

**MINUTES OF THE DECEMBER 20, 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 December 20, 2012, at Cypress Creek EMS Education Center, 7111 Five Forks Rd., Spring, Texas 77379.

The Meeting was called to order at 9:05 a.m. by **LYNN LeBOUEF**, President. Those Commissioners present were **LYNN LeBOUEF, FRED GRUNDMEYER, KAREN PLUMMER, and ROBERT BERLETH**. 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 reviewed the Minutes of the November 15, 2012 regular meeting. After review, Motion was made by Mr. **GRUNDMEYER**, 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.

The Board then received a Financial Report prepared by **BILL RUSSELL, of MYRTLE CRUZ, INC.**, the District's bookkeeper. In the absence of Mr. Russell, Counsel delivered the report. He reported that the operating account balance of the District following the prior meeting was \$42,424.00 He also noted the receipt of tax revenue since the prior meeting in the amount of \$457,604.96, tax penalty and interest of \$3,777.26 and interest of \$57.16. He reported that as of this meeting and prior to the payment of current bills, \$868,231.42 was on deposit at the Prosperity Bank operating account, plus demand deposits of \$12,371.53 (Prosperity Bank), plus \$5,204.82 at TexPool, plus CD/investment accounts plus interest as to all said accounts/CDs: \$34,418.50 at Spirit of Texas Bank, \$81,120.97 at Icon Bank, \$24,042.87 at Vista Bank Texas, \$6,085.48 at Compass Bank. He said the report showed all District funds were properly insured and/or secured by pledged securities. He also reported that the tax anticipation loan was fully to fund after this meeting at \$1,200,000.00. Thereupon, after review, Motion was made by Mr. **BERLETH**, 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. After review, Motion was made by Mr. **BERLETH**, seconded by Mr. **GRUNDMEYER** 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 4 to 0.

In the absence of Dr. Ronald Welch, the Board tabled the item for a report from Dr. Welch of Municipal Information Systems to next month.

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

|    |                                                                |    |            |
|----|----------------------------------------------------------------|----|------------|
| 1. | Myrtle Cruz, Inc. (bookkeeping)                                | \$ | 1,781.24   |
| 2. | Coveler & Katz, P.C. (legal-November)                          | \$ | 1,935.65   |
| 3. | HCAD (Qrtly payment)                                           | \$ | 17,329.00  |
| 4. | E-Views (Traffic Pre-emption system eq.)                       | \$ | 124,150.00 |
| 5. | Advanced Traffic Solutions<br>(Traffic Pre-emption system eq.) | \$ | 52,500.00  |

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

The Board then addressed and took no action on revisions to the District 2013 budget or the 2013 CCEMS operating or capital budget.

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 \$412,500.00. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER** to approve the payment of CCEMS Operations in the amount of \$412,500.00. 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.

Without objection, the Board then addressed Agenda Item 13, and the new service agreement with CCEMS. The Board noted the McGrath report was being worked on and other matters. After review, Motion was made by Mr. **BERLETH**, seconded by Mr. **GRUNDMEYER** to approve a 90 day extension of

the 2011-2012 service agreement and the payment over that period of CCEMS Operations in the amount of \$412,500.00/month. 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 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 reported that CCEMS received a donation of land for a new EMS Station (No. 58).

Mr. England said response/transport times were good, but there was an increase in transport of 42 seconds which he attributed to the median dividers. He said however that the medians were still good in terms of traffic safety. Mr. England said that traffic was just going to increase, especially with 50,000 people being added to the area with the new Exxon HQ move.

Mr. England reported that the EMS Academy was proceeding and that CCEMS has been working with Lonestar College to be inspected for accreditation in April-June.

Mr. England reported that the racetrack contract was on hold.

Mr. England said that in November, there were 15 mutual aid responses in District territory (Coastal: 1) and CCEMS provided 20 mutual aid responses out of District territory. He reported that CCEMS responded to 357 STEMI calls to date, with a 98% correct call rate. Mr. England said that 8:17 minutes was the average total response time, with 6:55 the average travel time and average scene time was 24:15 minutes and the average transport at 16:11 minutes. Mr. England said that the average dispatch time at 59 seconds was well under the 90 seconds national average. He also reported that through November 30, CCEMS responded to 28,884 calls, with the prior month's ALS being 1,304 and BLS being 1,332. Mr. England said there was also 6 life flights in the prior month.

Mr. England reported that several area FDs were in talks with the CommCenter about dispatching services.

Mr. Berleth said the new report format looked good.

After review, Motion was made by Mr. **BERLETH**, seconded by Ms. **PLUMMER** to receive the CCEMS monthly report. After discussion, the Motion was approved by a vote of 4 to 0.

The Board addressed E-View matters. The District received presentations and information from Rich Jones, Executive Director of Klein VFD and Fred Windisch, Ponderosa VFD Fire Chief. They gave a street intersection report and said that Commissioner's Court had recently given final approval of the remaining 35 current street intersection designations. Chief Windisch expressed his appreciation for the hard work done by Mr. Jones and Klein VFD for taking the lead on this matter. There was also discussion about expanding the E-View project to the Cy-Fair VFD service area. Mr. Jones said that Klein/HCESD No. 16 were also adding some E-View intersections on their own unrelated to the Interlocal Agreement. After review, Motion was made by Mr. **BERLETH**, seconded by Mr. **GRUNDMEYER** to approve the report, the additional intersections and the payment request (\$124,150.00). After discussion, the Motion was approved by a vote of 4 to 0.

There was general discussion about the Exxon campus and the EMS contingent. Mr. England said that 1AC was to be donated to ESD 11/CCEMS for the station with the construction cost being handed by ESD 11/CCEMS.

The Board addressed future meeting locations and dates and times. The Board discussed the January meeting and approved without objection the third Wednesday for the January meeting.

Counsel discussed commissioner-required 6 hours of CE training. He said that January 26 was the date and the location was to be either Ponderosa VFD Station 61 or Cy-Fair College.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 9:56 a.m.

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Secretary of the Board