

**MINUTES OF THE SEPTEMBER 26, 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 September 26, 2013, at Cypress Creek EMS Education Center, 7111 Five Forks Rd., Spring, Texas 77379.

The Meeting was called to order at 9:10 a.m. by **ROBERT BERLETH**, Vice President. Those Commissioners initially present were **FRED GRUNDMEYER, KAREN PLUMMER, ROBERT BERLETH** 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.

The Board reviewed the Minutes of the August 15, 2013 regular meeting. After review, Motion was made by Mr. **BROST**, seconded by Ms. **PLUMMER** to approve the Minutes. After discussion, the Motion to approve the Minutes was approved by a vote of 3 to 0 (Mr. Berleth abstaining).

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 \$677,760.88. He also noted the receipt of tax revenue since the prior meeting in the amount of \$19,167.60, tax penalty and interest of \$5,956.10 and interest of \$476.39, and E-View reimbursement of \$37,700.00 (Klein VFD), \$26,434.00 (HCESD No. 28), and \$8,092.00 (HCESD No. 29). He also reported that as of this meeting and prior to the payment of current bills, \$242,112.18 was on deposit at the Prosperity Bank operating account, plus demand deposits of \$12,376.19 (Prosperity Bank), plus \$5,208.34 at TexPool, plus CD/investment accounts plus interest as to all said accounts/CD: \$34,532.13 at Spirit of Texas Bank, \$81,411.12 at Icon Bank, \$24,068.46 at Vista Bank Texas, plus \$1,507,147.69 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. **BERLETH** 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)	\$	1,801.24
2.	Coveler & Katz, P.C. (legal-August)	\$	no bill
3.	Joiner Partnership (Coventry Project)	\$	10,434.78
4.	McCall Gibson (District audit)	\$	2,750.00
5.	<u>Houston Chronicle</u> (Tax notices)	\$	20,115.12
6.	HCAD (Qrtly assessment)	\$	15,645.00
7.	VFIS of Texas (District insurance)	\$	11,424.00
8.	HCESD No. 17 (May '13 elect. security reimb)	\$	2,100.00
9.	Postmaster (renew District PO box)	\$	128.00
10.	Webwize (District website mgmt)	\$	401.17

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

Without objection, the Board then addressed Agenda Item 10 on developing a five-year plan with CCEMS. Ms. **PLUMMER** said she and Mr. Bertleth were talking with Mr. England about drafting a plan and calendaring meeting dates. Mr. **BERLETH** said one item for review under the five-year plan was vehicle replacement. Mr. **BROST** said that additions to the fleet should also be reviewed.

(Commissioner **Lynn LeBoueff** arrived at the meeting at 9:21 a.m.)

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 \$462,328.00. After review, Motion was made by Mr. **BROST**, seconded by Mr. **GRUNDMEYER** to approve the payment of CCEMS Operations

in the amount \$462,328.00. 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. However, the Board discussed with Mr. England the purchase of new Stryker stretchers. There was discussion if this would be a District purchase or CCEMS purchase. Mr. England said the District purchased the first set of the Stryker stretchers. The matter was held. Mr. England said the expected cost was \$300,000.00.

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 August there were 8 mutual aid responses in District territory and CCEMS provided 14 mutual aid responses to out of District territory. He reported that CCEMS responded to 409 STEMI calls YTD, with a 98% correct call rate. Mr. England said that 8:10 minutes was the average total response time, with 6:32 the average travel time and average scene time was 22:15 minutes and the average transport at 15:51 minutes. Mr. England said that the average dispatch time at 53 seconds was well under the 90 seconds national average. He also reported that through August 31, CCEMS responded to 21,370 calls, with the prior month's ALS being 1,466 and BLS being 1,510. Mr. England said there were also 4 life flights in the prior month.

Mr. England said that the assistant medical director, Dr. Escott, resigned to take a position with Montgomery County Hospital District EMS.

Mr. England said the preliminary CCEMS 2014 budget was \$4.5 million.

Mr. England also reported that the annual golf tournament is scheduled for September 23, 2013.

Mr. England said that the CCEMS Medical Director (Dr. Vartanian) and Assistant Medical Director (Dr. Escott) responded to _____ calls during the prior month.

Mr. England said the state inspection of the new CCEMS Academy is underway.

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 5 to 0.

The Board then addressed the proposed 2014 budget prepared by Counsel and Mr. Russell.

The Board addressed the proposed budget. Counsel said the revenue was based on the proposed tax rate of \$.06000/\$100. On expenses, the following revisions were proposed: capital expenses were increased from \$50,000.00 to \$300,000.00; the District Reserve was increased from \$300,000.00 to \$1,362,185.00; the station maintenance expense was also to include Station 511 (Klein). The Board also reviewed revenue from a tax rate of \$.0475/\$100.

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11
BUDGET SUMMARY OF REVENUE & EXPENDITURES
FOR CALENDAR YEAR 2014

DISTRICT REVENUES

Property Taxes	\$ 13,436,550*
E-View Participant Revenue	75,000
Interest On Investments	15,000
TOTAL REVENUES	\$ 13,526,550

(* Based Upon 2013 HCAD Certified Tax Rolls
\$29,776,293,000/100 x \$.04750 = \$14,143,739 x 95% = \$13,436,550)

DISTRICT OPERATING EXPENSES

Bookkeeping	\$ 25,000
Rent	10,000
District Lease/Purchase (equipment)	-0-
Audit Fees	10,000
Commissioner Fees/expenses	5,000
Legal Fees	40,000
Election-Legal Fees, Costs and Expenses	130,000
Legislative Consultant(s)	1,000
Professional Consultants (EMS review; Dr. Welch)	2,000
Ambulance Service	**
Capital Expenditures	**
New EMS Station (Non-Construction costs, arch., eng.) 200,000	
New EMS Station (Construction costs)	10,000
Harris County Appraisal	80,000
Harris County Tax Office	1,000
Legal Notices	15,000
Printing & Office Supplies	2,000
Insurance & Surety Bonds	35,000
Opticom Maintenance	1,000
E-View EVP	200,000
Utilities	500
Station Payment (Champions Station)	80,000

Building Maintenance (Champions Station; Station 511-Klein)	10,000
Building Maintenance (New EMS)	5,000
Misc. Expenses (including website, associations and newsletter)	<u>10,000</u>
TOTAL OPERATING EXPENSES	\$ 672,000
Less:	
<u>EMS CAPITAL EXPENSES</u>	\$ 300,000
<u>NEW EMS STATION (CONSTRUCTION LOAN</u>	
<u>\$2,000,000@3.5%, 7 yr term)</u>	\$ 327,000
<u>DISTRICT RESERVE</u>	\$ 1,362,185
Total Expenses	\$ <u>2,661,685</u>
** YEAR 2014 FUNDS AVAILABLE FOR DISTRICT	
CAPITAL AND EMS SERVICES	\$ <u>10,864,865**</u>
(Disbursements to service provider are subject to approved 2014 CCEMS budget)	

After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER** to approve the proposed District 2014 budget as set forth above. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed the 2013 District tax rate. The Board noted the budget approved at this meeting and the financial demands to provide the EMS services. After review, Motion was made by Mr. **BROST**, seconded by Mr. **BERLETH** to set the District 2013 tax rate at \$.04750/\$100. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed the Coventry development project. Counsel and Mr. **BROST** reported that all final matters regarding the general design and land acquisition were finalized. Counsel said that Coventry agreed to the request from HCESD 7 and Spring VFD to for extra land adding a fourth bay to the fire station. Counsel said the architect had finalized the plans. Mr. **GRUNDMEYER** asked how that will affect the District's cost. Counsel said that the costs will be shared by the two ESDs based on the individual station designs, so an increase on the fire station would not automatically increase the EMS facility cost.

Counsel presented a proposed Interlocal Agreement between HCESD No. 7 and the District for Cost Sharing for the fire station and EMS facility. Counsel said one item listed as a "Preliminary Cost" for reimbursement to HCESD No. 7 by the District was the cost for the fire station site acquisition. Mr. **BROST** and the Board said that provision was not acceptable. The Board addressed formal approval of the proposed Interlocal Agreement between HCESD No. 7 and the District for Cost Sharing for the fire station and EMS facility, excluding the fire

station cost reimbursement. Counsel said the ratio of costs common to the two ESDs was HCESD No. 7: 77%; and HCESD No. 11: 23%. After review, Motion was made by Mr. **BROST**, seconded by Mr. **BERLETH** to approve the proposed Interlocal Agreement (as revised) between HCESD No. 7 and the District for Cost Sharing for the fire station and EMS facility. After discussion, the Motion was approved by a vote of 5 to 0.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 10:46 a.m.

Secretary of the Board