

**MINUTES OF THE JUNE 14, 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 June 14, 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, **BILL RUSSELL, of MYRTLE CRUZ, INC.**, the District's bookkeeper, and **BRAD ENGLAND**, Executive Director of Cypress Creek EMS ("CCEMS"), and members of the public.

Prior to the commencement of District business, Counsel reported that the two recently elected commissioners, **ROBERT BERLETH, and KEVIN BROST**, were administered the oaths of office.

The Board next addressed the election of District Officers. Without objection, the Board opted to proceed in an informal fashion of election.

Mr. **LeBOUEF** opened the floor for nominations for District Officers.

Motion was made by Mr. **BROST**, seconded by Ms. **PLUMMER** for nominations for District Officers as a slate:

President: **LYNN LeBOUEF**, and the nomination was approved by a vote of 5 to 0.

Vice President: **ROBERT BERLETH**, and the nomination was approved by a vote of 5 to 0.

Treasurer: **KEVIN BROST**, and the nomination was approved by a vote of 5 to 0.

Secretary: **FRED GRUNDMEYER**, and the nomination was approved by a vote of 5 to 0.

Assistant Secretary and Assistant Treasurer: **KAREN PLUMMER**, and the nomination was approved by a vote of 5 to 0.

The Board next reviewed the Minutes of the May 17, 2012 regular meeting. After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Ms. **PLUMMER** to approve the Minutes. During discussion, the following change(s) was noted: on page 4: in the second paragraph, Mr. **FETNER** reported that “no payment request was received” from the contractor for Station 511. After discussion, the Motion to approve the Minutes as corrected was approved by a vote of 3 to 0 (Mr. Berleth and Mr. Brost abstaining).

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 \$1,610,321.69. He also noted the receipt of tax revenue since the prior meeting in the amount of \$59,379.87, tax penalty and interest of \$3,132.17 and interest of \$893.56. He reported that as of this meeting and prior to the payment of current bills, \$1,628,883.92 was on deposit at the Prosperity Bank operating account, plus demand deposits of \$12,368.44 (Prosperity Bank), plus \$5,201.10 at TexPool, plus CD/investment accounts plus interest as to all said accounts/CDs: \$201,912.22 at Central Bank, \$234,036.45 at Spirit of Texas Bank, \$230,484.67 at Icon Bank, \$223,866.78 at Vista Bank Texas, plus \$510,939.05 at Compass 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 3 to 0 (Mr. Berleth and Mr. Brost abstaining).

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 3 to 0 (Mr. Berleth and Mr. Brost abstaining).

The Board then addressed the final version of the District's 2011 audit prepared by Debbie Gibson, of McCall Gibson Swedlund & Barfoot, the District's auditors, which had been presented in draft form at the May meeting. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER** to approve the District's 2011 audit. After discussion, the Motion to approve the

final audit report was approved by a vote 3 to 0 (Mr. Berleth and Mr. Brost abstaining).

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)	\$	1,770.74
2.	Coveler & Katz, P.C. (legal-May) (Admin:\$ 4,407.25; Elec:\$17,437.50)	\$	21,844.75
3.	Hart Intercivic (Election exp.)	\$	3,958.35
4.	<u>Houston Chronicle</u> (District election notices)	\$	5,348.37
5.	HCAD (Qrtly Assessment)	\$	16,895.00

After discussion, the Motion was approved by a vote of 3 to 0 (Mr. Berleth and Mr. Brost abstaining).

The Board addressed amending the District 2012 budget. No action was required.

The Board then addressed the 2012 service agreement with the CCEMS. Mr. **LeBOUEF** said that the District and CCEMS were planning on a workshop that would address the service agreement. Without objection, the Board tabled the 2012 service agreement with CCEMS and took up Agenda Item 16 to schedule a District and CCEMS workshop. After review, Motion was made by Mr. **BROST**, seconded by Ms. **PLUMMER** to schedule a District and CCEMS workshop for July 14, 2012 at the CCEMS Five Forks location, starting at 9:30 a.m., to address the mechanics and operations of an ESD; the form and content of periodic reports from Cypress Creek EMS; mutual aid/automatic aid agreement and call volume handled by contracted and mutual aid responders, including reports identified under Section 2.03 (G) of the service agreement; Cypress Creek EMS July – December 2012 budget and projected 5-year budget items; District-Cypress Creek EMS service agreement provisions and related issues. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then returned to Agenda Item 8 and the 2012 service agreement with the CCEMS. The Board addressed the mater. After review, Motion was made by Mr. **BROST**, seconded by Mr. **BERLETH** to extend the 2011 service agreement with CCEMS to September 30, 2012. After discussion, the Motion was approved by a vote of 5 to 0.

Without objection, the Board tabled Agenda Item 9, to approve revisions to the CCEMS 2012 Operating and Capital budgets.

The Board then addressed the 2012 property valuations and Counsel presented the 2012 preliminary HCAD report. Counsel reported that valuations seemed to slow but there was still solid growth in the District. After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Mr. **BERLETH** to approve for Counsel to prepare and publish the District's 2012 Effective Tax Rate calculations. After discussion, the Motion was approved by a vote of 5 to 0.

The Board held on Agenda Item 11, to take action of reviewing the effective tax rate calculations and scheduling any required hearings until the certified tax roll is issued by HCAD.

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 \$645,720.00, based on the 2012 CCEMS budget and service agreement, all through June 30, 2012. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER** to approve the payment of CCEMS Operations in the amount of \$645,720.00. 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 May Coastal Ambulance transported 7 patients on behalf of CCEMS. He reported that CCEMS responded to 310 STEMI calls to date, with a 97% correct call rate. Mr. England said that 8:12 minutes was the average total response time, with 7:00 the average travel time and average

scene time was 24:04 minutes and the average transport at 16:06 minutes. Mr. England said that the average dispatch time at 52 seconds was well under the 90 seconds national average. He also reported that through May 31, CCEMS responded to 13,014 calls, with the prior month's ALS being 1,391 and BLS being 1,416 Mr. England said there were also 3 life flight in the prior month.

Mr. England reported that the Exxon project was proceeding and that CCEMS was to receive land and maybe a new station from the developer to run EMS out of that area.

Mr. England addressed flow trucks and said units 9, 10, 11, and 12 performed that duty on Wednesday, Friday and Saturday through 2:00 a.m. on those days.

Mr. England reported on the proposed joint program with Lonestar College for a joint teaching facility. He said the proposed CCEMS academy is proceeding. Mr. **BERLETH** asked if CCEMS made money on the training and certification classes. Mr. England said it was not intended as a profit center but CCEMS probably breaks even. Mr. England reported on finalizing a lease agreement between CCEMS and Little York VFD for an ambulance bay to be at the VFD station on Rushworth following its renovation. Mr. England reported that CCEMS was working on a contract with the Sam Houston Racetrack which he said was part of the 5-year plan. Counsel noted that the contract would probably need to be presented to the District as an out-of-District contract.

After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Ms. **PLUMMER** to receive the CCEMS monthly report. During discussion, Mr. **BERLETH** asked about the CCEMS report on mutual aid responses in the District and responses by CCEMS out of the District. He said his information shows that there were 250 mutual aid responses by other EMS agencies into the District and 140 by CCEMS outside of the District. Mr. England said that the 250 number included posting and not only mutual responses/transports. There was discussion about how mutual aid is measured. Mr. **BROST** said that the 7 run number assigned to the Coastal transports in the CCEMS report was misleading because there were actually 250 calls that CCEMS required the services of an outside agency. Mr. England said that was not true. He said the District wanted to know when CCEMS did not respond and another agency performed the

transport. Mr. **BERLETH** said that this number is still not accurate because it does not show the responses actually made by other agencies for CCEMS whether there was a transport or not. After discussion, the Motion was approved by a vote of 5 to 0.

Mr. **BERLETH** said he had an observation and a Motion regarding the reports made by CCEMS. He said there was information required under the service agreement that was not included in the report. He said that under Section 2.03, information was required under Subsections G (CCEMS shall provide to the District annually, in the month of February, a report of the number and nature of EMS calls originating from all CCEMS stations in the District. The report shall cover the period from January 1 through December 31 of the year prior and shall be in the form of the customary Executive Director's Annual Report. Additionally each month, CCEMS shall deliver a written report of the number and nature of EMS calls for the prior month. Further, such report shall state the number and type of calls during the period not responded to by CCEMS and/or for which third party mutual aid was called in); and H (The Executive Director of CCEMS shall be the liaison with the District . . . As the minutes of the meetings of the CCEMS Executive Board of Directors are approved, copies of same shall be mailed to the District.) After review, Motion was made by Mr. **BERLETH**, seconded by Mr. **BROST** to require that CCEMS deliver by the next District meeting the minutes of the CCEMS executive board for the period January 1, 2012 to the most recent, plus all the mutual aid postings requested by CCEMS during that same time period. 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. He and Mr. **RUSSELL** said that a payment request was received from the contractor in the amount of \$76,184.84. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER** to approve the payment request. After discussion, the Motion was approved by a vote of 5 to 0.

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. The Board requested an update on how all the E-View program was going and how the interconnect with Transtar was working. Mr. Jones said

the goal of the Louetta pilot program was to make the E-View system and equipment compatible with Transtar and TxDot. Mr. Jones said the cost with this phase was \$34,125.00. He requested a PO to be issued by the District as the lead agency in the program. There was discussion about the tight District budget. Mr. **RUSSELL** said the expense was in the District 2012 budget. Chief Windisch said he was to speak about the Louetta pilot program was in place. He said after that there were 41 more intersections slated for the new E-View system. Chief Windisch said December was the goal for full implementation. Ms. **PLUMMER** asked about the annual maintenance, which is not in the budget. Mr. Jones said there was no maintenance cost for the first 3 years after installation, After review, Motion was made by Mr. **BROST**, seconded by Mr. **BERLETH** to approve the issuance of a PO for \$34,125.00 to make the E-View system and equipment compatible with Transtar and TxDot. After discussion, the Motion was approved by a vote of 5 to 0.

In public comment, Fred Windisch, Ponderosa VFD Fire Chief, addressed the first responder program followed by the area VFDs with CCEMS. He said that coverage must not be cut and in fact the area needs more coverage. He addressed the response protocol for the Board that the area first responders follow with CCEMS. Chief Windisch said that next month the Ponderosa VFD newsletter will be mailed to 2900 addresses and CCEMS will be the focus of the article.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 11:00 a.m.

Secretary of the Board