

**MINUTES OF THE MARCH 28, 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 March 28, 2013, 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 LeBOUEF**, President. Those Commissioners present were **LYNN LeBOUEF, FRED GRUNDMEYER, KAREN PLUMMER, ROBERT BERLETH** and **KEVIN BROST**. Also present were **HOWARD KATZ, of COVELER & KATZ, P.C.**, the District's Counsel, **BILL RUSSELL, of MYRTLE CRUZ, INC.**, the District's bookkeeper, and **BRAD ENGLAND**, Executive Director of Cypress Creek EMS ("CCEMS"), and members of the public. Also present was Kent Twining, attorney for CCEMS.

The Board recognized Tom Kikis for public comment. Mr. Kikis said he was a local CPA and had been a resident in the CCEMS/ESD 11 area for over 35 years. He said he supported the election to raise the District tax rate to 6 cents.

The Board then addressed the called May 11, 2013 tax rate proposition. The Board addressed a revised Election Order as presented. Counsel reported on the following change: replace the election day and early voting locations for the District voters residing in HCESD No. 17 (Little York VFD area). Counsel said the station on Rushworth was scheduled for demolition during the election period and the fire department recommended the Walters Road station. Thereupon, after review, Motion was made by Mr. **GRUNDMEYER**, seconded by Ms. **PLUMMER** to approve the Amended Election Order and setting the election day and early voting locations for the District voters residing in HCESD No. 17 (Little York VFD area) at Little York VFD Station 83, 14010 Walters Road, Houston, Texas 77014. After discussion, the Motion was approved by a vote of 4 to 0, with Mr. Berleth abstaining.

The Board reviewed the Minutes of the February 21, 2013 regular meeting. After review, Motion was made by Mr. **BERLETH**, seconded by Ms. **PLUMMER** to approve the Minutes. Mr. **BROST** stated that he thought his

comment regarding the tax rate election was not correct. He said that the comment should be shown as “Mr. **BROST** said that he did not see that more money was justified for CCEMS unless it was used to add an ambulance to the response regime”. After discussion, the Motion to approve the Minutes as amended was approved by a vote of 5 to 0.

The Board then received a Financial Report prepared by **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 \$6,062,625.12. He also noted the receipt of tax revenue since the prior meeting in the amount of \$686,144.10, tax penalty and interest of \$3,530.02 and interest of \$1,155.71. He also reported that as of this meeting and prior to the payment of current bills, \$5,538,589.86 was on deposit at the Prosperity Bank operating account, plus demand deposits of \$12,373.05 (Prosperity Bank), plus \$5,206.22 at TexPool, plus CD/investment accounts plus interest as to all said accounts/CD: \$34,470.73 at Spirit of Texas Bank, \$81,233.05 at Icon Bank, \$24,051.75 at Vista Bank Texas, plus \$6,085.48 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. **GRUNDMEYER**, seconded by Ms. **PLUMMER** to approve the Financial Report as presented. After discussion, the Motion was approved by a vote of 5 to 0.

As part of the Financial Report, the Board then addressed District investments. After review, Motion was made by Mr. **BERLETH**, 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 5 to 0.

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

1.	Myrtle Cruz, Inc. (bookkeeping)	\$	1,916.04
2.	Coveler & Katz, P.C. (legal-February)	\$	6,125.13
3.	E-View Safety Systems)	\$	59,904.00
4.	HCAD (Q'rtly billing)	\$	16,612.00
5.	Robert Berleth (Reimb. SAFE-D Training)	\$	938.32

After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed and determined no action was required on revisions to the District 2013 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 \$700,000.00. After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Ms. **PLUMMER** to approve the payment of CCEMS Operations in the amount \$700,000.00. Mr. **BERLETH** asked if the line of credit loan and payments could be verified by CCEMS. Mr. England presented a copy of the financial report indicating the CCEMS loan payments. After discussion, the Motion was approved by a vote of 5 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 he had information that Mr. Berleth requested at the prior meeting regarding the EMS class pass rate. Mr. England said it was a question of test taking. He said that when there was a 29% pass rate it was because 21 people trained but only 6 tested. He said that of that class, 13 have now tested, which brings the pass rate up to 62% for the paramedic class, and as the remainder get tested that rate should increase. Mr. England said some do not test and CCEMS does not follow all the students after the class. He said that the most recent EMT class test rate was 75%. Mr. England agreed that CCEMS may look into improved tracking of the students. Mr. England reported that the EMS Academy was proceeding and that CCEMS has been working with Lonestar College to be inspected for accreditation in late June. Mr. England said he forwarded the Letter of Findings requested by Mr. Berleth.

Mr. England presented a chart of the Affordable Health Care Act as currently understood. He said CCEMS has the necessary health care insurance plans in place. Mr. England said that the CCEMS full-time employees were covered, but part-time employees working fewer than 30 hours per week were not covered. He said the coverage expenses that the District paid was only for the EMS-based salaried personnel.

Mr. England delivered a copy of the transportation and Grand Parkway design information and charts he received from County Commissioner Cagle's office. He said this was the information Mr. Berleth asked about last month.

Mr. England said that in February, there were 11 mutual aid responses in District territory and CCEMS provided 16 mutual aid responses out of District territory. He reported that CCEMS responded to 381 STEMI calls to YTD, with a 98% correct call rate. Mr. England said that 8:12 minutes was the average total response time, with 6:58 the average travel time and average scene time was 24:40 minutes and the average transport at 16:57 minutes. Mr. England said that the average dispatch time at 55 seconds was well under the 90 seconds national average. He also reported that through February 28, CCEMS responded to 5,164 calls, with the prior month's ALS being 1,408 and BLS being 1,439. Mr. England said there were also 8 life flights in the prior month.

Mr. England said that there were 71 volunteer members of CCEMS with a goal of 200. Mr. **BERLETH** asked how CCEMS would try to reach that goal. Mr. England said one way was to start up a volunteer EMS class and also to reach out to past volunteers to attract them back into the service.

Mr. **BERLETH** asked if the District Board could receive the minutes and full monthly financial reports of the CCEMS board meetings. Mr. England said he would look into that. Mr. **BERLETH** also asked if the run reports could indicate when the CCEMS medical director ran on calls.

After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Mr. **BROST** to receive the CCEMS monthly report. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed E-Views. Mr. **BROST** reported that all intersections were installed. He said that TxDot has become more involved in the E-Views program on the state highways. He said the agency was asking many

questions at this time. Mr. **BROST** said that the E-View group was prioritizing the intersections to get equipment next. He said some VFDs and ESDs were independently looking at intersections not on the list.

On miscellaneous matters, Mr. **BERLETH** reminded about the required CCEMS annual personnel report for CCEMS from January 2012 and January 2013.

The Board addressed the McGrath CCEMS review. Mr. **LeBOUEF** said that the report was now scheduled for submission by McGrath & Co. in May.

The Board then addressed the Exxon development. The committee reported on a recent meeting with the District architect and Exxon/Springwoods Village area and the Coventry Development Co. They said there were questions raised about the style and green spaces involving the emergency service facilities.

The Board entered executive session at 10:08 a.m. to discuss real estate matters pursuant to Sections 551.072, Government Code to review the Exxon/Springwoods Village area, Coventry Development land and station negotiations.

At 10:25 a.m. the Board re-entered open session.

Mr. **BERLETH** asked about development of long range plans, with 5 and 10 year components. He asked for an agenda item. Mr. **LeBOUEF** said that should wait for the McGrath report.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 10:40 a.m.

Secretary of the Board