

**MINUTES OF THE JANUARY 20, 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 January 20, 2011, at Cypress Creek EMS Education Center, 7111 Five Forks Rd., Spring, Texas 77379.

Prior to the commencement of the meeting, the oath of office was administered to Thomas Slonek, who was recently appointed to fill the current Board vacancy,

The Meeting was called to order at 9:00 a.m. by **LYNN LeBOUEF**, acting President. Those Commissioners present were **LYNN LeBOUEF, JOSH FETNER, FRED GRUNDMEYER, 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.

The Board first addressed the election of Board officers. The following slate was nominated by Mr. **FETNER**, seconded by Mr. **GRUNDMEYER**:

President:	LYNN LeBOUEF
Vice President:	KAREN PLUMMER
Treasurer:	JOSH FETNER
Secretary:	FRED GRUNDMEYER
Assistant Secretary:	THOMAS SLONEK

After discussion, the Motion to approve the election of the candidate slate was approved by a vote of 5 to 0.

The Board first reviewed the Minutes of the December 16, 2010 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 (Mr. Slonek abstaining).

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 \$18,781.25. Mr. **RUSSELL** also noted the receipt of tax revenue since the prior meeting in the amount of \$1,436,148.88 tax penalty and interest of \$3,156.12 and interest of \$880.96. He reported that as of this meeting and prior to the payment of current bills, \$3,180,654.16 was on deposit at the Prosperity Bank operating account, plus CD/investment accounts of \$285,000.00 (3@\$95,000.00), \$900,000.00 (4@\$225,000.00), plus interest as to all said accounts/CDs, plus demand deposits of \$12,341.37 (Prosperity Bank), plus \$5,193.43 at TexPool, plus \$26,353.56 at Central Bank, plus \$231,878.24 at Spirit of Texas Bank, plus \$127,493.75 at Icon Bank, plus \$197,458.26 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. **GRUNDMEYER**, seconded by Ms. **PLUMMER** to approve the Financial Report as presented. After discussion, the Motion was approved by a vote of 4 to 0 (Mr. Slonek abstaining).

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: Buy new CDs at Prosperity Bank and Central Bank for recent tax deposits and for all maturing CDs. 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 engagement of Coveler & Katz, P.C. as District Counsel. Mr. Katz said the he and the firm have enjoyed serving as Counsel and would like to remain Counsel. The Board expressed appreciation of the good work done by Counsel. After review, Motion was made by Mr. **FETNER**,

seconded by Ms. **PLUMMER** to approve engagement of Coveler & Katz, P.C. as District Counsel. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed engagement of Myrtle Cruz, Inc. as the District's bookkeeper. Mr. Russell said the he and the company have enjoyed serving as the District's bookkeeper and would like to remain so. The Board expressed appreciation of the good work done by Mr. Russell. After review, Motion was made by Mr. **FETNER**, seconded by Mr. **GRUNDMEYER** to approve engagement of Myrtle Cruz, Inc. as the District's bookkeeper. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed the 2011 Investment policy. Counsel presented the prior year's policy. He said the policy called for 2-months averaging operating costs to always be liquid with an additional 2-month's average operating costs maturing not more than 60 days hence at any given time. The policy provided further that CD maturity dates be no more than 12-months. Mr. **RUSSELL** said that the policy worked well for the District. After review, Motion was made by Mr. **FETNER**, seconded by Mr. **SLONEK**, to approve the investment policy as outlined. After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed naming a District Investment Officer. After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Mr. **SLONEK**, to name Josh Fetner as the District Investment officer. 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)	\$	1,768.40
2.	Coveler & Katz, P.C. (legal-December)	\$	1,938.74
3.	BD Realty (Station 60 realty work)	\$	112.50
4.	VFIS (District Treasurer's Bond)	\$	400.00
5.	<u>Houston Chronicle</u> (Notice of Location)	\$	257.40

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 addressed the payment of CCEMS year-end adjustment for actual Operations cost. Brad England, Executive Director of CCEMS, noted that the funding requested at this meeting was in the amount of \$322,381.05, which was essentially ½ month's operations funding. After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Mr. **FETNER** to approve the payment to CCEMS of year-end adjustment in the amount of \$322,381.05. After discussion, the Motion was approved by a vote of 5 to 0.

Without objection, the Board then addressed Agenda Item 15 and the Board addressed the proposal to construct a new EMS facility on property owned by HCESD No. 16 where a Klein VFD fire station was built a couple of years ago. Counsel said a productive and helpful meeting was recently held at the site with the architect Carl Joiner and consultant Brad Dill regarding access and utility matters. Counsel said that the Board could now consider authorizing the architect to proceed with soliciting construction proposals for the project. There was discussion about the project cost. Mr. Joiner presented a schematic. He said he estimated a project cost in the range of \$1.3-1.5 million. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **FETNER** to approve authorizing the architect to proceed with soliciting construction proposals for the project. After discussion, the Motion was approved by a vote of 5 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 said that in December, Coastal Ambulance transported 5 patients on behalf of CCEMS. He reported that CCEMS responded through 12/31 to 245 STEMI calls, with 7 false activations to date. Mr. England said that the CCEMS average STEMI response was 8:40 minutes and that the average STEMI scene to 12-lead time was 7:40 minutes. Mr. England said that 8:30 minutes was the average total response time, with 6:58 the average travel time and average scene time was 24:20 minutes and the average transport at 15:07 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 December 31, CCEMS responded to 30,342 calls, with the prior month's ALS being 1,262 and BLS being 465. There was general discussion about the possible Exxon move from New Jersey to Houston in the I-45/FM 2920 area which is in the District.

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 discussion about the proposed Medicaid reimbursement program.

The Board then addressed engagement of Howard Katz. as District Legislative liaison to the 2011 Texas Legislature. Mr. Katz said the current term may not have as much ESD legislation for ESDs as much as legislation against ESDs, especially in the area of sales tax and municipal territory relations. After review, Motion was made by Mr. **FETNER**, seconded by Ms. **PLUMMER** to approve engagement of Howard Katz. as District Legislative liaison to the 2011 Texas Legislature. After discussion, the Motion was approved by a vote of 5 to 0.

(At 9:46 a.m., Mr. LeBouef excused himself from the meeting due to another commitment.)

The Board addressed E-View matters. Mr. England said the system was still undergoing technical work with Transtar and the vendor. He and Mr. **FETNER** said they were hopeful to see progress in the coming months.

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.

Secretary of the Board