

**MINUTES OF THE DECEMBER 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 December 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**, and **FRED GRUNDMEYER**. 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 November 17, 2011 regular meeting. After review, Motion was made by Mr. **FETNER**, seconded by Mr. **GRUNDMEYER** to approve the Minutes. After discussion, the Motion to approve the Minutes was approved by a vote of 3 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 \$16,602.78. He also noted the receipt of tax revenue since the prior meeting in the amount of \$501,291.84 tax penalty and interest of \$3,803.98 and interest of \$349.24. He reported that as of this meeting and prior to the payment of current bills, \$990,304.84 was on deposit at the Prosperity Bank operating account, plus CD/investment accounts of \$-0--, plus interest as to all said accounts/CDs, plus demand deposits of \$12,364.28 (Prosperity Bank), plus \$5,198.35 at TexPool, plus \$1,837.78 at Central Bank, plus \$33,614.87 at Spirit of Texas Bank, plus \$29,821.12 at Icon Bank, plus \$23,660.02 at Vista Bank Texas, plus \$10,550.06 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 Mr. **FETNER** to approve the Financial Report as presented. After discussion, the Motion was approved by a vote of 3 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). After review, Motion was made by Mr. **FETNER**, seconded by Mr. **GRUNDMEYER** to approve and authorize the investment schedule as outlined in the Financial Report. After discussion, the Motion was approved by a vote of 3 to 0.

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

1.	Myrtle Cruz, Inc. (bookkeeping)	\$	1,763.04
2.	Coveler & Katz, P.C. (legal-November)	\$	1,189.59
3.	Joiner Partnership (Station 511)	\$	2,600.00
4.	HCAD (Q'trly Assessment)	\$	17,321.00
5.	VFIS (District insurance/Bond)	\$	400.00

After discussion, the Motion was approved by a vote of 3 to 0.

The Board then addressed District 2011 budget review. Mr. **RUSSELL** said sufficient funds were available to pay the District's expenses including the Station 511 construction project. He said no tax anticipation loan was required.

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 Mr. **GRUNDMEYER** to approve the payment of CCEMS Operations in the amount of \$603,436.00. After discussion, the Motion was approved by a vote of 3 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 November, Coastal Ambulance transported 6 patients on behalf of CCEMS. He reported that CCEMS responded to 289 STEMI calls to date, with a 97% correct call rate. Mr. England said that 8:03 minutes was the average total response time, with 6:51 the average travel time and average scene time was 25:19 minutes and the average transport at 15:21 minutes. Mr. England said that the average dispatch time at 49 seconds was well under the 90 seconds national average. He also reported that through November 30, CCEMS responded to 29,088 calls, with the prior month's ALS being 1,296 and BLS being 1,214. Mr. England said there was also 1 lifeflight in the prior month.

Mr. England said the Exxon project was on-going and that roads were being put in to assist with ambulance travel. He said that safety measures were also being implemented for the workers.

Mr. England said the CCEMS was honored at CCEMS Day at Harris County Commissioner's Court.

After review, Motion was made by Mr. **FETNER**, seconded by Mr. **GRUNDMEYER** to receive the CCEMS monthly report. After discussion, the Motion was approved by a vote of 3 to 0.

The Board addressed Station 511 and the payment of construction costs. Mr. **FETNER** reported that the project was proceeding. He said two payment requests were received in the amounts of \$211,395.16 and \$143,568.77. The Board discussed the project and reviewed the progress. After review, Motion was made by Mr. **FETNER**, seconded by Mr. **GRUNDMEYER** to approve the payment requests in the amounts of \$211,395.16 and \$143,568.77. After discussion, the Motion was approved by a vote of 3 to 0.

he Board addressed E-View matters. Mr. **FETNER** said there was no news. He said Rich Jones, Klein VFD Administrator was to attend the District's January meeting.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 9:25 a.m.

---

Secretary of the Board