

**MINUTES OF THE SEPTEMBER 15, 2016 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 September 15, 2016, at Cypress Creek EMS Education Center, 7111 Five Forks Rd., Spring, Texas 77379.

The Meeting was called to order at 9:00 AM by **TOMMY RIPLEY**, President. Those Commissioners present were **TOMMY RIPLEY, KAREN PLUMMER, FRED GRUNDMEYER, LYNN LEBOUF** and **ROBERT PINARD**. Also present were the District legal counsel John Peeler, of Coveler & Katz, P.C., District book keeper Bill Russell, of Myrtle Cruz, Inc., Cypress Creek Emergency Medical Services ("CCEMS") staff including Executive Director Brad England and Public Information Officer Norm Uhl. Also present were District consultants Ricardo Martinez of Martinez Architects, Chad Joiner and Joby Copley of Joiner Architects and members of the public.

After a 30 second moment of silence for prayer and reflection, the Board conducted the Pledge of Allegiance to the United States' flag.

The Board then addressed item 4 of the agenda and reviewed the Minutes of the August 11, 2016 regular meeting. After review, Motion was made by Commissioner **LEBOUF**, seconded by Commissioner **PLUMMER** to approve the August 11th Minutes noting correction to indicate Commissioner **LEBOUF** as being present at the August meeting. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed item 5 of the agenda, financial report from the Treasurer and book keeper and payment of District bills. The District received a report from District bookkeeper **BILL RUSSELL**, of **MYRTLE CRUZ, INC.** Mr. Russell reported the deposit of funds into the Compass Bank operating account property taxes of \$28,388.13, tax penalty and interest of \$7,942.92, and interest of \$545.82. He also noted other time deposit amounts. Thereupon, after review, Motion was made by Commissioner **LeBOUF**, seconded by Commissioner **PLUMMER** to approve the Financial Report and payment of District bills as presented. After discussion, the Motion was approved by a vote of 5 to 0.

The Board took no action on item 6, amendments to the District 2016 budget.

The Board then addressed item 7 of the agenda, action on the District 2017 Budget. After review, motion was made by Commissioner **LeBOUEF** and seconded by Commissioner **PLUMMER** to propose the budget as presented by Bill Russell. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed item 8 of the agenda, action on the 2016 tax rate. After review, Motion was made by Commissioner **LeBOUEF**, seconded by Commissioner **PINARD** to approve \$.039870 per \$100 as the 2016 tax rate. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed the publication format for the Effective Tax Rate Notice. After review, Motion was made by Commissioner **LeBOUEF**, seconded by Commissioner **GRUNDMEYER** to approve publication in the full/daily Houston Chronicle. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed item 9, report from CCEMS. Brad England, Executive Director of CCEMS, presented the monthly report and provided a verbal summary of same indicating the following: 17 mutual aid in and 22 mutual aid provided out; meeting with ESD budget committee before October District meeting; getting bids on Station 52 (CCEMS owned) rebuild; provider license renewed for 2 years; blood products are being utilized, one life already saved due to same; Pearland is now being dispatched by CCEMS Comm Center.

The Board then addressed agenda item 10, the payment of operations pursuant to current budget and service agreement with Cypress Creek EMS. After review, Motion was made by Commissioner **PLUMMER**, seconded by Commissioner **GRUNDMEYER** to approve the monthly CCEMS payment in the amount of \$1,003,835.00. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed item 11, acquisition and payment for capital items. Mr. England reported that no items would be presented this month.

The Board then addressed item 12 of the agenda, action regarding the District website including presentations by website providers. Mr. **PINARD** provided follow up information noting that last month NRG Marketing Group's

representative presented information on his company's services but had not included information on pricing. He reported that they propose a \$1,400 setup fee and \$29/month hosting fee. CCEMS IT Director Toivo Sari and CCEMS Public Information Officer Norm Uhl said they are securing the use of ESD11.org for the District as Webwize is already utilizing ESD11.com. They also reported that Glenn Brooks from Webwize has reported to them that ESD 11 owes him payment for current services. After review, Motion was made by Commissioner **PINARD** and seconded by Commissioner **GRUNDMEYER** to accept the proposal received from NRG Marketing Group for web hosting for the District. After discussion, motion was approved by a vote of 5 to 0.

The Board then addressed item 13 of the agenda, action regarding construction, improvements, repairs and renovations to District stations. Chad Joiner of Joiner Architects, Inc. ("Joiner) reported on Station 513: substantial completion and ESD possession happened a while back; application for LEED certification is ongoing; Becky Moriarty of DBR Engineering is planning a submission in 2 weeks for LEED with award expected in January; Chad Joiner is coordinating LEED review/submission. Commissioner **RIPLEY** questioned if the LEED would require additional expense to which Chad Joiner replied additional expense should not be a factor, rather a man hours issue.

The Board then addressed item 14, real property. No action was taken on this item.

The Board took no action on item 15, Capital Lease Agreement(s) with CCEMS for possession and operation of District owned real or personal property. District Counsel will provide the Agreement to the Board for review prior to the next meeting, as he noted no objections to the changes requested by CCEMS's counsel.

The Board then addressed agenda item 16, current District contracts with vendors. The contracts will be reviewed by the Budget Committee prior to review by the District Board. No action taken.

The Board took no action on item 17, administrative responsibilities, as the Board still needs to review options for minutes and other routine functions. Ms. Judene Stowe introduced herself as a potential minute taker.

The Board then addressed item 18, traffic preemption. Mr. Bill Russell stated the next 19 intersection installations will cost approximately \$174,500 of which the overlapping Fire Departments/ESDs will be invoiced and that a deposit of \$32,000 is required to proceed. CCEMS Executive Director Brad England expressed his support for the Eviews traffic preemption program as it does help their response times. After review, Motion was made by Commissioner **LeBOUEF** and seconded by Commissioner **PINARD** to wire Eview the deposit of \$32,000 (25% of \$174,500). After discussion, Motion was approved by a vote of 5 to 0.

The Board then addressed item 19 of the agenda, discussion of 2016 goals and time frames for same. Commissioner **RIPLEY** noted that Commissioner **PINARD** is reviewing the vendors and the tax rate will be adopted on October 20, 2016.

The Board took no action on agenda item 20, public comment, as none was offered.

The Board passed on agenda item 21 as there was no need to meet in closed session.

The Board then addressed agenda item 22, the date of the next regular meeting, and agreed upon the third Thursday of the month, October 20, 2016 at 9:00 AM, per usual District practice. Mr. Peeler noted that the agenda would be set to address the budget and tax rate at the beginning of the meeting to ensure the order is received by the tax office as required on the 21st.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned 10:00 AM.

Secretary of the Board