

**MINUTES OF THE OCTOBER 18, 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 October 18, 2012, at Ponderosa Volunteer Fire Department, Station #61, 17061 Rolling Creek Drive, Houston, Texas.

The Meeting was called to order at 9:10 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. Also present was H. Kent Twining, attorney for CCEMS.

The Board reviewed the Minutes of the September 20, 2012 regular meeting. After review, Motion was made by Mr. **BERLETH**, seconded by Ms. **PLUMMER** to approve the Minutes. After discussion, the Motion to approve the Minutes was approved by a vote of 5 to 0.

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 \$63,548.64. He also noted the receipt of tax revenue since the prior meeting in the amount of \$15,702.46, tax penalty and interest of \$1,995.66 and interest of \$210.09. He reported that as of this meeting and prior to the payment of current bills, \$46,358.71 was on deposit at the Prosperity Bank operating account, plus demand deposits of \$12,370.50 (Prosperity Bank), plus \$5,203.50 at TexPool, plus CD/investment accounts plus interest as to all said accounts/CDs: \$34,405.77 at Spirit of Texas Bank, \$81,004.52 at Icon Bank, \$24,036.65 at Vista Bank Texas, plus \$6,085.48 at Compass Bank. Mr. Russell said the report showed all District funds were properly insured and/or secured by pledged securities. He also reported that a tax anticipation loan was expected in the amount of \$1,200,000.00. Counsel reported that he would have the

paperwork shortly. Thereupon, after review, Motion was made by Mr. **GRUNDMEYER**, seconded by Mr. **BERLETH** 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.

Counsel reported that a tax anticipation note (TAN) in the amount of \$1,200,000.00 was negotiated with Trustmark Bank. Counsel reported that he would have the paperwork shortly and asked for approval. Thereupon, after review, Motion was made by Mr. **GRUNDMEYER**, seconded by Ms. **PLUMMER** to approve a TAN in the amount of \$1,200,000.00 with Trustmark Bank, payable February 15, 2013, secured by the District 2013 taxes and bearing interest at 3.0%. Counsel said there was no prepayment clause. 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 Ms. **PLUMMER**, to approve the payment of District bills as follows:

1.	Myrtle Cruz, Inc. (bookkeeping)	\$	1,763.14
2.	Coveler & Katz, P.C. (legal-September)	\$	2,302.80
3.	The Carlton Law firm (Open Records rep.)	\$	273.55
4.	Webwize (District website)	\$	1,200.00
5.	<u>Houston Chronicle</u> (ETR notices)	\$	4,539.12
6.	Robert Berleth (reimb. Expenses SAFE-D)	\$	1,033.56

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

The Board then addressed revisions to the District 2012 budget. Mr. Russell said the budget was amended the prior month and did not require new revisions.

The Board then addressed the 2013 CCEMS budget. There was discussion about the budget. Mr. Berleth said he would like to review the budget and table action until the next meeting. Ms. **PLUMMER** said she thought the budget was ready. Mr. **BROST** said he did not think the monthly amount was what was agreed. Mr. Russell said he thought the amount was correct. Mr. **BROST** said he

thought one more month was worthwhile since the budget was just presented. Mr. England said the District funds personnel cost and those items were readily discernible. Mr. Berleth said the whole budget was up for review. After review, Motion was made by Mr. **BERLETH**, seconded by Mr. **BROST** to hold on the proposed CCEMS budget until the November meeting. After discussion, the Motion was approved by a vote of 4 to 1.

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 \$412,500.00. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **BROST** to approve the payment of CCEMS Operations in the amount of \$412,500.00. 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. He said the report was in a new format.

Mr. England said response times were good.

Mr. England said a new St. Luke's clinic had opened. He reported that the EMS Academy that CCEMS has been working on with Lonestar College was to be inspected for accreditation in April.

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

Mr. England reported that a deal was being made with Zoll monitors for 32 15 front-line units and reserve ambulances.

Mr. Berleth said he liked the new format and that it provided historical data that he would like to see expanded in the report.

After review, Motion was made by Ms. **PLUMMER**, 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 addressed E-View matters. The District received presentations and information from Fred Windisch, Ponderosa VFD Fire Chief. He gave a street intersection report. Chief Windisch said that Commissioner's Court was getting prepared for final approval. He and Mr. England presented letters of support for the project and requested a similar letter from the District. Chief Windisch said the goal was to have all the equipment delivered and installed by December 31. There was also discussion about expanding the E-View project to the Cy-Fair VFD service area. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **BROST** to approve for the District to submit a letter of support to the Commissioner's Court. After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed the new Exxon project. Mr. **BROST** reported that there was no news at present.

The Board then addressed the CCEMS outside review. The matter was tabled until the next meeting. Mr. **LeBOUEF** and Mr. Berleth delivered the committee and recommended McGrath & Co. The Board reviewed the proposal of McGrath & Co and noted the general support for McGrath & Co. After review, Motion was made by Mr. **BERLETH**, seconded by Mr. **GRUNDMEYER** to approve for McGrath & Co. to conduct the CCEMS review. After discussion, the Motion was approved by a vote of 5 to 0. Counsel was asked to draw up a District contract with McGrath & Co.

The Board addressed consideration of a new permanent meeting location. The Board discussed the issue and determined that the Five Forks location should again become the regular meeting location. After discussion, the Motion was approved by a vote of 5 to 0.

Mr. Berleth discussed commissioner shirts for identification purposes. Counsel was asked to add it as an agenda item for November 15.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 10:35 a.m.

Secretary of the Board