

**MINUTES OF THE FEBRUARY 18, 2016 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 February 18, 2016, at Cypress Creek EMS Education Center, 7111 Five Forks Rd., Spring, Texas 77379.

The Meeting was called to order at 9:00 AM by **LYNN LEBOUF**, President. Those Commissioners present were **LYNN LEBOUF**, **KAREN PLUMMER**, **FRED GRUNDMEYER**, and **KEVIN BROST**. Commissioner **ROBERT BERLETH** was absent. Also present were the District legal counsel John Peeler, of Coverler & Katz, P.C., District book keeper Bill Russell, of Myrtle Cruz, Inc., Brad England, Executive Director of Cypress Creek Emergency Medical Services ("CCEMS"), Norm Uhl, Public Information Officer for CCEMS, Andrew McKinney, Attorney for CCEMS. Also present were District consultants Ricardo Martinez of Joiner Architects, District architects on the Station 513/Coventry project, Wayne Dolcefino and members of the public.

The Board first addressed item 1 of the agenda, action to call the May 7, 2015 general election to elect three commissioners to the Board of Commissioners. The Board reviewed the following items related to the election:

- a. Approve an Order calling for an election under Texas Health and Safety Code Section 775.0345.
- b. Order Approving and Appointing an Agent for the Election;
- c. Order Appointing an Early Voting Clerk and Deputy Early Voting Clerk;
- d. Order Establishing and Designating Election Precincts and Polling Places;
- e. Order Establishing and Designating Early Voting Polling Places;
- f. Order Adopting Form of Notice of District Election;
- g. Action to approve a contract with Hart InterCivic, Inc. for election services.
- h. To consider and take action on such other Orders, Resolutions and related matters as required or appropriate to call for the District election.

Counsel reported on candidate applications received to date. No action was taken.

The Board reviewed the Minutes of the January 21, 2016 regular meeting. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER** to approve the Minutes. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed Financial Matters. The District received two reports from District bookkeeper **BILL RUSSELL**, of **MYRTLE CRUZ, INC.**, reported that the operating account balance of the District as of February 18, 2016 was \$8,549,940.00. He also noted the receipt of tax revenue since the prior meeting in the amount of \$5,420,895.15, tax penalty and interest of \$3,269.33, and interest of \$1,270.01. He also reported that as of this meeting and prior to the payment of current bills, \$13,960,292.20 was on deposit at the Prosperity Bank operating account, plus additional demand deposits of \$213,175.75 at Prosperity Bank, \$5,215.75 in TexPool, CD/investment accounts plus interest as to all said accounts/CD: \$236,546.77 at Spirit of Texas Bank, \$232,707.56 at Icon Bank, \$225,814.25 at Community Bank (previously Vista Bank), \$1,100,958.85 at Compass Bank, \$890,679.77 at Wells Fargo Bank plus \$240,000.00 at three banks. He informed the Board that the pool rates had increased slightly.

Thereupon, after review, Motion was made by Mr. **BROST**, seconded by Ms. **PLUMMER** to approve the Financial Report as presented. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed payment of District bills. After review, Motion was made by Ms. **BROST**, seconded by Mr. **PLUMMER**, to approve the payment of District bills as follows, including payment to the Chronicle not on report:

1.	Myrtle Cruz, Inc. (bookkeeping)	\$	2,290.56
2.	Coveler & Katz, P.C. (legal)	\$	11,706.41
3.	Leyendecker Consulting (Inv 1825)	\$	395.00
4.	Cypress Creek EMS (Reimburse Stn 513 FFE)	\$	3,709.25
5.	Klein VFD (E-Views Repairs)	\$	1,911.00
6.	Houston Chronicle (Inv 497427064)	\$	383.28
7.	Webwize, Inc. (Inv 6913)	\$	145.00
8.	GoStephens (Check order)	\$	88.90

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

The Board then addressed District investments. After review, Motion was made by Mr. **BROST**, seconded by Ms. **PLUMMER**, to move \$3,000,000 from Prosperity Bank operating account to Texpool.

The Board then addressed Depository Institutions, Depository Pledge Agreements or Investment Policy. Bill Russell requested the District enter into a Depository Pledge Agreement with Independent Bank.

The Board took no action on 2016 budget revisions.

Without objection, the Board moved to agenda item 9, the payment of capital funding pursuant to current budget and service agreement with Cypress Creek EMS. After review, Motion was made by Mr. **BROST**, seconded by Ms. **PLUMMER** to approve the reimbursement in the amount of \$3,709.25 for FFE on Station 513. After discussion, the motion was approved by a vote of 4 to 0.

The Board then received a report from CCEMS. Brad England, Executive Director of CCEMS, presented the monthly report and provided a verbal summary noting: ambulance purchase order will be presented at the March meeting; now receiving mail at 7111 Five Forks; moving supplies to Station 513; Station 513 scheduled to open tomorrow; 5-year plan and 5-year summary presented; Mr. Gonzalez is new CCEMS Board President based on annual election. After review, motion was made by Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER** to accept the CCEMS monthly report. After discussion, the motion was approved by a vote of 4 to 0.

The Board took no action on agenda item 11 regarding the purchase of new AEDs as it was addressed previously at the January meeting. Purchase Orders and checks for same will be presented at the March meeting.

The Board then addressed item 12, action regarding construction, improvements, repairs and renovations to District stations. Ricardo Martinez provided a report on the Station 513/Coventry project: project is fulfilled, roadway has not been finalized by County yet so there is an access issue; no date determined for completion; HCID invoiced the District for the roadway issues, neither Ricardo nor John Peeler recommends paying the bill at this time as no authorization was sought or given by the District or the project team update on status in finishing projects with Joiner Architect; Pay Application #15 was

presented including information provided by Brookstone regarding no-cost items in a change order; grand opening of Station 513 scheduled for Saturday, April 23, 2016, at 10:00 a.m. After review, Motion was made by Mr. **BROST**, seconded by Ms. **PLUMMER**, to approve Pay Application #15 in the amount of \$97,148.48. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed item 13 pertaining to real property. Brad England informed the Board that there had been no change on the Klein Dowdell station yet. Mr. **BROST** stated that the old Spring Station 72 was being vacated by the precinct and constable so it may be available. Mr. England agreed the rehabilitation of an old station would be more efficient than adding to the new stations being built. Pertaining to the Treaschwig project, Mr. England reported it would be underway soon though there is still a question regarding Timberlane MUD as Timberlane MUD wants a formal request. He added that they are still working on sewer issues but expects Treaschwig to move forward. Mr. **BROST** questioned whether the District might chose to build a new station in 2016 to which Ms. **PLUMMER** replied only if the need presented itself. Mr. England reiterated the belief that rehabilitation at an old station would be best since there are no plans to purchase new trucks at this time. No action was taken.

The Board took no action on third party communications addressing District and Cypress Creek EMS operations.

The Board held item 15, District requests to CCEMS for information under the service agreement and are related to District funding of CCEMS operations.

The Board then addressed the District website. Mr. **BROST** stated was coordinating with Toivo Sari on this matter.

The Board then addressed the District post office box. Mr. Peeler reported that the change of address on the post office box had been completed and mail is now being delivered to the 7111 Five Forks address.

The Board then addressed item 18, traffic preemption. Mr. **BROST** reported on ongoing discussion with the improvement district on splitting costs for additional equipment/intersections within the improvement district. No action taken.

No action was taken on an Interlocal Agreement pertaining to election equipment.

No action was taken on personnel matters.

The Board entered Closed Session at 9:37 a.m. and returned to Open Session at 10:15.

Recess from 10:16 – 10:19

The Board then addressed agenda item 8, the payment of operations funding pursuant to current budget and service agreement with Cypress Creek EMS. The Board asked counsel about items to be reviewed in March as a CCEMS budget and mid-year reconciliation. Brad England reminded the Board of the underpayment noted by in the 2015 budget review and questioned if the District would be reimbursing CCEMS this year for the potential underpayment in 2015. Ms. **PLUMMER** offered her recommendation to reimburse CCEMS. After review, Motion was made by Mr. **GRUNDMEYER**, seconded by MS. **PLUMMER**, to approve payment in the amount of \$1,003,835.00 to Cypress Creek EMS for monthly operations. After discussion, the Motion was approved by a vote of 3 to 0, with Mr. **BROST** abstaining.

The Board returned to agenda item 22, public comment though none was offered.

The Board then addressed agenda item 23, the date of the next regular meeting, to be held March 17, 2016 at 9:00 AM.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned 10:23 a.m.

Secretary of the Board