

**MINUTES OF THE AUGUST 20, 2015 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 20, 2015, at Cypress Creek EMS Education Center, 7111 Five Forks Rd., Spring, Texas 77379.

The Meeting was called to order at 9:02 a.m. by **LYNN LEBOUF**, President. Those Commissioners present were **LYNN LEBOUF, KAREN PLUMMER, KEVIN BROST, and FRED GRUNDMEYER**. Commissioner **ROBERT BERLETH** was not present. Also present were the District legal counsel Howard Katz and John Peeler, of Coveler & Katz, P.C., District book keepers Bill Russell and Marissa Norris, of Myrtle Cruz, Inc., Board officers of Cypress Creek EMS ("CCEMS"), and CCEMS Executive Director Brad England. Also present were special counsel Richard Rothfelder, Ricardo Martinez of Joiner Architects, District architects on the Station 513/Coventry project, Ponderosa VFD Chief Fred Windisch, Wayne Dolcefino, and members of the public.

The Board reviewed the Minutes of the July 16, 2015 regular meeting and the Minutes of the July 30, 2015 special 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 4 to 0.

The Board then addressed Financial Matters. The District received a report from **BILL RUSSELL, of MYRTLE CRUZ, INC.**, the District's bookkeeper. He reported that the operating account balance of the District following the prior meeting was \$4,503,409.98. He also noted the receipt of tax revenue since the prior meeting in the amount of \$21,825.62, tax penalty and interest of \$11,257.40, and interest of \$876.53. He also reported that as of this meeting and prior to the payment of current bills, \$3,880,099.33 was on deposit at the Prosperity Bank operating account, plus demand deposits of \$212,961.04 (Prosperity Bank), \$5,212.23 in TexPool, CD/investment accounts plus interest as to all said accounts/CD: \$236,013.69 at Spirit of Texas Bank, \$232,449.76 at Icon Bank, \$225,292.57 at Community Bank (previously Vista Bank), \$1,350,193.28 at Compass Bank, \$890,060.17 at Wells Fargo Bank plus \$240,000.00 at three banks. 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 Ms. **PLUMMER** 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. **RUSSELL** suggested the following action: none at this time.

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

1.	Myrtle Cruz, Inc. (bookkeeping)	\$ 2,290.06
2.	Coveler & Katz, P.C. (legal-February):	\$ 18,530.59
3.	Joiner Partnership, Inc. (Station 513)	\$ 2,128.00
4.	Leyendecker Consulting Services	\$ 395.00
5.	Webwise Inc.; Inv 6612	\$ 280.00
6.	HCAD; Fees 4 th Qtr	\$ 29,849.00
7.	Klein VFD; E-Views Repairs	\$ 1,894.00
5.	HCESD 16; annual rent Stn 511	\$ 8,419.25
6.	Smith, Murdaugh, Little & Bonham	\$ 805.00
7.	Rothfelder & Falick, LLP	\$ 5,025.00

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

The Board took no action on District investments.

The Board took no action on Depository Pledge Agreements. Mr. Russell reported that he is waiting for more information from Compass Bank, which should be available at the September meeting.

The Board then addressed a mid-year budget review. Mr. Russell recommended no revisions to the District 2015 budget at this time. No action was taken.

The Board then tabled action on items 7, 8 and 9 related to the 2016 budget and 2015 tax setting as the certified appraisal values had not been received.

The Board addressed review of the District five-year plan. No action was required.

The Board then addressed the payment of CCEMS Operations and Capital funding as set forth in the Financial Report. **MARISSA NORRIS** noted that Operations funding was due at this meeting in the amount of \$893,805.42. After review, Motion was made Mr. **GRUNDMEYER**, seconded by Ms. **PLUMMER** to pay the CCEMS Operations. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed the payment of CCEMS Capital funding. Mr. England said there was none requested at this time.

The Board then received a report from CCEMS. Brad England, Executive Director of CCEMS, presented the report: he noted the number of responses year to date versus 2014 (500 more calls), response times (00:08:00), fire/ems breakdown in dispatched calls and hospital times as well as for EMS billing collections information; in May there were 24 mutual aid responses in District territory and CCEMS provided 37 mutual aid responses provided out of District territory; he reported on a high success rate on STEMI protocol calls; there was continuing review of new/additional AEDs for use in the community; Mr. England reported that salary data had been provided to District special counsel; he is working on the 2016 budget and would be meeting with the committee, consisting of Mr. **BROST** and Ms. **PLUMMER**, regarding same.

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

The Board held on agenda item 14, to review and take action on purchase of new AEDs for use in District community as no action was needed.

The Board received a report from Ricardo Martinez on the Station 513/Coventry project. He addressed the work progress stating the electrical easement still had not been resolved: the CenterPoint transformer was intended to be for both properties, but Coventry Developers want a secondary easement to access power for Coventry. He reported that no agreement has been presented by Coventry, but that they have said it will accept the expense to move the transformer presenting no cost to the District. Mr. Martinez, also, reported that the substantial completion is expected on or about October, 2015. Mr. Martinez said that application number 10 to the contractor Brookstone in the amount of \$97,409.77 is certified due by the architect. After review, Motion was made by Mr. **BROST**, seconded by Ms. **PLUMMER** to approve pay application number 10 as presented. After discussion, the Motion was approved by a vote of 4 to 0.

Mr. Martinez reminded the Board that the furnishings for Station 513 have not been incorporated in the plans or budget at this time.

Without objection, the Board tabled agenda item 16, regarding possibilities of co-location of EMS stations and fire stations with HCESD No.7; agenda item

17, to review third party communications addressing District and Cypress Creek EMS operations; and agenda item 18, pertaining to the District's requests to Cypress Creek EMS for documentation. The Board said that these items could be addressed after Closed Session.

The Board addressed the design, construction, implementation, operation, and maintenance of emergency vehicle preemption (EVP) devices on signalized roads and payment of bills associated therewith. Chief Windisch stated the devices had been installed with nothing further to report.

The Board tabled agenda item 20, to review job descriptions for District appointed Office Manager.

The Board entered executive session at 9:22 a.m. pursuant to Government Code section 551.071 to consult with legal counsel and section 551.072 to discuss real estate. The Board re-entered open session at 10:46 a.m.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned 10:47 a.m.

Secretary of the Board