

**MINUTES OF THE JULY 14, 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 July 14, 2016, at Cypress Creek EMS Education Center, 7111 Five Forks Rd., Spring, Texas 77379.

The Meeting was called to order at 9:01 AM by **TOMMY RIPLEY**, President. Those Commissioners present were **TOMMY RIPLEY, KAREN PLUMMER, FRED GRUNDMEYER**, and **ROBERT PINARD**. Commissioner **LYNN LEBOUF** was not in attendance. 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, and members of the public.

The Board reviewed the Minutes of the March 24th, April 21st and May 18, 2016 regular meetings. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER** to approve the Minutes as presented. After discussion, the Motion was approved by a vote of 2 to 0, with Commissioners **RIPLEY** and **PINARD** abstaining since they were not on the Board during those months.

The Board then reviewed the Minutes of the June 23, 2016 regular meeting. After review, Motion was made by Mr. **GRUNDMEYER**, seconded by **Ms. PLUMMER** to approve the Minutes as presented. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed item 4 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 \$65,282.78, tax penalty and interest of \$1,522.47, and interest of \$502.37. He also noted other time deposit amounts. Mr. Russell stated that one check was still outstanding on the Prosperity account, and that once the check clears, the account will be closed. He, also, explained that the VFIS reimbursement will be reflected in the financial report as a reduction in legal

expenditures by the District. Thereupon, after review, Motion was made by Commissioner **PLUMMER**, seconded by Commissioner **GRUNDMEYER** to approve the Financial Report and payment of District bills as presented. After discussion, the Motion was approved by a vote of 4 to 0.

The Board took no action on item 5, 2016 budget revisions.

Without objection, the Board moved to agenda item 7, the acquisition and/or payment for capital items pursuant to District budget and/or service agreement with Cypress Creek EMS. Brad England presented the EView and Northwest Communications invoices, at the back of the packet, and ambulance bill, including equipment for ambulances for review. Motion by Mr. **GRUNDMEYER** and second by Ms. **PLUMMER** to approve the payment of the Frazer ambulance bill upon arrival of the vehicles, probably in September. The motion was approved by a vote of 4 to 0.

The Board then addressed item 8, report from CCEMS. Brad England, Executive Director of CCEMS, presented the monthly report and provided a verbal summary of same, including a map of District stations. Mr. **PINARD** inquired as to whether benchmark standards were available for comparison. Mr. England stated that some standards are noted in the McGrath report while others may be found in a national EMS publication.

The Board then returned to agenda item 6, the payment of operations pursuant to current budget and service agreement with Cypress Creek EMS. After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Ms. **PLUMMER** to approve the monthly CCEMS payment in the amount of \$1,003,835.00. After discussion, the Motion was approved by a vote of 4 to 0.

Returning to agenda item 9, the Board addressed the appointment of an Infection Control Officer. Brad England informed the Board that the role had been added to Mr. Jim Van Hosier's duties and had been reported to TDSHS as required.

The Board then addressed agenda item 10, action regarding construction, improvements, repairs and renovations to District stations. Ricardo Martinez of Martinez Architects reported the following;

Station 513 needs LEED certification to be completed, and there may be fees related to reforestation within the development where the station was built.

Mr. Martinez has passed this information on to Joiner Architects. An impact fee may be imposed on reforestation if the trees are not replaced. The District may expect such a fee as the trees will not be replaced. Mr. Martinez pointed out that the Station 513 development is an ESD 7 and ESD 11 project therefore both will share in the reforestation fee.

He went on to report that a survey of the trees to be removed due to construction was made initially so there will be a review with Joiner Architects regarding same. Coventry Development is the company reviewing this for Springwood Village.

Mr. Martinez informed the Board that he would be handing the project over to Joiner Architects as he is no longer with the firm.

Brad England reported flooding at Station 513 to which Mr. Martinez explained the flow restrictor could not meet the extreme amount of water.

Ms. **PLUMMER** and Mr. **GRUNDMEYER** volunteered to act as a committee to oversee the completion/resolution of any issues with Station 513. District Counsel will coordinate with them to provide necessary information not received from the architects and builder.

Mr. **PINARD** expressed his concern that Joiner Architects needs to have LEED certified personnel to complete the project. He requested a copy of the District's agreements with Joiner Architects and Coventry Development.

The Board then addressed item 11, real property. No action was taken on this item.

The Board took no action on item 12, Capital Lease Agreement(s) with CCEMS for possession and operation of District owned real or personal property. District Counsel will provide the Agreement at the District's August meeting.

The Board then addressed item 13, the District website. Mr. **PINARD** stated that he had looked into website setup and fees in general. He said that he would like to secure at least three proposals to act on formally. Norm Uhl informed the Board that an outstanding bill from the prior service may still be unpaid, though Bill Russell indicated no receipt of such a bill. Brad England reported that Toivo Sari had some information additional information on the District's website origination and would get this to the Board.

The Board then addressed agenda item 14, current District contracts with vendors. Mr. **PINARD** requested copies of contracts with all current vendors. District Counsel will provide the contracts. Thereafter a brief discussion was held on the role of counsel for the District including the tasks addressed and what, if any, requirement for doing so. District Counsel noted that there may be some tasks which could be removed or decreased by Coveler & Katz, P.C. such as meeting notices and/or minutes. The Board generally discusses the roles of other vendors, including administrative responsibilities.

The Board took no additional action on item 15, administrative responsibilities, as it was addressed with agenda item 14.

The Board tabled agenda item 16, traffic preemption.

Recess at 10:59 a.m. and reconvene at 11:01 a.m.

The Board entered Closed Session at 11:02 AM to consult with legal counsel under Government Code section 551.071 and ended the Closed Session at 11:26 AM. The Board returned to Open Session at 11:26 AM.

The Board reopened agenda item 15, administrative responsibilities. After review, Motion was made by Mr. **PINARD**, seconded by Ms. **PLUMMER** to authorize the President to secure a stenographer/minute taker to prepare the District meeting minutes and notices for no more than \$300 per month. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed agenda item 18, public comment. Ruben Gonzales with CCEMS thanked the Board for serving and looks forward to working with the Commissioners.

The Board then addressed agenda item 21, the date of the next regular meeting, and agreed upon the third Thursday of the month, August 18, 2016 at 9:00 AM, per usual District practice.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned 11:41 AM.

Secretary of the Board