

**MINUTES OF THE OCTOBER 17, 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 October 17, 2013, at Cypress Creek EMS Education Center, 7111 Five Forks Rd., Spring, Texas 77379.

The Meeting was called to order at 9:05 a.m. by **LYNN LEBOUF**, President. Those Commissioners initially present were **LYNN LEBOUF, FRED GRUNDMEYER, KAREN PLUMMER, 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. Also present was architect Ricardo Martinez of Joiner Partnership, Inc., the District's architect on the Coventry project.

The Board reviewed the Minutes of the September 26, 2013 regular meeting. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **BROST** to approve the Minutes. After discussion, the Motion to approve the Minutes was approved by a vote of 4 to 0.

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 \$177,312.87. He also noted the receipt of tax revenue since the prior meeting in the amount of \$3,015.82, tax penalty and interest of \$1,868.01 and interest of \$367.20, and E-View reimbursement of \$36,434.00 (Spring VFD/HCESD No. 7), \$51,297.00 (Cypress Creek VFD/HCESD No. 13). He also reported that as of this meeting and prior to the payment of current bills, \$107,684.68 was on deposit at the Prosperity Bank operating account, plus demand deposits of \$12,376.70 (Prosperity Bank), plus \$5,208.60 at TexPool, plus CD/investment accounts plus interest as to all said accounts/CD: \$34,532.13 at Spirit of Texas Bank, \$81,437.89 at Icon Bank, \$24,075.39 at Vista Bank Texas, plus \$1,207,385.44 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 Ms. **PLUMMER**, seconded by Mr. **BROST** 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 Ms. **PLUMMER**, seconded by Mr. **BROST**, to approve the payment of District bills as follows:

1.	Myrtle Cruz, Inc. (bookkeeping)	\$	1,780.84
2.	Coveler & Katz, P.C. (legal-August-Sept.)	\$	7,311.62
3.	Joiner Partnership (Coventry Project)	\$	3,819.78
4.	HCESD No. 29 (Champ. Station pmt)	\$	2,629.28
5.	E-Views (Final Payment)	\$	65,340.00

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

The Board then addressed the payment ratification 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 (but paid prior to) this meeting in the amount of \$462,328.00. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **BROST** to approve the contract 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 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 reported that the CCEMS golf tournament was very successful.

Mr. England reported that the CCEMS health and craft fair went well.

Mr. England said the state inspection of the new CCEMS Academy was completed and he would assess a grade of B+. Mr. England said there were two items that CCEMS Academy failed: requirement of elimination of free classes; better census of graduates (needing to reach at least 82% of graduates). He said these items were corrected and he hoped accreditation would be received by December/January.

Mr. England said that in September there were 11 mutual aid responses in District territory and CCEMS provided 15 mutual aid responses to out of District territory. He reported that CCEMS responded to 412 STEMI calls YTD, with a 98% correct call rate. Mr. England said that 8:09 minutes was the average total response time, with 6:55 the average travel time and average scene time was 24:14 minutes and the average transport at 16:13 minutes. Mr. England said that the average dispatch time at 49 seconds was well under the 90 seconds national average. He also reported that through September 30, CCEMS responded to 26,790 calls, with the prior month's ALS being 1,294 and BLS being 455. Mr. England said there were also 3 life flights in the prior month.

Mr. England said that the CCEMS Medical Director responded to _____ calls during the prior month.

Mr. England reported that Station 511 had A/C and sprinkler issues. Architect Ricardo Martinez of Joiner Partnership, Inc., the District's architect on the station said, they were reviewing the issues.

Mr. England said the proposed 2014 CCEMS budget was delivered for review. He said the total funding sought from the District was \$10,665,365.00, with most accounted for under Wages at \$6,200,000.00, and health insurance and W/C at \$2,250,000.00. Mr. England said the CommCenter was included in funding due to the revenue drop when Atascocita VFD withdrew from CommCenter for HCESD No 1 Dispatch Center.

After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Ms. **PLUMMER** 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 there was no new report, but that the working group was prioritizing future intersections.

The Board then addressed the Coventry development project. Counsel and architect Ricardo Martinez of Joiner Partnership, Inc., the District's architect on the project, reported that all final matters regarding the general design and land acquisition were finalized. Mr. Martinez said that he was requesting for approval to solicit proposals for CMAR for the project (combined for the fire station and EMS station). Counsel said that the Purchase and Sale Agreement was being circulated for signatures. Counsel also said the Interlocal Agreement between HCESD No. 7 and the District for Cost Sharing for the fire station and EMS facility was finalized. Counsel said the item listed as a "Preliminary Cost" for reimbursement to HCESD No. 7 for the cost for the fire station site acquisition had been eliminated. After review, Motion was made by Mr. **BROST**, seconded by Mr. **GRUNDMEYER** to approve for Joiner Partnership, Inc., to solicit proposals for CMAR for the project (combined for the fire station and EMS station). After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed developing a five-year plan with CCEMS. Ms. **PLUMMER** said the item was still on hold.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 10:05 a.m.

Secretary of the Board