

**MINUTES OF THE APRIL 18, 2012 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 April 18, 2012, at Cypress Creek EMS Education Center, 7111 Five Forks Rd., Spring, Texas 77379.

The Meeting was called to order at 9:10 a.m. by **LYNN LeBOUEF**, President. Those Commissioners present were **LYNN LeBOUEF, JOSH FETNER, FRED GRUNDMEYER, and KAREN PLUMMER**. Also present were **HOWARD KATZ, of COVELER & KATZ, P.C.**, the District's Counsel, **BRAD ENGLAND**, Executive Director of Cypress Creek EMS ("CCEMS"), and members of the public, including Robert Berleth, a candidate for the upcoming District Board election.

The Board first addressed the 2012 Commissioner election. Counsel explained the requirement to canvass the election. Counsel said that the date for canvass to be selected must be 8-11 days after the election to allow sufficient time for provisional ballots. Thereupon, after review, Motion was made by Mr. **GRUNDMEYER**, seconded by Mr. **FETNER** to approve the canvass date for the May 12, 2012 District election for 9:30 a.m. on May 21, 2012. After discussion, the Motion was approved by a vote of 4 to 0:

The Board next reviewed the Minutes of the March 15, 2012 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.

Without objection, the Board held on Agenda Items 3-4 and then addressed Agenda Item 5, granting exemptions for 2012. The Board reviewed its financial position, the upcoming capital costs and new station cost and the valuation trend as presented by Dr. Welch at a prior meeting. After review, Motion was made by Mr. **FETNER**, seconded by Mr. **GRUNDMEYER** to approve the granting -0- general homestead and \$50,000.00 for the over 65 and disabled categories. After discussion, the Motion to approve the Minutes was approved by a vote of 4 to 0.

The Board addressed amending the District 2012 budget. No action 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 required at this meeting in the amount of \$645,720.00, based on the 2012 CCEMS budget and current service agreement (through June 30, 2012). Mr. England said that additional amounts were due for reimbursement for new Station 511 in the amount of \$1,072.82, and additional cost to cover the increased employee insurance related to the additional personnel at Woodlands Station No. 7 and new station 511, in the amount of \$146,980.00. After review, Motion was made by Mr. **FETNER**, seconded by Mr. **GRUNDMEYER** to approve the payment of CCEMS Operations in the amount of \$645,720.00, plus \$1,072.82 (Station 511 reimbursement), and additional cost to cover the increased employee insurance related to Woodlands Station No. 7 and new station 511, in the amount of \$146,980.00. 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 March, Coastal Ambulance transported 4 patients on behalf of CCEMS. He reported that CCEMS responded to 303 STEMI calls to date, with a 97% correct call rate. Mr. England said that 8:18 minutes was the average total response time, with 6:58 the average travel time and average scene time was 24:30 minutes and the average transport at 15:51 minutes. Mr. England said that the average dispatch time at 56 seconds was well under the 90 seconds national average. He also reported that through March 31, CCEMS

responded to 7,576 calls, with the prior month's ALS being 1,589 and BLS being 1,495. Mr. England said there was also 8 life flight in the prior month.

Mr. England reported on the proposed joint program with Lonestar College for a joint teaching facility.

Mr. England said CCEMS was moving into the Woodlands FD new station in the Creekside Estates Harris County annexation area.

Mr. England reported on an agreement between CCEMS and Little York VFD for an ambulance bay to be at the VFD station on Rushworth.

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 4 to 0.

The Board addressed Station 511 and the payment of construction costs. Mr. **FETNER** reported that the project was nearly complete. He said a payment request was received in the amount of \$90,414.78. 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 request. After discussion, the Motion was approved by a vote of 4 to 0.

The Board addressed E-View matters. Mr. **FETNER** said there was progress. He said there was now a plan about completing the Louetta and FM 1960 coverage areas. Mr. **FETNER** said there was a bill from Klein VFD for support and admin service by Rich Jones regarding the E-View work, in the amount of \$1,911.00.

The Board then received a Financial Report prepared by **BILL RUSSELL**, of **MYRTLE CRUZ, INC.**, the District's bookkeeper. Counsel delivered the report. He reported that the operating account balance of the District following the prior meeting was \$3,046,013.07. He also noted the receipt of tax revenue since the prior meeting in the amount of \$131,665.14, tax penalty and interest of \$4,366.13 and interest of \$1,180.71. He reported that as of this meeting and prior to the payment of current bills, \$3,182,698.21 was on deposit at the Prosperity Bank operating account, plus demand deposits of \$12,366.89 (Prosperity Bank), plus \$5,200.00 at TexPool, plus CD/investment accounts plus interest as to all said accounts/CDs: \$201,859.58 at Central Bank, \$233,790.36 at Spirit of Texas Bank, \$230,135.50 at Icon Bank, \$223,752.74 at Vista Bank Texas, plus

\$510,725.29 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 Ms. **PLUMMER**, 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. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **FETNER** 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)	\$	1,765.34
2.	Coveler & Katz, P.C. (legal-March) (Admin:\$ 2,120.11; Elec:\$7,300.50)	\$	9,420.11
3.	Joiner Partnership (Station 511)	\$	3,938.33
4.	McCall Gibson (District audit fees)	\$	8,000.00
5.	Klein VFD (E-View admin.)	\$	1,911.00
6.	Language USA (Election)	\$	567.60
7.	Karen Plummer (SAFE-D reimbursement)	\$	1,072.82

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 10:15 a.m.

Secretary of the Board