

**MINUTES OF THE FEBRUARY 24, 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 February 24, 2011, at Cypress Creek EMS Education Center, 7111 Five Forks Rd., Spring, Texas 77379.

The Meeting was called to order at 9:02 a.m. by **LYNN LeBOUEF**, President. Those Commissioners initially present were **LYNN LeBOUEF, JOSH FETNER, KAREN PLUMMER and THOMAS SLONEK**. 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. Also present was Carl Joiner, of Joiner Partnership, the architect for the District's new EMS station at the Klein VFD facility on North Eldridge. Also present was Rich Jones, Executive Administrator of Klein VFD.

The Board first reviewed the Minutes of the January 20, 2010 regular meeting. After review, Motion was made by Mr. **FETNER**, seconded by Mr. **SLONEK** to approve the Minutes. After discussion, the Motion to approve the Minutes was approved by a vote of 4 to 0.

(Commissioner Fred Grundmeyer arrived at the meeting at 9:03 a.m.)

The Board then received a Financial Report from **BILL RUSSELL**, of **MYRTLE CRUZ, INC.**, the District's bookkeeper. He reported that the operating account balance of the District following the prior regular meeting was \$2,250,360.07. Mr. **RUSSELL** also noted the receipt of tax revenue since the prior meeting in the amount of \$3,360,441.76 tax penalty and interest of \$4,056.52 and interest of \$4,442.72. He reported that as of this meeting and prior to the payment of current bills, \$5,849,905.73 was on deposit at the Prosperity Bank operating account, plus CD/investment accounts of \$285,000.00 (3@\$95,000.00), \$750,000.00 (3@\$225,000.00), plus interest as to all said accounts/CDs, plus demand deposits of \$12,343.99 (Prosperity Bank), plus \$5,194.10 at TexPool, plus \$26,353.11 at Central Bank, plus \$232,025.67 at Spirit of Texas Bank, plus \$127,667.00 at Icon Bank, plus \$197,584.04 at Vista

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. **FETNER**, seconded by Mr. **SLONEK** to approve the Financial Report as presented. After discussion, the Motion was approved by a vote of 5 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). He said that the following CD's were scheduled to mature later this month and recommended the following: none at this time. 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 5 to 0.

The Board then addressed revising the various signature cards at the District's banking institutions to reflect the new board membership. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **FETNER** to approve the action. After discussion, the Motion was approved by a vote of 5 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)	\$	1,862.28
2.	Coveler & Katz, P.C. (legal-January)	\$	3,257.93
3.	BD Realty (Station 60 realty work)	\$	1,350.00
4.	HCAD (Q'terly payment)	\$	17,456.00
5.	Klein VFD (E-View management)	\$	2,548.00
6.	Joiner Partnership (Station 60)	\$	17,325.00

After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed revisions to the District's 2010 budget. The item was tabled for no action 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. **GRUNDMEYER**, seconded by Mr. **FETNER** to approve the payment of CCEMS Operations in the amount of \$603,436.00. 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 that in January, Coastal Ambulance transported 2 patients on behalf of CCEMS. He reported that CCEMS responded through prior the month-end to 249 STEMI calls, with \_\_\_ false activations to date. Mr. England said that the CCEMS average STEMI response was \_\_\_ minutes and that the average STEMI scene to 12-lead time was \_\_\_ minutes. Mr. England said that 8:16 minutes was the average total response time, with 6:43 the average travel time and average scene time was 23:46 minutes and the average transport at 15:09 minutes. Mr. England said that the average dispatch time at 47 seconds was well under the 90 seconds national average. He also reported that through January 31, CCEMS responded to 2,583 calls, with the prior month's ALS being 2,104 and BLS being 399.

Mr. England reported on the delivery of 4 new ambulances from Braun Ambulance.

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 5 to 0.

The Board tabled addressing revisions to the Interlocal Lease Agreement with HCESD No. 16 for the new Station 60 site.

The Board then addressed the proposal to construct a new EMS facility (Station 60) on property owned by HCESD No. 16 where a Klein VFD fire station was built a couple of years ago. The Board received a report from Carl Joiner the architect on the project. Mr. Joiner said that the bids for the manager-at-risk project were received. The proposers were: Gamma Construction; Cannon Enterprises; Division One; Durotec; and G.T.T. Mr. Joiner said the best proposal based on the evaluation scale was from Gamma Construction. He said the total cost of the project without a second bay option was \$1,350,000.00. After review, Motion was made by Mr. **FETNER**, seconded by Ms. **PLUMMER** to approve awarding the Station 60 project to Gamma Construction. After discussion, the Motion was approved by a vote of 5 to 0.

The Board tabled discussion about the proposed Medicaid reimbursement program.

The Board then addressed E-View matters. Rich Jones, Executive Administrator of Klein VFD and the E-View coordinator addressed the Board. He said things were now progressing and the project was ready to be continued. He and the other stake holders recommended engaging Sieman's Industry, Inc. Mr. Jones said the cost was: \$70,000.00 for 38 E-View controllers; \$18,000.00 for a change order from rack to shelf mounted devices; and \$11,650.00 to consultant Eric Nelson for local support. There was discussion about what the consultant for local support was for and why that cost was not covered under the Sieman's quote. The Board said that it needed additional information on the Eric Nelson quote, describing what the services were for and what the specification of the role was. Mr. Jones and the communications from Sieman's indicated that Eric Nelson's familiarity with the system and with Transtar's protocols and procedures were important. Mr. Jones said he did not know why that cost was not included under Sieman's quote. After review, Motion was made by Mr. **FETNER**, seconded by Ms. **PLUMMER** to approve engaging Sieman's Industry, Inc. to install and manage the E-View acquisition/installation project for the county roads based on the following cost quote: \$70,000.00 for 38 E-View controllers; \$18,000.00 for a change order from rack to shelf mount devices; and \$11,650.00 to consultant Eric Nelson for local support, but that the approval of the Eric Nelson component was subject to receipt of approved specifications and details

for those consulting and local support services. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed the request from Cypress Creek EMS for station maintenance at the District meeting facility on Five Forks of \$550.00 (landscaping). Ms. Plummer and Mr. England explained the request. After review, Motion was made by Mr. **FETNER**, seconded by Mr. **GRUNDMEYER** to approve the request. After discussion, the Motion was approved by a vote of 5 to 0.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 10:20 a.m.

---

Secretary of the Board