

**MINUTES OF THE SEPTEMBER 15, 2011 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 September 15, 2011, 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, KAREN PLUMMER and THOMAS SLONEK**. Also present were **HOWARD KATZ, 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.

The Board first reviewed the Minutes of the August 18, 2011 regular meeting. After review, Motion was made by Mr. **FETNER**, 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.

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 regular meeting was \$598,983.44. He also noted the receipt of tax revenue since the prior meeting in the amount of \$16,608.85 tax penalty and interest of \$2,903.93 and interest of \$2,295.75. He reported that as of this meeting and prior to the payment of current bills, \$1,808,556.07 was on deposit at the Prosperity Bank operating account, plus CD/investment accounts of \$1,350,000.00 (6@\$225,000.00), plus interest as to all said accounts/CDs, plus demand deposits of \$12,360.94 (Prosperity Bank), plus \$5,197.18 at TexPool, plus \$126,792.20 at Central Bank, plus \$233,166.33 at Spirit of Texas Bank, plus \$229,291.14 at Icon Bank, plus \$223,406.09 at Vista Bank Texas, plus \$225,455.82 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. **SLONEK**, 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). He said that the following CD's were scheduled to mature later this month and recommended the following: none at this time. After review, Motion was made by Mr. **FETNER**, seconded by Ms. **PLUMMER** 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 Ms. **PLUMMER**, to approve the payment of District bills as follows:

1.	Myrtle Cruz, Inc. (bookkeeping)	\$	1,770.20
2.	Coveler & Katz, P.C. (legal-August)	\$	9,018.24
3.	<u>Houston Chronicle</u> (Tax Notice)	\$	4,539.12
4.	The Texas Network (District website)	\$	1,199.40
5.	Joiner Partnership (Station 511)	\$	3,034.29
6.	VFIS (District insurance)	\$	6,257.00
7.	HCESD No. 16 (lease for Station 511)	\$	11,217.50

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

The Board then addressed District 2011 budget review. Mr. **RUSSELL** said the proposed revisions reflected \$700,000.00 for the new station and \$100,000.00 for con-construction cost for the new station:

Amended HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11

BUDGET SUMMARY OF REVENUE & EXPENDITURES
FOR CALENDAR YEAR 2011

DISTRICT REVENUES

Property Taxes	\$ 7,841,730*
E-View Participant Revenue	55,000
Interest On Investments	<u>70,000</u>
TOTAL REVENUES	\$ 7,966,730

(* Based Upon 2010 HCAD Certified Tax Rolls
\$27,514,842,271/100 x \$.03000 = \$8,254,453 x 95% = \$7,841,730)

DISTRICT OPERATING EXPENSES

Bookkeeping	\$ 20,500
Rent	11,218
District Lease/Purchase (equipment)	65,000
Audit Fees	10,000
Commissioner Fees/expenses	5,000
Legal Fees	40,000
Election-Legal Fees, Costs and Expenses	-0-
Legislative Consultant(s)	5,000
Professional Consultants	2,000
Ambulance Service	**
Capital Expenditures	**
New EMS Station (Non-Construction costs)	100,000
Harris County Appraisal	80,000
Harris County Tax Office	-0-
Legal Notices	5,000
Printing & Office Supplies	1,000
Insurance & Surety Bonds	20,000
Opticom Maintenance	-0-
E-View EVP	100,000
Utilities	5,000
New Station Construction (Station 511)	700,000
Station Payment (Champions Station)	106,000
Building Maintenance (Champions Station)	10,000
Misc. Expenses (including website, associations and newsletter)	<u>5,000</u>
TOTAL OPERATING EXPENSES	\$ 1,286,718

EMS CAPITAL EXPENSES

\$ 50,000

DISTRICT RESERVE

\$ 88,782

Total Expenses

\$ 1,425,500

**** YEAR 2011 FUNDS AVAILABLE FOR DISTRICT**

CAPITAL AND EMS OPERATING SERVICE AGREEMENT

\$ 6,541,230*

(* Disbursements to service provider are subject to approved CCEMS budget and service agreement)

After review, Motion was made by Mr. **FETNER**, seconded by Mr. **SLONEK** to approve the 2011 budget revisions. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed the proposed 2012 District budget. Counsel presented the proposed budget prepared with the District bookkeeper:

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11
 BUDGET SUMMARY OF REVENUE & EXPENDITURES
 FOR CALENDAR YEAR 2012

DISTRICT REVENUES

Property Taxes	\$ 7,825,000*
E-View Participant Revenue	55,000
Interest On Investments	<u>30,000</u>
TOTAL REVENUES	\$ 7,910,000

(* Based Upon 2011 HCAD Certified Tax Rolls
 \$27,453,053,084/100 x \$.03000 = \$8,235,916 x 95% = \$7,825,000)

DISTRICT OPERATING EXPENSES

Bookkeeping	\$ 20,500
Rent	11,218
District Lease/Purchase (equipment)	-0-
Audit Fees	10,000
Commissioner Fees/expenses	5,000
Legal Fees	40,000
Election-Legal Fees, Costs and Expenses	70,000
Legislative Consultant(s)	500
Professional Consultants	1,000
Ambulance Service	**
Capital Expenditures	**
New EMS Station (Non-Construction costs)	100,000
Harris County Appraisal	80,000
Harris County Tax Office	10,000
Legal Notices	15,000
Printing & Office Supplies	4,000
Insurance & Surety Bonds	25,000
Opticom Maintenance	2,000
E-View EVP	100,000
Utilities	25,000
Station Payment (Champions Station)	106,000
Building Maintenance (Champions Station/New EMS)	10,000
Misc. Expenses (including website, associations and newsletter)	<u>10,000</u>
TOTAL OPERATING EXPENSES	\$ 645,218

EMS CAPITAL EXPENSES **\$ 50,000**

NEW EMS STATION (CONSTRUCTION CAPITAL COSTS) **\$ 800,000**

DISTRICT RESERVE **\$ 100,000**

Total Expenses **\$ 1,595,218**

**** YEAR 2012 FUNDS AVAILABLE FOR DISTRICT
 CAPITAL AND EMS OPERATING SERVICE AGREEMENT** **\$ 6,314,782***

(* Disbursements to service provider are subject to approved CCEMS budget and service agreement)

After review, Motion was made by Mr. **FETNER**, seconded by Mr. **SLONEK** to approve the proposed 2012 District budget. The Board discussed

the proposed budget and the requirements of the District and CCEMS. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed the 2011 District tax rate. The Board noted the budget approved at this meeting and the financial demands to provide the EMS services. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **SLONEK** to set the District 2011 tax rate at \$.0300/\$100. After discussion, the Motion was approved by a vote of 4 to 0.

The Board tabled review of the proposed CCEMS 2012 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 \$603,436.00, based on the 2011 CCEMS budget and current service agreement. After review, Motion was made by Mr. **FETNER**, seconded by Ms. **PLUMMER** to approve the payment of CCEMS Operations in the amount of \$603,436.00. 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 August, Coastal Ambulance transported 5 patients on behalf of CCEMS. He reported that CCEMS responded to 282 STEMI calls to date, with a 96% correct call rate. Mr. England said that 8:22 minutes was the average total response time, with 6:55 the average travel time and average scene time was 25:38 minutes and the average transport at 14:51 minutes. Mr. England said that the average dispatch time at 45 seconds was well under the 90 seconds national average. He also reported that through August 31, CCEMS

responded to 21,648 calls, with the prior month's ALS being 1,354 and BLS being 1,157. Mr. England said there were also 1 lifeflight in the prior month.

Mr. England said CCEMS was hosting a golf tournament September 26. He also discussed the hurricane preparedness underway by CCEMS. He also said that he was recently elected president of the local Chamber of Commerce.

Mr. England also discussed the joint program with Lonestar College for a joint teaching facility. He said CCEMS has reviewed all the options and approved proceeding with Plan C: a new CCEMS institution/academy.

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

The Board addressed Station 511 and the payment of construction costs. Mr. **FETNER** reported that the project was proceeding. After review, Motion was made by Mr. **FETNER**, seconded by Ms. **PLUMMER** to approve payment for construction costs at Station 511 to Gamma Construction in the amount of \$48,697.37, which amount was certified by the architect. After discussion, the Motion was approved by a vote of 4 to 0.

Mr. **FETNER** also said he talked with the contractor and the architect about communicating better with Klein FD and the HCESD No. 16 board regarding the project. He said there some complaints that the project was inconveniencing the Klein FD and those concerns were not being addressed.

The Board discussed the proposed Medicaid reimbursement program. Counsel said there was no update.

The Board addressed E-View matters. Mr. **FETNER** said there was slow progress. He said the fire and EMS devices were installed but some were not functioning correctly. He said he expected Transtar and E-View/Siemans would work out the problems. He reported that a new software program was also developed for the project.

The Board then addressed action regarding election scheduling and cost and equipment matters concerning the May, 2012 District commissioner election and possible tax rate election and approve the election equipment acquisition. Counsel noted that the Board approved joining the consortium at the prior meeting. After review, Motion was made by Mr. **SLONEK**, seconded by Mr.

FETNER to approve the election equipment acquisition, with the District's cost allocation being \$74,011.84. After discussion, the Motion was approved by a vote of 4 to 0.

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