

**MINUTES OF THE APRIL 17, 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 April 17, 2014, at Cypress Creek EMS Education Center, 7111 Five Forks Rd., Spring, Texas 77379.

The Meeting was called to order at 9:18 a.m. by **LYNN LEBOUEF**, President. Those Commissioners initially present were **LYNN LEBOUEF**, **KAREN PLUMMER**, and **KEVIN BROST**. Also present were **BRAD ENGLAND**, Executive Director of Cypress Creek EMS ("CCEMS"), **BILL RUSSELL**, of **MYRTLE CRUZ, INC.**, the District's bookkeeper, and Board officers of CCEMS, and members of the public. Also present were Jeff Doran, new CCEMS board president, and Rich Jones, Executive Administrator of Klein VFD.

The Board addressed the 2014 Commissioner election. Mr. Russell said Howard Katz, District Counsel, explained that two seats were up this year for the May 10, 2014 election and early voting was scheduled to begin April 28.

The Board reviewed the Minutes of the March 20, 2014 regular meeting. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **BROST** to approve the Minutes. After discussion, the Motion was approved by a vote of 3 to 0.

(Commissioner Robert Berleth entered the meeting at 9:25 p.m.)

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 \$8,197,472.54. He also noted the receipt of tax revenue since the prior meeting in the amount of \$131,117.90, tax penalty and interest of \$1,812.71 and interest of \$2,122.07, insurance refund for over-payment of \$460.00, and E-View reimbursement of \$ -0-. Mr. **RUSSELL** reported that as of this meeting and prior to the payment of current bills, \$8,332,687.33 was on deposit at the Prosperity Bank operating account, plus demand deposits of \$212,393.56 (Prosperity Bank), plus \$5,209.43 at TexPool, plus CD/investment accounts plus interest as to all said accounts/CD:

\$234,598.00 at Spirit of Texas Bank, \$231,620.18 at Icon Bank, \$224,143.44 at Community Bank (previously Vista Bank), plus \$1,608,249.90 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. **BROST**, seconded by Mr. **BERLETH** 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 suggested the following action: none at this time.

The Board then addressed the payment of District bills. Mr. **BROST** said that among the bills was a bill from Advanced Traffic Solutions (E-Views). He said that seemed to require bidding. The Board agreed to hold that bill until the question could be addressed by Counsel. After review, Motion was made by Mr. **BERLETH**, seconded by Ms. **PLUMMER**, to approve the payment of District bills as follows:

1.	Myrtle Cruz, Inc. (bookkeeping)	\$ 1,891.72
2.	Coveler & Katz, P.C. (legal-March)	\$ 8,205.01
3.	Joiner Architects (Coventry project)	\$ 6,645.00
4.	McCall Gibson (District audit, interim pmt)	\$ 8,000.00
5.	Klein VFD (E-View management fee)	\$ 1,911.00
6.	Stryker (Stretchers)	\$ 392,744.22

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.

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. **BERLETH** to approve the contract payment of CCEMS Operations in the amount of \$820,000.00. 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 Capital NO funding was due at this meeting.

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. England introduced Jeff Doran, new CCEMS board president.

Mr. England said that in March there were 9 mutual aid responses in District territory and CCEMS provided 20 mutual aid responses to out of District territory. He reported that CCEMS has responded to a historic total of 441 STEMI calls, with a 98% correct call rate. Mr. England said that 8 minutes 00 seconds was the average total response time, with 6 minutes 45 seconds the average travel time and average scene time was 24 minutes 05 seconds, and the average transport was 16 minutes 36 seconds. Mr. England said that the average dispatch time at 47 seconds was well under the 90 seconds national average. He also reported that for the prior month end, CCEMS responded to 2,891 calls, with the prior month's ALS being 1,367 and BLS being 540. Mr. England said there were also 5 life flights.

Mr. England reported the new stretchers were due April 28; and 3 remounts were due back April 15, two have been received.

After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **BERLETH** 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. All on the Board expressed reservations on the project. Mr. **BROST** said both the District and HCESD No. 7 were up in the air until the GMP comes in. The consensus was to hold on the project but authorize Counsel to solicit construction financing proposals. Mr. England said he and Exxon have had discussions about separate office space and truck accommodations at the Exxon site. He said that was on hold until the Board makes a decision on the Coventry construction project.

The Board then addressed E-Views. There was a current report. Rich Jones, Executive Administrator of Klein VFD reported on the next phase of E-View installations. Mr. **BROST** repeated his question if this purchase required bidding due to pricing. The Board agreed to hold on this matter until the question could be addressed by Counsel.

The Board next addressed the District website. Mr. **BERLETH** said he would bring information and pricing to the next meeting.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 9:56 a.m.

Secretary of the Board