

**MINUTES OF THE MAY 15, 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 May 15, 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**, **KAREN PLUMMER**, **FRED GRUNDMEYER**, and **KEVIN BROST**. Also present were **HOWARD KATZ**, of **COVELER & KATZ, P.C.**, the District's Counsel, **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 Ricardo Martinez of Joiner Partnership, Inc., the District's architect on the Coventry project, and members of the public. Also present were Jeff Doran, CCEMS board president-elect, and Josh Fetner, a previous District board member, and H. Kent Twining, attorney for CCEMS. Also present was Brian Toldan, of McCall, Gibson, Swedlund & Barfoot CPAs, the District's auditor.

The Board addressed the May 10, 2014 Commissioner election and setting the date and time for the canvass. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER** to set the date and time for the canvass at May 19, 2014 at 9:00 a.m. at the following location: 7111 Five Forks Rd., Spring, Texas 77379. After discussion, the Motion was approved by a vote of 4 to 0.

The Board reviewed the Minutes of the April 22, 2014 regular meeting. In discussion the following revisions were noted: on pages 1 and 3, the references to Jeff Doran, should have been as Jeff Doran, "CCEMS board president-elect"; and on pages 2 and 4, Mr. **BROST** said in addition to his question on competitive bidding for E-View he had asked for clarification about the need for competitive bidding for the Stryker stretchers, since both exceeded a \$50,000.00 purchase price. Mr. **RUSSELL** said he thought it was only about the E-Views when he called Counsel regarding the question. Mr. **BROST** said he wanted the stretchers to be addressed also. After review, Motion was made by Ms. **PLUMMER**,

seconded by Mr. **GRUNDMEYER** to approve the Minutes as revised. After discussion, the Motion was approved by a vote of 4 to 0.

(Commissioner Robert Berleth entered the meeting at 9:05 p.m.)

The Board then addressed Financial Matters. The District received a report from **BILL RUSSELL**, of **MYRTLE CRUZ, INC.**, the District's bookkeeper. He reported that the operating account balance of the District following the prior meeting was \$7,043,990.38. He also noted the receipt of tax revenue since the prior meeting in the amount of \$121,376.03, tax penalty and interest of \$2,177.01, and interest of \$1,982.71, and E-View reimbursement of \$500.00.. Mr. **RUSSELL** reported that as of this meeting and prior to the payment of current bills, \$7,169,490.66 was on deposit at the Prosperity Bank operating account, plus demand deposits of \$212,428.47 (Prosperity Bank), plus \$5,209.53 at TexPool, plus CD/investment accounts plus interest as to all said accounts/CD: \$234,693.46 at Spirit of Texas Bank, \$231,696.33 at Icon Bank, \$224,207.92 at Community Bank (previously Vista Bank), plus \$1,608,504.27 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. **GRUNDMEYER**, seconded by Ms. **PLUMMER** 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. Russell suggested the following action: none at this time.

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)	\$	1,814.00
2.	Coveler & Katz, P.C. (legal-April): Admin:	\$	1,487.50
	Election:	\$	13,743.75
	Costs/Exp.:	\$	<u>3,436.82</u>
		\$	17,180.57
3.	Joiner Architects (Coventry project)	\$	40,225.00
4.	<u>Houston Chronicle</u> (District election notices)	\$	68,007.24
5.	Hart Intercivic (Election eq. support)	\$	2,010.15
6.	Webwize (District website mgmt/maint.)	\$	1,200.00

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

The Board then addressed the District's 2013 audit presented by Brian Toldan, of McCall Gibson Swedlund & Barfoot, the District's auditors. Mr. Toldan said the report was clean with no exceptions or qualifications. There was general discussion. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **BERLETH** to approve the District's 2013 draft audit, subject to final review. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed 2014 property tax exemptions. Counsel said as requested he prepared an evaluation of over-65 and disabled exemptions at various levels and for a general homestead exemption at 5%. Without objection the item was tabled for the June meeting.

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 Mr. **BROST**, seconded by Mr. **GRUNDMEYER** to approve the contract payment of CCEMS Operations in the amount of \$820,000.00. During discussion, Mr. **BERLETH** asked if it was correct that the increased monthly amount was to cover adding three more ambulances to the coverage area. Mr. England said yes, but that they were not yet deployed because the crews have not completed their training. Mr. **BERLETH** said that the payment should be reduced because those crews and ambulances were not yet in the field. Mr. England said the crews were in training and they were on the payroll. Mr. **BERLETH** again said that since the ambulances were not in the field 1/3 of the extra \$300,000.00 for the 2014 monthly payment should be deducted. Mr. England said the cost to man an ambulance was \$500,000.00/yr and even though not deployed the crews in training were on the CCEMS ambulance payroll. Mr. **BERLETH** said a peak ambulance does not bring the total ambulances in the field to the number promised by CCEMS in December when the increased payment was commenced for the extra three ambulances. He said the taxpayers are over-paying. Mr. **BROST** asked when the extra truck will be deployed. Mr. England said when the crews pass the CCEMS testing they will be deployed in the two

ambulances received, probably in less than two months, and the third one was due in about that time. After discussion, the Motion was approved by a vote of 4 to 1.

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 said that in April there were 7 mutual aid responses in District territory and CCEMS provided 18 mutual aid responses to out of District territory. He reported that CCEMS has responded to a chronologic total of 444 STEMI calls, with a 98% correct call rate. Mr. England said that 7 minutes 48 seconds was the average total response time, with 6 minutes 37 seconds the average travel time and average scene time was 23 minutes 55 seconds, and the average transport was 16 minutes 37 seconds. Mr. England said that the average dispatch time at 42 seconds was well under the 90 seconds national average. He also reported that for the prior month end, CCEMS responded to 2,856 calls, with the prior month's ALS being 1,314 and BLS being 545. Mr. England said there were also 12 life flights.

Mr. England reported the 3 remounts were back and up and running.

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

The Board then addressed the Coventry development project. All on the Board expressed concern on the project cost as presented by Ricardo Martinez of Joiner Partnership, Inc., the District's architect on the Coventry project. Mr. Martinez said that HCESD No. 7 had approved the GMP for the fire station, although they were also concerned about the cost. Counsel said that perhaps a meeting between the building committees of the two districts was in order. Counsel said he had solicited construction financing proposals for the EMS

facility. No action was taken on the item and was held until the committee meeting and a future District meeting.

The Board then addressed E-Views. The Board addressed the item held from the prior month, to approve the next PO for \$108,750.00. There was a report on the next phase of E-View installations. Counsel said he had researched the question if this purchase order for \$108,750.00 required bidding due to pricing. Counsel said he reviewed the matter including the current Interlocal Agreement with Harris County and the type of equipment currently installed on the traffic intersections and fed to TRANSTAR. Counsel said the E-Views original contract/purchase order is based on fixed pricing, therefore the pricing was static for the entire project; the contract with E-Views was a 5-year term with both renewal and cancellation provisions and therefore the District and E-Views were still under contract at the fixed price. Counsel said the District could disapprove the purchase order and cancel the contract. However, under the terms of the county agreement, the county would have to approve any new equipment and vendor, and thus far the county has not done so. Counsel said he did not believe that bidding was required based on the terms of the original E-Views contract and the terms of the county agreement essentially making the E-Views equipment the only equipment approved for use on county roads and thereby a sole source subject to District cancellation of the contract/PO. After review, Motion was made by Mr. **BROST**, seconded by Ms. **PLUMMER** to approve execution of the pending E-Views PO for \$108,750.00, with the District's share being one-half the cost. After discussion, the Motion was approved by a vote of 5 to 0.

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

The Board entered executive session at 10:10 a.m. to discuss real estate matters pursuant to Section 551.072, Government Code, to review the Exxon/Springwoods Village area, Coventry Development land and station negotiations, and to consult with legal counsel. pursuant to Section Government Code Section 551.071 concerning a legal matter.

At 10:26 a.m. the Board re-entered open session.

The Board addressed the question of the need for bidding for the Stryker stretcher purchase. Mr. England said he was not sure the stretchers were received or installed. He confirmed that he solicited proposals from Stryker and Ferno and the Stryker model was the less expensive and was compatible with the units already used by CCEMS and Stryker would take the old units in exchange as credit on the price. Counsel said he had not reviewed the matter because he understood the E-Views issue was what was under review. He said he would review this and have an answer for the canvassing meeting.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 10:50 a.m.

Secretary of the Board