment request was received in the amount of \$198,846.10. The Board discussed the project and reviewed the progress. After review, Motion was made by Mr. **FETNER**, seconded by Ms. **PLUMMER** to approve the payment request. After discussion, the Motion was approved by a vote of 4 to 0.

The Board addressed E-View matters. Mr. **FETNER** said there was some news and progress at long last with the county. One action under review was a reassessment of the project among the agencies and Transtar and bringing on line additional intersections. Mr. **FETNER** said the cost share was \$132,000.00 to the District. He noted the 2012 budget was \$100,000.00. Counsel noted that the 2011 budget allocation to E-View was mostly unspent and Mr. Russell said the budget can be reviewed when the time comes. Mr. England said some of the cost may be in 2013.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 9:36 a.m.

Secretary of the Board