

**MINUTES OF THE JUNE 23, 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 June 23, 2016, at Cypress Creek EMS Education Center, 7111 Five Forks Rd., Spring, Texas 77379.

The Meeting was called to order at 9:02 AM by **LYNN LEBOUF**, President. Those Commissioners present were **LYNN LEBOUF, KAREN PLUMMER, FRED GRUNDMEYER, TOMMY RIPLEY** and **ROBERT PINARD**. Also present were the District legal counsel John Peeler, of Coveler & Katz, P.C., District book keeper Marissa Norris, of Myrtle Cruz, Inc., Cypress Creek Emergency Medical Services ("CCEMS") staff including Executive Director Brad England and Public Information Officer Norm Uhl, Andrew McKinney, Attorney for CCEMS. Also present were District consultants Ricardo Martinez of Martinez Architects, Glenn Hastings of VFIS, and members of the public.

The Board took no action on item 1 of the agenda, administering the Oath of Office to elected commissioners as this had already been done on June 2, 2016.

The Board then addressed item 2 of the agenda, electing District officers for the June 2016 – May 2017 term. Counsel temporarily acted as chair to receive nominations for the offices so that all Board members were free to make nominations. Mr. **PINARD** nominated Mr. Ripley for President and Mr. **GRUNDMEYER** nominated Mr. LeBouef for president. There being no other nominations, the vote was 3 votes for Mr. Ripley and 2 votes for Mr. LeBouef. Mr. **RIPLEY** then nominated Ms. Plummer for Vice President. There were no other nominations for Vice President. The vote in favor of Ms. Plummer as Vice President was 5 to 0. Mr. **LeBOUEF** nominated Mr. Grundmeyer as Treasurer, and Mr. **RIPLEY** nominated Mr. Pinard as Treasurer. There being no other nominations, the vote was 3 votes for Mr. Pinard and 2 votes for Mr. Grundmeyer. Mr. **RIPLEY** nominated Mr. Grundmeyer for Secretary. There were no other nominations for Secretary. The vote in favor of Mr. Grundmeyer as Secretary was 5 to 0. Mr. **RIPLEY** nominated Mr. LeBouef for Assistant Treasurer. There were no other nominations for Assistant Treasurer. The vote in favor of Mr. LeBouef as Assistant Treasurer was 5 to 0.

The Board addressed item 3 of the agenda, the review of prior meeting Minutes. Mr. Peeler presented the minutes for the March, April and May regular meetings and advised that the Board table action in order to review them for action at the July meeting along with the June minutes. Motion by Commissioner **LeBOUEF** and second by Commissioner **PINARD** to table the minutes. Motion was approved by a vote of 5 to 0.

The Board then addressed agenda item 4, public comment. Drake Cameron addressed the Board identifying himself as a Lakewood Forest resident. He congratulated the recently elected and re-elected commissioners and wished the Board success. He also suggested that the meetings be opened with an invocation and pledge of allegiance. He further suggested that the board renegotiate the EMS contract.

The Board then addressed item 5 of the agenda, financial report from the Treasurer and book keeper. The District received a report from District bookkeeper **MARISSA NORRIS**, of **MYRTLE CRUZ, INC.** Ms. Norris reported the deposit of funds into the Prosperity Bank operating account since the prior meeting of tax revenue in the amount of \$57,200.14, tax penalty and interest of \$2,825.32, and interest of \$1,285.53 and into the Compass Bank operating account property taxes of \$41,419.74, E-View contribution from ESD 28 of \$38,994.00, from Spring VFD of \$139,300.00, from Klein VFD of 28,160.00, from ESD 29 of 37,915.00. She also noted other time deposit amounts. Thereupon, after review, Motion was made by Commissioner **LeBOUEF**, seconded by Commissioner **PLUMMER** to approve the Financial Report as presented. During discussion Commissioner **PINARD** asked for clarification on the penalties and interest received, and Commissioner **PLUMMER** asked for confirmation that the Prosperity Bank operating account is being closed soon. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed item 6, action on the District 2015 audit. Brian Tolden with McCall Gibson Swedlund Barfoot, PLLC presented the audit. He pointed out that new auditing standards no longer use the term “unqualified opinion” but instead use the term “unmodified” to indicate that the auditor found no problems with the financial information presented by the client and reviewed by the auditors. Motion was made by Commissioner **LeBOUEF** and seconded by Commissioner **PLUMMER** to approve the audit as presented and authorize

execution of the Board representation letter. During discussion Commissioner PINARD expressed concern that there was a significant portion of the reviewed expenses categorized as “other”. Mr. Tolden said that he would coordinate with his staff to get additional information to clarify that category. After discussion, the motion was approved by a vote of 4 to 1 with Commissioner **PINARD** noting he would require additional information before voting to approve.

The Board then addressed item 7, payment of District bills. After review, Motion was made by Commissioner **PLUMMER**, seconded by Commissioner **GRUNDMEYER**, to approve the payment of District bills as presented by Ms. Norris. During discussion Commissioner **PINARD** asked that legal services invoices be broken down with more detail on the time spent per project and the rates of the staff working on the projects. Mr. Peeler said that his office can do that in order to provide the additional information the Board requires. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed item 8, granting tax exemptions for 2016. Counsel explained that the preliminary taxable values had still not been provided by HCAD, even though action on Homestead exemptions must be taken by July 1st. He then presented information from the 2015 certified values to provide estimates of the number of properties in each category in which exemptions may be granted by the District: residential homestead, over 65 and disabled. After review, motion by Commissioner **LeBOUEF** and second by Commissioner **PLUMMER** to keep the same exemption levels as approved in 2015: -0- for general homestead, \$50,000.00 for over 65, and \$50,000.00 for disability. The motion was approved by a vote of 5 to 0.

The Board then addressed item 9, District investments. Ms. Norris presented information on a Certificate of Deposit which will expire prior to the July meeting. Motion was made by Commissioner **PLUMMER** and seconded by Commissioner **GRUNDMEYER** to authorize Myrtle Cruz to reinvest the CD for the same length of time as the expiring CD, at the best rate they can find without exceeding applicable FDIC and/or pledged security. The motion was approved by a vote of 5 to 0.

The Board took no action on item 10, depository institutions, pledge agreements, and Investment Policy.

The Board took no action on item 11, 2016 budget revisions.

The Board then addressed agenda item 12, the payment of operations pursuant to current budget and service agreement with Cypress Creek EMS. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **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 13, the acquisition and/or payment for capital items pursuant to District budget and/or service agreement with Cypress Creek EMS. Brad England presented three items for review:

(1) Request to approve purchase of supervisor vehicles through the BuyBoard qualified Silsbee Toyota price of \$26,262.90 per vehicle for two vehicles, plus \$17,956.11 each for lights, striping, and other necessary equipment. Motion by Commissioner **PLUMMER** and second by Commissioner **LeBOUEF** to approve the purchase of two supervisor vehicles as presented. The motion was approved by a vote of 5 to 0.

(2) Stretcher maintenance contract with ProCare/Stryker for a 5-year contract totaling \$96,300. Motion by Commissioner **PINARD** and second by Commissioner **GRUNDMEYER** to approve the service contract as presented. Motion was approved by a vote of 5 to 0.

(3) Refrigeration system for new blood products/protocols to go in two supervisor vehicles totaling \$27,005.71. During review Mr. England said that the blood products will come from the Memorial Hermann Hospital System. Motion by Commissioner **LeBOUEF** and seconded by Commissioner **GRUNDMEYER**. Motion was approved by a vote of 5 to 0.

The Board then addressed item 14, report from CCEMS. Brad England, Executive Director of CCEMS, presented the monthly report and provided a verbal summary of same, including information on calls made in May. He also noted that he has provided Commissioners Ripley and Pinard with CCEMS recent year audits and other information to help them catch up on current activities.

The Board then addressed item 15, action regarding construction, improvements, repairs and renovations to District stations. No action was taken on this item.

The Board then addressed item 16, action on real property. No action was taken on this item.

The Board took no action on item 17, Capital Lease Agreement(s) with CCEMS for possession and operation of District owned real or personal property. Mr. Peeler reported that he is working with counsel for CCEMS on some minor revisions to the lease agreement approved by the Board previously and will have the final version for review at a subsequent meeting.

The Board then addressed item 18, the District website. CCEMS IT officer Toivo Sari reported that the District currently uses Webwize managed by Glenn Brooks. He noted that it has taken considerable effort to keep routine items updated on the website. He also noted that CCEMS has posted recent District minutes and election information on the CCEMS website to help keep the public informed. Mr. Sari recommended that the prior provider, Texas Network could design a new website for \$2,500 and manage it for \$85/month. Commissioner **PINARD** asked the Board to allow him some time to compare provider options and bring information back for review next month. The Board unanimously agreed on this course of action.

The Board then addressed item 19, traffic preemption. Mr. England reminded the Board that former Commissioner Brost was the District representative for coordinating this regional project and that the Board should name a different representative. Commissioner PLUMMER volunteered to be the representative with assistance from the CCEMS staff involved in the project.

The Board entered Closed Session at 10:24 AM to consult with legal counsel under Government Code section 551.071 and ended the Closed Session at 11:01 AM. The Board returned to Open Session at 11:03 AM.

The Board then addressed agenda item 21, the date of the next regular meeting, July 21, 2016 at 9:00 AM, pending review of Commissioner availability.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned 11:06 AM.

Secretary of the Board