

**MINUTES OF THE JULY 18, 2013 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 July 18, 2013, 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 **ROBERT BERLETH**, Vice President. Those Commissioners present were **FRED GRUNDMEYER**, **KAREN PLUMMER**, **ROBERT BERLETH** and **KEVIN BROST**. Also present were **HOWARD KATZ**, of **COVELER & KATZ, P.C.**, the District's Counsel, and **BRAD ENGLAND**, Executive Director of Cypress Creek EMS ("CCEMS"), and **BILL RUSSELL**, of **MYRTLE CRUZ, INC.**, the District's bookkeeper, and Board officers of CCEMS, and members of the public.

The Board first reviewed the Minutes of the June 20, 2013 regular meeting. After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Ms. **PLUMMER** to approve the Minutes. After discussion, the Motion to approve the Minutes was approved by a vote of 3 to 0 (Mr. Berleth abstaining).

The Board then received a Financial Report from **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 \$1,678,846.04. He also noted the receipt of tax revenue since the prior meeting in the amount of \$39,024.34, tax penalty and interest of \$1,901.20 and interest of \$674.52. He also reported that as of this meeting and prior to the payment of current bills, \$1,644,279.65 was on deposit at the Prosperity Bank operating account, plus demand deposits of \$12,375.13 (Prosperity Bank), plus \$5,207.77 at TexPool, plus CD/investment accounts plus interest as to all said accounts/CD: \$34,514.82 at Spirit of Texas Bank, \$81,355.83 at Icon Bank, \$24,063.62 at Vista Bank Texas, plus \$1,506,645.80 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 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. After review, Motion was made by Mr. **BROST**, seconded by Mr. **GRUNDMEYER** 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 4 to 0.

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

1.	Myrtle Cruz, Inc. (bookkeeping)	\$	1,860.64
2.	Coveler & Katz, P.C. (legal-May)	\$	4,729.80
3.	HCC Mike Sullivan (May election exp)	\$	940.00

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

The Board then addressed and determined no action was required on revisions to the District 2013 budget.

The Board then addressed the 2013 tax rate setting process and appraisal reports. Counsel said the certified tax roll expected date is mid-August.

The Board tabled the proposed District 2014 budget.

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 \$462,328.00. After review, Motion was made by Mr **GRUNDMEYER**, seconded by Ms. **PLUMMER** to approve the payment of CCEMS Operations in the amount \$462,328.00. 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 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.

Mr. England said that in June there were 5 mutual aid responses in District territory and CCEMS provided 10 mutual aid responses to out of District territory. He reported that CCEMS responded to 399 STEMI calls YTD, with a 98% correct call rate. Mr. England said that 7:57 minutes was the average total response time, with 6:37 the average travel time and average scene time was 23:30 minutes and the average transport at 15:18 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 June 30, CCEMS responded to 15,956 calls, with the prior month's ALS being 1,412 and BLS being 1,545. Mr. England said there were also 6 life flights in the prior month.

Mr. England said that the CCEMS Medical Director (Dr. Vartanian) and Assistant Medical Director (Dr. Escott) responded to 10 calls during the prior month.

Mr. England said the proposed 2014 CCEMS budget was being worked on.

Mr. England said the state inspection of the new CCEMS Academy is expected in 30-60 days.

Mr. England said there was an upcoming fundraiser for an injured HFD firefighter who also worked for HCESD No. 29 in Champions.

Mr. England said that Canadian EMS counterparts were currently visiting CCEMS facilities and operations for information sharing.

Mr. England said that there was a pending lawsuit regarding certain medical records.

Mr. England reported that CCEMS selected a new EMS billing company, Kronus, Inc.

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

The Board then addressed E-Views. Mr. **BROST** said that there was a planning meeting scheduled for next week, but that all matters were progressing well.

The Board then addressed the Coventry development project. Ricardo Martinez of Joiner Partnership attended the meeting. There was discussion about

the project and the Leeds requirements for the buildings and development. Mr. Martinez said there was about \$150-\$150,000.00 added cost for the Leeds Gold required criteria, including annual maintenance for the criteria. Mr. **BROST** said there was a meeting with Coventry on July 24 concerning the fire and EMS components with the architects and representatives of the District and HCESD 7. Counsel said that the two district's service providers should also be represented.

The Board then addressed an invoice submitted by Joiner Architects to CCEMS dated January 31, 2013 in the amount of \$28,350.00. Mr. England said CCEMS never engaged Joiner Architects. The Board expressed approval to formally engage Joiner Architects as the District architect on the Coventry project and to approve the payment of the outstanding invoice as being relative to the project. After review, Motion was made by Mr. **BROST**, seconded by Mr. **GRUNDMEYER** to approve to formally engage Joiner Architects as the District architect on the Coventry project and to approve the payment of the outstanding invoice OF \$28,350.00. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed developing a five-year plan with CCEMS. After review, Motion was made by Mr. **BROST**, seconded by Ms **PLUMMER** for approval to form a committee to develop a five-year plan with CCEMS and for Mr. Berleth and Ms. Plummer to be on the committee. After discussion, the Motion was approved by a vote of 4 to 0.

Counsel said there was no need for an executive session.

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.

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Secretary of the Board