

**MINUTES OF THE JULY 19, 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 July 19, 2012, at Cypress Creek EMS Education Center, 7111 Five Forks Rd., Spring, Texas 77379.

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 Andrew McKinney, attorney for CCEMS.

The Board first reviewed the Minutes of the June 14, 2012 regular meeting. After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Mr. **BROST** to approve the Minutes. During discussion, the following change(s) was noted: on page 3: an incorrect reference to past commissioner Josh Fetner was deleted. After discussion, the Motion to approve the Minutes as corrected was approved by a vote of 5 to 0.

The Board then received a Financial Report prepared by District Counsel on behalf **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 \$930,448.71. He also noted the receipt of tax revenue since the prior meeting in the amount of \$32,637.82, tax penalty and interest of \$2,350.74 and interest of \$681.72. He reported that as of this meeting and prior to the payment of current bills, \$1,255,457.84 was on deposit at the Prosperity Bank operating account, plus demand deposits of \$12,368.95 (Prosperity Bank), plus \$5,201.70 at TexPool, plus CD/investment accounts plus interest as to all said accounts/CDs: \$201,925.41 at Central Bank, \$234,144.19 at Spirit of Texas Bank, \$230,641.29 at Icon Bank, \$223,919.22 at Vista Bank Texas, plus \$111,030.26 at Compass Bank. He also said that Mr. Russell's report showed 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 5 to 0.

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.

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

1.	Myrtle Cruz, Inc. (bookkeeping)	\$	1,793.94
2.	Coveler & Katz, P.C. (legal-June)	\$	4,552.60
3.	McCall Gibson (District 2011 audit)	\$	2,000.00
4.	Cypress Creek EMS (Stryker stretcher contract renewal)	\$	13,582.80

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

The Board addressed amending the District 2012 budget. The Board addressed the budget and CCEMS funding for July 1 – December 31, 2012. In the absence of Mr. Russell the Board deferred full year revision until the August workshop. The Board addressed CCEMS funding for August 2012. The amount to be budgeted was the monthly amount based on the CCEMS budget, being \$645,720.00, plus an additional pay period, in the amount of \$577,038.16. Mr. **BROST** said that the District does not have funds to continue that monthly pay schedule for the rest of 2012. Mr. England said he thought the District agreed to that at the prior workshop. Mr. **BERLETH** said that CCEMS was supposed to come up with the amount they needed and then the District would review that. There was discussion about how many trucks CCEMS has deployed and how many are needed. Ms. **PLUMMER** said at the prior workshop the District and CCEMS agreed to a 50/50 split. Mr. **BERLETH** said yes, but the amounts were not agreed to yet because the Board needed to review the District's finances and determine if a District loan was needed. Mr. **BROST** said that CCEMS has not amended its budget at all. Counsel said that without Mr. Russell the Board should only review and revise the budget to reflect this month's CCEMS funding.

Mr. **LeBOUEF** said he agreed and asked for a motion. Thereupon, after review, Motion was made by Mr. **GRUNDMEYER**, seconded by Ms. **PLUMMER** to approve amending the District 2012 budget to reflect this month's CCEMS funding based on the monthly amount of the CCEMS budget, being \$645,720.00, plus an additional pay period, in the amount of \$577,038.16. After discussion, the Motion was approved by a vote of 5 to 0.

The Board next addressed revisions to the CCEMS 2012 Operating and Capital budgets. The Board tabled this item as no information was presented to the Board. Mr. **BROST** said the Board needed a revised 2012 CCEMS budget for the budget workshop.

The Board then addressed the 2012 property valuations and Counsel presented the 2012 preliminary report. Counsel said that the best estimate now was for the certified tax rolls to be available after August 15. Without objection, the Board confirmed August 23 as the next meeting date when the certified tax rolls may be available.

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 monthly amount of the CCEMS budget, being \$645,720.00, plus an additional pay period, in the amount of \$577,038.16. After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Ms. **PLUMMER** to approve the payment of CCEMS Operations in the monthly amount of the CCEMS budget, being \$645,720.00, plus an additional pay period, in the amount of \$577,038.16. 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 down. He said that that in June there were no Coastal Ambulance transports. Mr. **BROST** said that Coastal Ambulance still staged and made calls for CCEMS, just no transports. Mr. England said yes, but they were not required to transport which is what really counts. Mr. **BERLETH** said all the calls need to be counted to judge performance.

Mr. England introduced Sergeant Gary Spurger with HC Constable Pct 4 office. Sergeant Spurger spoke about serving high risk arrest warrants and how CCEMS has a TACteam always ready to provide EMS when required with those calls. Sergeant Spurger said CCEMS was a great asset for EMS assistance in handling those high risk calls.

Mr. **BROST** asked about the CCEMS TAC Team and what was the cost. Mr. England said it was separate from the normal ambulance runs and does not take any ambulances off the street. Mr. **BROST** asked about the payroll cost and over-time cost. Mr. England said they averaged one call every three days with an annual cost of \$400,000.00. He said in 2011 there were 280 activations. Mr. England said the team trained three days per month with the various agencies the team works with. There was discussion about whether District funds were used for the team payroll when they were not activated, such as for training.

There was discussion about the CCEMS ambulance calls. Mr. England said that 96% of the CCEMS calls were in the District. Mr. **BERLETH** said he was still concerned about non-transfer calls and how many mutual aid calls were made into the District when CCEMS could not respond. Mr. England said when another agency responded it could be because it was the closer ambulance and that was better for the patient. Mr. **BERLETH** said he wanted to see all the calls in the District and not just transports. Mr. England said he already tells those numbers. Mr. **BERLETH** said that the number of times other agencies mutual aid into CCEMS is not stated in the reports. Mr. England asked if Mr. Berleth thought he was hiding the numbers. Mr. **BERLETH** said the District does not have all the numbers. Mr. England asked if any other agency was complaining about being called into CCEMS territory too much for mutual aid, to which he said no. Mr.

England said he was not planning on changing the way that CCEMS does mutual aid. He said he may call in mutual aid even if there are CCEMS ambulances available because another agency's ambulance might be closer. Mr. **BERLETH** said the point is having the information.

Mr. England reported that CCEMS responded to 318 STEMI calls to date, with a 97% correct call rate. Mr. England said that 7:59 minutes was the average total response time, with 6:55 the average travel time and average scene time was 23:26 minutes and the average transport at 15:42 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 15,688 calls, with the prior month's ALS being 1,382 and BLS being 1,248 Mr. England said there were also 9 life flights in the prior month.

After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER** to receive the CCEMS monthly report. During discussion, Mr. **BERLETH** said he still needed the monthly mutual aid response information. After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed Station 511 and the payment of construction costs. Mr. **ENGLAND** reported that the project was completed.

The Board addressed E-View matters. The District received presentations and information from Rich Jones, Klein VFD Administrator and Fred Windisch, Ponderosa VFD Fire Chief. They addressed the continuing project and spoke about the Louetta pilot program. Mr. Jones said that this phase of the program was ready to go. He said that the point was reached where the interface boards were required to be able to implement the TransStar connectivity. He said the cost was \$16,786.00 for 22 boards with the amount allocable to the District at \$7,957.00. After review, Motion was made by Mr. **BROST**, seconded by Ms. **PLUMMER** to approve the issuance of a PO for \$16,786.00 to be paid by the District with reimbursement to be billed to the other participating ESDs, for 22 boards with the amount allocable to the District at \$7,957.00. After discussion, the Motion was approved by a vote of 5 to 0.

Chief Windisch said that the prior District liaison, Josh Fetner, was no longer on the Board and asked for another District board member to be designated as liaison. After review, Motion was made by Ms. **PLUMMER**,

seconded by Mr. **BERLETH** to designate Mr. Brost as liaison to the E-View committee. After discussion, the Motion was approved by a vote of 5 to 0.

In public comment, Andrew McKinney, attorney for CCEMS addressed the Board. He said that certain activity by a certain District commissioner was negatively impacting CCEMS. He said at the recent workshop the Board and CCEMS spoke about cooperation and transparency but that is not being followed by some of the District commissioners. Mr. McKinney said that there was an e-mail communication involving a CCEMS paramedic class that was negative about CCEMS and questioning if CCEMS would be the District service provider in the future and if the CCEMS academy would ever materialize. Mr. McKinney said that Mr. Berleth was the source of those negative comments. Mr. McKinney said Mr. Berleth was going beyond his role as an ESD 11 commissioner and he is cloaking his authority as an ESD 11 commissioner to try to dictate ems policy to CCEMS and is interfering with CCEMS operations. Mr. McKinney said he was requesting that Mr. Berleth be instructed to cease and desist from interfering with CCEMS operations. Mr. McKinney also said that Mr. Berleth was not authorized to enter onto CCEMS property without permission.

Mr. **BERLETH** responded that he denied all these allegations and comments made by Mr. McKinney.

The Board addressed the matter of a District PO Box for the District. There was a possible location at the post office at Louetta and Squyres. Without objection, that site or another appropriate site was approved to be a PO Box. Counsel said he supported the District having its own mail receptacle.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 11:15 a.m.

Secretary of the Board