

**MINUTES OF THE AUGUST 23, 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 August 23, 2012, at Ponderosa Volunteer Fire Department, Station #61, 17061 Rolling Creek Drive, Houston, Texas.

The Meeting was called to order at 9:00 a.m. by **LYNN LeBOUEF**, President. Those Commissioners present were **LYNN LeBOUEF, FRED GRUNDMEYER, KAREN PLUMMER, ROBERT BERLETH, and KEVIN BROST**. Also present were **HOWARD KATZ, of COVELER & KATZ, P.C.**, the District's Counsel, and **BRAD ENGLAND**, Executive Director of Cypress Creek EMS ("CCEMS"), and members of the public. Also present was H. Kent Twining, attorney for CCEMS.

The Board held on reviewing the Minutes of the July 19, 2012 regular meeting.

Mr. **LeBOUEF** asked for any objection to taking up out of order Agenda Item 16, "To review and take action on approval of Formal Request for Partial Release of Park Restriction submitted by KPS Land Development, LP, MCKDEV, LLC.". Without objection, the Board addressed Agenda Item 16. Deborah Jordan addressed the Board. She said she represented the developer, KPS Land Development LP, of a certain 2.8 acre tract out of a larger 16.593 tract. She noted that the county had foreclosed on that property and park restrictions were placed on the entire tract. She explained that the developer had done a land swap with the county and the parties did not realize the restriction applied to this smaller tract also. She requested from the District, in addition to all other taxing entities (Harris County, Klein ISD, HCESD 7, MUD, etc.) for a partial release of the 2.8536 acre tract from the park restriction. In reviewing the presentation, the Board noted that with the release of the park restriction and the development of the property, the tract would become taxable and over 20 years would provide estimated tax funds to the District of \$26,535.00. Thereupon, after review, Motion was made by Mr. **BERLETH**, seconded by Mr. **BROST** to approve the Request for Partial Release of Park Restriction submitted by KPS Land Development, LP,

MCKDEV, LLC. of the approximate 2. 8536 acre tract. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then reviewed the Minutes of the July 19, 2012 regular meeting. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER** to approve the Minutes. After discussion, the Motion to approve the Minutes was approved by a vote of 5 to 0.

The Board then received a Financial Report prepared by **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 meeting was \$10,770.34. He also noted the receipt of tax revenue since the prior meeting in the amount of \$71,810.50, tax penalty and interest of \$7,339.04 and interest of \$566.12. He reported that as of this meeting and prior to the payment of current bills, \$476,154.45 was on deposit at the Prosperity Bank operating account, plus demand deposits of \$12,369.47 (Prosperity Bank), plus \$5,202.28 at TexPool, plus CD/investment accounts plus interest as to all said accounts/CDs: \$201,925.41 at Central Bank, \$184,259.69 at Spirit of Texas Bank, \$230,791.90 at Icon Bank, \$173,968.30 at Vista Bank Texas, plus \$11,091.58 at Compass Bank. Mr. Russell' said the report showed all District funds were properly insured and/or secured by pledged securities. Thereupon, after review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **BROST** to approve the Financial Report as presented. During discussion, Mr. **BERLETH** said he wanted to hold on the Texas Network check (District website). After discussion, the Motion was approved by a vote of 5 to 0.

Mr. Russell said that the District would need a tax anticipation loan for the October meeting to fund the balance of the amended budget.

As part of the Financial Report, the Board then addressed District investments. After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Ms. **PLUMMER** to approve and authorize the investment schedule as outlined in the Financial Report: none at this time. After discussion, the Motion was approved by a vote of 5 to 0.

A member of the public, Matthew DuPree, asked to make public comment. Without objection, the request was granted. Mr. DuPree commented that he did not understand why the District did not own anything. He said he did not

understand how the District has paid millions of dollars to CCEMS and does not own any ambulances or buildings. He complained that the District has overspent its money and does not own anything. Mr. England asked to speak and said that the District pays for a service and the District receives that service which is EMS. He said the District owns new station 511 and a part of the Champions station. Mr. England said when the District was formed CCEMS already owned or leased facilities and owned its ambulance fleet. Mr. DuPree said there must be mismanagement somewhere. He also asked why the CCEMS CommCenter has increased dispatching fees for some fire departments different from other fire departments. Mr. England said that there are some fire departments that run first responder with CCEMS and they are not charged as much as agencies that do not run first responder with CCEMS.

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

1.	Myrtle Cruz, Inc. (bookkeeping)	\$	1,816.14
2.	Coveler & Katz, P.C. (legal-July)	\$	11,734.13
3.	HCAD (Q'trly Assessment)	\$	16,984.00
4.	The Texas Network (District website)	\$	1,199.40

During discussion, Mr. **BERLETH** said he wanted to hold on The Texas Network (check no. 1565, \$1,199.40) for services related to the District website. He said he does not believe the District is getting the service it needs. He said he can never get the owner of Texas Network on the phone to talk about the website. Mr. Brost accepted that amendment to his Motion, and after discussion, the Motion as amended was approved by a vote of 5 to 0 to pay the bills, except. check no. 1565, \$1,199.40 to The Texas Network.

The Board addressed amending the District 2012 budget. Mr. **LeBOUEF** and Mr. Russell discussed the revisions discussed at the prior workshop. Mr. Russell presented the proposed District 2012 amended budget. Mr. Russell explained the amendments as follows:

Revenue: increased \$7,910,000.00 to \$8,265,000.00.

Tax revenue increased \$7,825,000.00 to actual of \$8,200,000.00;

E-View revenue increased \$30,000.00 to actual of \$55,000.00;

District interest income decreased \$30,000.00 to \$10,000.00.

Expenses: increased \$7,810,000.00 to actual (expected) \$9,115,140.00.

Election exp. increased \$70,000.00 to \$160,000.00;

Rent decreased \$11,218.00 to -0-;

Leg. Cons. decreased from \$500.00 to -0-;

Prof. consult. Decreased \$1,000.00 to -0-;

CCEMS: increased \$6,314,782.00 to \$7,904,640.00;

New EMS bldg. (non-constr.) decreased \$100,000.00 to \$25,000.00;

New Station decreased \$800,000.00 to \$500,000.00;

Opticom maint. Decreased \$2,000.00 to -0-;

E-View cost increased \$100,000.00 to \$150,000.00;

Utilities decreased \$25,000.00 to -0-;

Building maint. Decreased \$10,000.00 to -0-.

Mr. Russell said that as part of that amendment the monthly funding (August-December 2012) for CCEMS would be reduced from \$658,720.00 to \$412,500.00. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER** to approve the amended 2012 District budget as presented by Mr. Russell. After discussion, the Motion was approved by a vote of 5 to 0.

The Board deferred Agenda item 6 concerning the CCEMS budget. During discussion, Ms. **PLUMMER** asked if CCEMS had looked at the District and CCEMS budgets. Mr. England said yes, that CCEMS expenses would be kept at the same levels and CCEMS would make up any difference. He said the agreement on the reduced funding would work out okay and service would not be reduced.

The Board then addressed the 2012 property valuations and tax rate setting process. Counsel said that the best estimate now was for the certified tax rolls to be available August 24. Without objection, the Board confirmed September 13 as the tentative meeting date when the certified tax rolls would be available and the proposed tax rate could be proposed and public hearings could be set if required to maintain a \$0.0300/\$100 tax rate. Counsel said he would so advise the Board president.

The Board tabled Agenda items 8, 9, 10 all concerning the 2012 tax rate and 2013 District and CCEMS budgets.

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 the amended monthly amount of \$412,500.00. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER** to approve the payment of CCEMS Operations in the amended monthly amount of \$412,500.00. After discussion, the Motion was approved by a vote of 5 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 response times were good. He said that that in July there were 2 Coastal Ambulance transports.

Mr. England reported that CCEMS responded to 322 STEMI calls to date. Mr. England said that 8:06 minutes was the average total response time, with 6:50 the average travel time and average scene time was 23:30 minutes and the average transport at 15:34 minutes. Mr. England said that the average dispatch time at 53 seconds was well under the 90 seconds national average. He also reported that through June 30, CCEMS responded to 18,324 calls, with the prior month's ALS being 1,287 and BLS being 1,327 Mr. England said there were also 6 life flights in the prior month.

Mr. England reported that one of the CCEMS medical directors, Dr. Escott, has been named the medical director of MCHD.

Mr. England reported that there has been some general discussions about CCEMS covering the SH Racetrack if gambling is approved for the venue.

Mr. Berleth asked about CCEMS rapid sequence intubation (RSI) incidents among the CCEMS medical calls. Mr. England said 20 calls were RSI and 12 were non-RSI.

After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **BROST** to receive the CCEMS monthly report. During discussion, Mr. England was asked about injured employees . Mr. England said they were hoped to be back on duty in September. After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed Station 511. Mr. **LeBOUEF** said HCESD No. 16 in Klein VFD's area asked if the District or CCEMS planned to use the land behind Station 511. HCESD 16 said Klein VFD could use the area for training. Counsel said the Board could address under this Agenda Item the request to release the area behind Station 511 from the ESD 16 - ESD 11 lease. Mr. England said CCEMS would not have a use for the area behind Station 511. After review, Motion was made by Mr. **BERLETH**, seconded by Mr. **BROST** to consider releasing the area behind Station 511 from the ESD 16 - ESD 11 lease. After discussion, the Motion was approved by a vote of 5 to 0. Mr. **LeBOUEF** asked Counsel to coordinate the necessary documents to carry out this matter.

The Board addressed E-View matters. The District received presentations and information from Fred Windisch, Ponderosa VFD Fire Chief. He addressed the continuing project. Mr. Windisch said that 22 of the 29 FM 1960 sets were up and operating and were in the final testing phase. Mr. **BROST** asked what is the cost to the District. Mr. Russell said that the E-View cost was covered in the amended 2012 budget, being increased from \$100,000.00 to \$150,000.00. Mr. **LeBOUEF** asked for a map of the District's E-View coverage area.

The Board addressed the matter of a District PO Box for the District. Mr. **BERLETH** reported that he secured a box along with the District's old PO Box number: PO Box 680407, Houston, Texas 77268-0407.

Mr. **LeBOUEF** handed out to the commissioners some outlines regarding the upcoming CCEMS outside review.

The Board tabled consideration of a new permanent meeting location.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 10:48 a.m.

Secretary of the Board \_\_\_\_\_