

**MINUTES OF THE MAY 16, 2013 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 May 16, 2013, 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 initially present were **LYNN LeBOUEF**, **KAREN PLUMMER**, **ROBERT BERLETH** and **KEVIN BROST**. Also present were **HOWARD KATZ**, of **COVELER & KATZ, P.C.**, the District's Counsel, **BILL RUSSELL**, of **MYRTLE CRUZ, INC.**, the District's bookkeeper, and **BRAD ENGLAND**, Executive Director of Cypress Creek EMS ("CCEMS"), and members of the public. Also present was Andrew McKinney, attorney for CCEMS.

The Board first reviewed the Minutes of the April 18, 2013 regular meeting. After review, Motion was made by Mr. **BERLETH**, seconded by Ms. **PLUMMER** to approve the Minutes. After discussion, the Motion to approve the Minutes was approved by a vote of 4 to 0.

(Commissioner **FRED GRUNDMEYER** arrived at the meeting at 9:07 a.m.)

The Board then received a Financial Report prepared by **BILL RUSSELL**, of **MYRTLE CRUZ, INC.**, the District's bookkeeper. In the absence of Mr. Russell, Counsel delivered the report. He reported that the operating account balance of the District following the prior meeting was \$4,289,213.83. He also noted the receipt of tax revenue since the prior meeting in the amount of \$86,283.47, tax penalty and interest of \$2,533.49 and interest of \$892.39. He also reported that as of this meeting and prior to the payment of current bills, \$4,378,874.49 was on deposit at the Prosperity Bank operating account, plus demand deposits of \$12,374.09 (Prosperity Bank), plus \$5,207.16 at TexPool, plus CD/investment accounts plus interest as to all said accounts/CD: \$34,495.82 at Spirit of Texas Bank, \$81,298.07 at Icon Bank, \$24,057.79 at Vista Bank Texas, plus \$6,318.48 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 5 to 0.

As part of the Financial Report, the Board then addressed District investments. Mr. **BROST** discussed revised investments. He and Counsel discussed the Prosperity Bank balance of over \$4,000,000.00. Mr. **BROST** suggested transferring \$1,500,000.00 from Prosperity Bank operating account to Compass Bank. Counsel said that Compass Bank also will accept public funds and collateralize excess deposits. After review, Motion was made by Mr. **BROST**, seconded by Mr. **BERLETH** to approve and authorize the investment schedule as outlined in the Financial Report and approve transferring \$1,500,000.00 from Prosperity Bank operating account to Compass Bank. After discussion, the Motion was approved by a vote of 5 to 0.

Mr. **LeBOUEF** noted the arrival of members of the public and without objection moved up Agenda Item 13 and asked if anyone had public comment. None was offered.

The Board tabled for June the District's 2012 audit.

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

1.	Myrtle Cruz, Inc. (bookkeeping)	\$ 1,791.56
2.	Coveler & Katz, P.C. (legal-April)	\$ 16,386.67
3.	<u>Houston Chronicle</u> (Election pubs)	\$ 87,289.36
4.	Hart Intercivic (Election Expense)	\$ 15,863.77
5.	HCESD No. 16 (Station 511 rental)	\$ 22,436.00

After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed and determined no action was required on revisions to the District 2013 budget.

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 \$462,328.00. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **BERLETH** to approve the payment of CCEMS Operations in

the amount \$462,328.00. After discussion, the Motion was approved by a vote of 5 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.

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 April, there were 13 mutual aid responses in District territory and CCEMS provided 6 mutual aid responses out of District territory. He reported that CCEMS responded to 389 STEMI calls to YTD, with a 98% correct call rate. Mr. England said that 8:01 minutes was the average total response time, with 6:36 the average travel time and average scene time was 24:16 minutes and the average transport at 16:04 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 April 30, CCEMS responded to 10,499 calls, with the prior month's ALS being 1,460 and BLS being 1,349. Mr. England said there were also 3 life flights in the prior month.

Mr. England said that in response to a request by Mr. Berleth, the CCEMS Medical Director (Dr. Vartanian) and Assistant Medical Director (Dr. Escott) responded to 14 calls during May.

Mr. **BERLETH** asked about the CCEMS Academy and the state inspection. Mr. England said the inspection is to occur within the next 3 weeks.

After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Ms. **PLUMMER** to receive the CCEMS monthly report. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed E-Views. There was no new report.

The Board addressed the McGrath CCEMS review. Mr. **LeBOUEF** said that the report is in proofreading and should be ready for June. The Board discussed setting a tentative Board review date for June 6 at 9:00 a.m.

The Board then addressed the Exxon development. The committee reported on a recent meeting with the District architect and Exxon/Springwoods Village area and the Coventry Development. The Board reviewed the drawings as prepared by the District architect, Joiner Partnership. Mr. **BROST** said that Coventry preferred Option C, while the districts and service providers preferred Option B or A.

Mr. **BERLETH** said that with the tax rate election passing, he would like an agenda item to address a 5-year plan. Mr. **LeBOUEF** said that was good but to wait for the McGrath report to be reviewed.

There was a request for public comment. One member of the public spoke and complained about voter apathy. He also complained that all elections should be in November and done through the county with no stand alone elections. He said he thought the District election was done right but still feels that elections are done too rigidly to attract voter interest.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 10:18 a.m.

Secretary of the Board