

**MINUTES OF THE OCTOBER 16, 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 October 16, 2014, at Cypress Creek EMS Education Center, 7111 Five Forks Rd., Spring, Texas 77379.

The Meeting was called to order at 9:04 a.m. by **LYNN LEBOUF**, President. Those Commissioners initially present were **LYNN LEBOUF**, **KAREN PLUMMER**, 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 members of the public. Also present were Ricardo Martinez of Joiner Partnership, Inc., the District's architect on the Coventry project and Andrew McKinney, attorney for CCEMS.

The Board reviewed the Minutes of the September 18, 2013 regular meeting. After review, Motion was made by Mr. **BROST**, seconded by Ms. **PLUMMER** to approve the Minutes. After discussion, the Motion was approved by a vote of 3 to 0.

(Commissioner **FRED GRUNDMEYER** arrived at the meeting at 9:06 a.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 \$2,963,465.47. He also noted the receipt of tax revenue since the prior meeting in the amount of \$4,111.74, tax penalty and interest of \$2,438.53, and interest of \$1,059.19. Mr. **RUSSELL** reported that as of this meeting and prior to the payment of current bills, \$2,126,957.84 was on deposit at the Prosperity Bank operating account, plus demand deposits of \$212,606.62 (Prosperity Bank), plus \$5,209.82 at TexPool, plus CD/investment accounts plus interest as to all said accounts/CD: \$235,130.78 at Spirit of Texas Bank, \$232,008.38 at Icon Bank, \$224,537.05 at Community Bank (previously Vista

Bank), plus \$1,588,555.32 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. **GRUNDMEYER** 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 payment of District bills. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER** to approve the payment of District bills as follows:

1.	Myrtle Cruz, Inc. (bookkeeping)	\$	1,814.72
2.	Coveler & Katz, P.C. (legal-September):	\$	7,550.95
3.	Joiner Partnership, Inc.	\$	532.00
4.	Klein VFD (E-Views repairs)	\$	1,295.83
5.	VFIS (District insurance)	\$	12,487.00

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

The Board received a report regarding CCEMS and matters regarding PIA requests from Wayne Dolcefino, who was present, and others. Andrew McKinney, attorney for CCEMS, said CCEMS is responding as required by law. Mr. Dolcefino said that was not true and CCEMS was withholding payroll records which required to be produced. Mr. McKinney said CCEMS submitted many pages of documents but withheld personal and private payroll records. Mr. Dolcefino said CCEMS was wrong and the Harris County DA and Texas Attorney General supported his position and not that of CCEMS because public funds were involved. He said also that the Harris County DA has ordered CCEMS to produce the requested payroll records. Mr. **LEBOUEF** said he thought CCEMS should produce what is being requested. Mr. McKinney said the employees have a right of privacy concerning their wages. Mr. Dolcefino said this was incorrect and the CCEMS employees were like public employees. He said he has heard this argument before and he expects in the end he will get the requested information. Mr. McKinney said CCEMS will deal with the legal issues with the DA and Attorney General. Mr. **LEBOUEF** said he wished the parties would handle this and just produce the public information.

The Board addressed and reviewed and took no action on revisions to the 2014 District budget.

The Board addressed approval of the District 2015 budget. Counsel said that the Board held a special meeting on September 9 to review a proposed budget and propose a 2014 District tax rate. Counsel presented the proposed budget.

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11
BUDGET SUMMARY OF REVENUE & EXPENDITURES
FOR CALENDAR YEAR 2015

<u>DISTRICT REVENUES</u>	<u>2015</u>	<u>2014</u>
Property Taxes	\$ 14,251,730*	13,436,550
E-View Participant Revenue		75,000
Interest On Investments	<u>15,000</u>	<u>15,000</u>
TOTAL REVENUE	\$ 14,266,730	13,526,550
(* Based Upon 2014 HCAD Certified Tax Rolls \$34,590,320,127/100 x \$0.04337 = \$15,001,822 x 95% = \$14,251,730)		
<u>DISTRICT OPERATING EXPENSES</u>	<u>2015</u>	<u>2014</u>
Bookkeeping	\$ 25,000	25,000
Rent (St. 511/Klein)	8,500	10,000
District Lease/Purchase (equipment)	-0-	-0-
Audit Fees	10,000	10,000
Commissioner Fees/expenses	5,000	5,000
Legal Fees	40,000	40,000
Election-Legal Fees, Costs and Expenses	100	130,000
Legislative Consultant(s)	3,000	1,000
Professional Consultants (Dr. Welch)	2,000	2,000
Ambulance Service	**	
Capital Expenditures	**	
New EMS Station (Non-Construction costs, arch., eng.)	5,000	200,000
New EMS Station (Construction costs)	-0-	10,000
Harris County Appraisal	100,000	80,000
Harris County Tax Office	1,000	1,000
Legal Notices	15,000	15,000
Printing & Office Supplies	2,000	2,000
Insurance & Surety Bonds	45,000	35,000
Opticom Maintenance	1,000	1,000
E-View EVP	—	200,000
Utilities	25,000	500
Station Payment (Champions Station)	80,000	80,000
Building Maintenance (Champions; 511-Klein)	10,000	10,000
Building Maintenance (New Coventry EMS)	5,000	5,000
Misc. Expenses (including website, associations and newsletter)	<u>10,000</u>	<u>10,000</u>
TOTAL OPERATING EXPENSES	\$ 392,600	672,500
EMS CAPITAL EXPENSES	\$ -0-	300,000
NEW EMS STATION (CONSTRUCTION LOAN		
<u>\$2,000,000@2.71, 10 yr term, Int only for 2015)</u>	\$ 55,000	327,000
<u>DISTRICT RESERVE</u>	\$ 1,400,000	1,362,185
Total Expenses	<u>\$ 1,847,600</u>	2,661,685

**** YEAR 2015 FUNDS AVAILABLE FOR DISTRICT**

The Board reviewed the proposed budget. Mr. **BROST** said based on the current state of the E-View deployment, that E-View revenue and expenses were likely to be \$40,000.00 revenue and \$100,000.00 for expenses. Mr. **BROST** said that there was a possibility of an annexation election and therefore election expense should be increased. Counsel said since there is no annexation petition as yet he would like to wait and request a budget amendment when all the particulars are known. After review, Motion was made Ms. **PLUMMER**, seconded by Mr. **BROST** to approve the proposed District 2015 budget as presented with the noted E-View information. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed adoption of the District 2014 tax rate. The Board discussed the budget. Counsel said the budget was based on tax revenue with a tax rate of \$.04300/\$100. Mr. **GRUNDMEYER** asked if that was a reduction from last year's rate. Counsel said yes, that last year's rate was \$.04750/\$100. After review, Motion was made Mr. **BROST**, seconded by Mr. **GRUNDMEYER** to approve the proposed District 2014 tax rate of \$.04300/\$100. After discussion, the Motion was approved by a vote of 4 to 0.

Counsel said that with the approved budget and adopted tax rate, the bottom line number for funding EMS services and the District's future capital matters was \$12,359,130.00.

The Board addressed the proposed 2015 CCEMS budget. Mr. England said the amount slated from District payments was \$12,250,000.00. He said the increase reflected an increase in wages. The matter was tabled for the following month. Counsel said that this CCEMS budget was very close to the total District bottom line with room for very little else.

The Board then addressed and tabled the District five-year plan.

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 Mr. **BROST**, seconded

by Ms. **PLUMMER** 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 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 September there were 12 mutual aid responses in District territory and CCEMS provided 24 mutual aid responses to out of District territory. He reported that CCEMS has responded to a chronologic total of 456 STEMI calls, with a 98% correct call rate. Mr. England said that 8 minutes 02 seconds was the average total response time, with 6 minutes 43 seconds the average travel time and average scene time was 24 minutes 01 seconds, and the average transport was 16 minutes 17 seconds. Mr. England said that the average dispatch time at 51 seconds was well under the 90 seconds national average. He also reported that for the prior month end CCEMS responded to 2,984 calls, with the prior month's ALS being 1,287 and BLS being 542. Mr. England said there were also 5 life flights.

Mr. England said the CCEMS renewal EMS license application was on file with Texas Department of State Health Services. He said that the current license has been extended to October 31, 2014 pending review of the renewal application. Mr. England also said that with the new CCEMS academy, CCEMS is the only EMS agency in Texas with two college accreditations.

After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Mr. **BROST** 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 project. Ricardo Martinez of Joiner Partnership, Inc., the District's architect on the Coventry project said the

project was underway. He said that the progress review meetings will be every second Tuesday of the month. He said there were no pay apps for this meeting.

The Board then addressed E-Views. Mr. **BROST** delivered a report for this meeting. He said the new locations for 2015 were still under review. He confirmed that the developer was to install the equipment at the Coventry facilities.

The Board received public comments from Wayne Dolcevino and Andrew McKinney, attorney for CCEMS regarding CCEMS spending and production of records.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 10:25 a.m.

Secretary of the Board.