

**MINUTES OF THE AUGUST 21, 2014 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 August 21, 2014, 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 LEBOUF**, President. Those Commissioners present were **LYNN LEBOUF, KAREN PLUMMER, FRED GRUNDMEYER, and KEVIN BROST**. Also present were **HOWARD KATZ, of COVELER & KATZ, P.C.**, the District's Counsel, **BRAD ENGLAND**, Executive Director of Cypress Creek EMS ("CCEMS"), **TERRY HOLLAND**, of **MYRTLE CRUZ, INC.**, the District's bookkeeper, and Board officers of CCEMS, and members of the public, including David Parker (Commissioner HCESD 29) and Ken Latimer (Commissioner HCESD 29), and Wayne Dolchefino. Also present were Ricardo Martinez of Joiner Partnership, Inc., the District's architect on the Coventry project and Andrew McKinney, attorney for CCEMS.

The Board reviewed the Minutes of the July 17 regular meeting. After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Ms. **PLUMMER** to approve the Minutes. After discussion, the Motion was approved by a vote of 3 to 0 (Mr. Brost abstaining).

The Board then addressed Financial Matters. The District received a report from **TERRY HOLLAND**, of **MYRTLE CRUZ, INC.**, the District's bookkeeper. He reported that the operating account balance of the District following the prior meeting was \$4,551,459.67. He also noted the receipt of tax revenue since the prior meeting in the amount of \$52,359.43, tax penalty and interest of \$10,192.16, and interest of \$1,536.53, and E-View reimbursement of \$-0-. Mr. **HOLLAND** reported that as of this meeting and prior to the payment of current bills, \$4,615,075.20 was on deposit at the Prosperity Bank operating account, plus demand deposits of \$212,535.58 (Prosperity Bank), plus \$5,209.54 at TexPool, plus CD/investment accounts plus interest as to all said accounts/CD: \$234,956.91 at Spirit of Texas Bank, \$231,900.54 at Icon Bank,

\$224,405.77 at Community Bank (previously Vista Bank), plus \$1,609,269.82 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. **BROST**, seconded by Mr. **GRUNDMEYER** to approve the Financial Report as presented. After discussion, the Motion was approved by a vote of 4 to 0.

As part of the Financial Report, the Board then addressed District investments. Mr. Holland suggested the following action: none at this time. Counsel suggested the Board review diversification of funds, including looking into a CDARS type program.

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

- | | | |
|----|---|---------------|
| 1. | Myrtle Cruz, Inc. (bookkeeping) | \$ 1,800.28 |
| 2. | Coveler & Katz, P.C. (legal-July): | \$ 9,852.10 |
| 3. | McCall Gibson (District audit) | \$ 2,000.00 |
| 4. | Smith Murdaugh (District special
counsel-Coventry project) | \$ 1,050.00 |
| 5. | E-Views Safety Systems (Continuing project) | \$ 109,059.24 |

After discussion, the Motion was approved by a vote of 4 to 0.

The Board conducted its mid-year budget review. Mr. Holland said the bookkeeper, Bill Russell, said no revisions were necessary. He said the District was slightly under budget over-all, with E-Views being over budget by about \$70,000.00.

The Board reviewed and took no action on revisions to the 2014 District budget.

The Board tabled addressing the 2015 District budget.

The Board then addressed the 2014 tax rate setting process and appraisal reports. Counsel said the certified values were expected late August.

The Board addressed the 2014 tax rate. The Board discussed a special meeting date to propose the 2014 tax rate. Without objection, the Board set September 9, 2014 at 9:00 a.m. at the regular meeting location to propose the 2014 District tax rate and discuss the 2015 District budget.

The Board then addressed and tabled the five-year plan with CCEMS.

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 \$820,000.00. After review, Motion was made Mr. **BROST**, seconded by Ms. **PLUMMER** to approve the contract payment of CCEMS Operations in the amount of \$820,000.00. After discussion, the Motion was approved by a vote of 4 to 0. Counsel said he reviewed with Mr. Russell the question on the amount of the monthly payment due CCEMS. Counsel said the bookkeeper's report correctly shows that with the total budget of \$10,665,365.00 the correct monthly amount was \$888,780.42, but with the advance payment made in December 2014 for January 1 2014, when subtracted from the total the monthly amount for the 12 months of 2014 is \$820,000.00.

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.

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 also reported that the CCEMS academy received its full accreditation.

Mr. England said that in July there were 5 mutual aid responses in District territory and CCEMS provided 14 mutual aid responses to out of District territory. He reported that CCEMS has responded to a chronologic total of 453 STEMI calls, with a 98% correct call rate. Mr. England said that 8 minutes 04 seconds was the average total response time, with 6 minutes 43 seconds the average travel time and average scene time was 24 minutes 12 seconds, and the average transport was 16 minutes 57 seconds. Mr. England said that the average dispatch time at 49 seconds was well under the 90 seconds national average. He also reported that for the prior month end, CCEMS responded YTD to 2,755 calls, with the prior month's ALS being 1,199 and BLS being 463. Mr. England said there were also 10 life flights.

Mr. England said CCEMS currently has thirteen 24 hour ambulances and three float trucks

Mr. England said CCEMS is negotiating with Baylor College of Medicine on the clinical fellowship program and pricing.

Mr. England said the CCEMS annual golf tournament is September 22.

After review, Motion was made by Mr. **BROST**, seconded by Ms. **PLUMMER** to receive the CCEMS monthly report. After discussion, the Motion was approved by a vote of 4 to 0.

Without objection, Mr. **LEBOUEF** called up public comment. He recognized Wayne Dolchefino who had asked to be on the agenda to deliver public comment. Mr. Dolchefino complained about a lack of transparency at CCEMS. He said he has a request for records out that has not been answered. He said CCEMS has to respond under the Open Records Act and the Texas non-profit corporation act. He said he recognizes the unique relationship the District and CCEMS has but CCEMS still has to comply and the District needs to provide oversight. Mr. Dolchefino said he is not asking for anything special, just general ledgers and payroll information and the selection process used when CCEMS switched EMS billing companies. He said what he has seen shows a lot of travel and entertainment expense. Andrew McKinney, attorney for CCEMS, said CCEMS has provided requested documents and only withheld what is provided to be withheld and any remaining documents owed to Mr. Dolchefino would be provided in due course. Mr. Dolchefino said he hopes so because eventually they will to give up these documents. Mr. Dolchefino thanked the Board and excused himself from the meeting.

The Board then addressed the Coventry development project. The Board members discussed the project cost of \$1.850 million. Ricardo Martinez of Joiner Partnership, Inc., the District's architect on the Coventry project, discussed the project and the tap fee, among other costs. Counsel said that the closing on the project and construction loan was scheduled for the end of August or first week of September. After review, Motion was made by Mr. **BROST**, seconded by Ms. **PLUMMER** to approve the closing on the Coventry EMS project and approve the payment of the tap fee. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed E-Views. The Board again discussed allowing another ESD to join the E-View consortium to receive transponders and other equipment to be able to operate the system. Counsel said he was still reviewing the issue.

At 9:46 a.m., the Board met in closed session, pursuant to Government Code Sections 551.071 and 551.072 to discuss real estate matters and to consult with legal counsel.

At 10:11 a.m. the Board re-entered open session.

The Board addressed the Coventry development project and discussed closing dates. Mr. McKinney addressed the Board and said CCEMS was trying to comply with the PIA requests from Mr. Dolchefino and others.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 10:20 a.m.

Secretary of the Board