

**MINUTES OF THE NOVEMBER 20, 2014 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 November 20, 2014, 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 LEBOUF**, President. Those Commissioners initially present were **LYNN LEBOUF**, **KAREN PLUMMER**, and **KEVIN BROST**. Also present were **HOWARD KATZ**, of **COVELER & KATZ, P.C.**, the District's Counsel, **BRAD ENGLAND**, Executive Director of Cypress Creek EMS ("CCEMS"), **BILL RUSSELL**, of **MYRTLE CRUZ, INC.**, the District's bookkeeper, and Board officers of CCEMS, and members of the public. Also present were Ricardo Martinez of Joiner Partnership, Inc.

Prior to commencement of business, Mr. **BROST** said he objected to the way the scheduling of the meeting took place. He said that Commissioner Robert Berleth had said he could not attend this date and there was supposed to be a re-scheduling. Mr. **LEBOUEF** said there was an attempt to accommodate the scheduling but a date that everyone could meet was not possible, especially with the Thanksgiving holiday coming up. Counsel said that Mr. Berleth had asked for the meeting to be November 25 or 26, and Counsel tried to re-schedule the meeting for November 25, but then Mr. Berleth saw that he could only make November 26 which other Board members could not accommodate. Mr. **BROST** said he was not aware of that.

The Board tabled consideration of prior Minutes.

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 \$2,126,957.84. He also noted the receipt of tax revenue since the prior meeting in the amount of \$36,611.59, tax penalty and interest of \$5,540.21, and interest of \$915.28. Mr. **RUSSELL** reported that as of this meeting and prior to the payment of current bills, \$1,276,341.26 was on deposit at the Prosperity

Bank operating account, plus demand deposits of \$212,642.73 (Prosperity Bank), plus \$5,209.82 at TexPool, plus CD/investment accounts plus interest as to all said accounts/CD: \$235,220.66 at Spirit of Texas Bank, \$232,061.58 at Icon Bank, \$224,603.80 at Community Bank (previously Vista Bank), plus \$1,588,714.29 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 3 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 Mr. **BROST**, seconded by Ms. **PLUMMER** to approve the payment of District bills as follows:

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| 1. | Myrtle Cruz, Inc. (bookkeeping) | \$ | 1,767.40 |
| 2. | Coveler & Katz, P.C. (legal-October): | \$ | 8,114.98 |
| 3. | Joiner Partnership, Inc. | \$ | 1,596.00 |
| 4. | Texas Mutual Ins. Co.(District W/C insurance) | \$ | 12,487.00 |

After discussion, the Motion was approved by a vote of 3 to 0.

The Board addressed and took no action on revisions to the 2014 District budget.

The Board held on consideration of the proposed CCEMS budget and funding request for 2015.

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 \$820,000.00. After review, Motion was made Ms. **PLUMMER**, seconded by Mr. **BROST** to approve the contract payment of CCEMS Operations in the amount of \$820,000.00. After discussion, the Motion was approved by a vote of 3 to 0.

The Board held on a report from CCEMS.

The Board then addressed the Coventry project. Ricardo Martinez of Joiner Partnership, Inc., the District's architect on the Coventry project said the project was underway. He said that despite his repeated requests the MUD will

not wave or reduce the tap fee. There was discussion about whether to pay the tap fee direct of use the loan proceeds. Mr. Martinez said the required payment was a few months away. He said the progress meetings were the second Tuesday of the month at the Spring Admin building at Station 71. He said there was a pay app for this meeting, Pay App No. 1: \$89,393.86. After review, Motion was made Mr. **BROST**, seconded by Ms. **PLUMMER** to approve Pay App No. 1: \$89,393.86. After discussion, the Motion was approved by a vote of 3 to 0.

The Board then addressed consideration of the proposed CCEMS budget and funding request for 2015. There was discussion about the budget. Counsel read from his letter of November 5, 2014 addressing budget matters. Among the key points of discussion were: (1) The funding request was for almost the total allocation for EMS and District capital and unspecified/unexpected matters; (2) The health insurance line item was discussed. Mr. England said that every CCEMS employee was covered. Mr. **LEBOUEF** said it seemed that health insurance funding by the District should follow payroll funding by the District and that the CCEMS administrative staff should not be covered by the District funding. There was discussion about the \$2,500,000.00 health insurance cost. Counsel said that number was itself about \$600,000.00 over the prior year. Mr. England said that rates have gone up and CCEMS did shop coverage. Mr. England said the coverage is 100% for employee and spouse and the co-pay was covered 60/40, after a \$2,500.00 deductible. There was a discussion about who should be covered by District funding at CCEMS. Mr. England said there were 200 full-time employees whose payroll cost is allocated for District funding. There was some calculating and it appeared the cost for health insurance was about \$12,000.00 per employee. Those attending said that cost seemed fair for a group policy. Mr. **LEBOUEF** asked that CCEMS re-do the health insurance funding allocation for the District's share following the payroll funding by the District; (3) Counsel said that Utilities was moved to be a District allocation whereas in prior years it was covered by CCEMS out of its funds. Mr. England said he can re-do that line item. Mr. **RUSSELL** said some ESDs take on that cost because sometimes there is a better rate available; (4) Counsel said that CommCenter wages allocated to the District can receive a credit for the CommCenter income. He said there was about \$180,000.00 available. Mr.

England said the increase was to cover more staff; (5) Counsel said that Education was moved to be a District allocation whereas in prior years it was covered by CCEMS out of its funds. Mr. England said he can re-do that line item; (6) Counsel said that Maintenance was moved to be a District allocation whereas in prior years it was covered by CCEMS out of its funds. Mr. England said he thought that was how the 5-year plan was set up, but he can address that allocation. Mr. **BROST** asked about the increase in Health Insurance. He said he still could not get to the cost per employee that Mr. England said. Mr. England said the additional cost was also due to 46 more full-time people added from 2013 to 2014. Mr. England said there was a possible increase in 2015 of 6 full-time people with Station 513. He said that was about an additional \$240,000.00 in wages.

Further consideration of the CCEMS budget and funding request for 2015 was held for a workshop or next month's 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 October there were 8 mutual aid responses in District territory and CCEMS provided 32 mutual aid responses to out of District territory. He reported that CCEMS has responded to a chronologic total of 460 STEMI calls, with a 98% correct call rate. Mr. England said that 8 minutes 19 seconds was the average total response time, with 6 minutes 57 seconds the average travel time and average scene time was 23 minutes 32 seconds, and the average transport was 16 minutes 37 seconds. Mr. England said that the average dispatch time at 56 seconds was well under the 90 seconds national average. He also reported that for the prior month end CCEMS responded to 3,049 calls, with the prior month's ALS being 1,381 and BLS being 500. Mr. England said there were also 10 life flights.

Mr. England said the CCEMS renewal EMS license application has been approved with Texas Department of State Health Services.

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 3 to 0.

The Board received public comments from Wayne Dolcevino regarding CCEMS spending and production of records. Mr. Dolcevino said that with all this discussion about wages and health insurance CCEMS should not be withholding its payroll records and health insurance information. He said the Harris County DA agreed that these records should be produced.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 10:43 a.m.

Secretary of the Board.