

**MINUTES OF THE JANUARY 19, 2012 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 January 19, 2012, 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 **KAREN PLUMMER**, Vice President. Those Commissioners present were **JOSH FETNER**, **FRED GRUNDMEYER**, **KAREN PLUMMER** and **THOMAS SLONEK**. Also present were **HOWARD KATZ**, of **COVELER & KATZ, P.C.**, the District's Counsel, **BRAD ENGLAND**, Executive Director of Cypress Creek EMS ("CCEMS"), and **BILL RUSSELL**, of **MYRTLE CRUZ, INC.**, the District's bookkeeper, and members of the public. Also present was Dr. Ronald Welch, of Municipal Information Services, the District consultant regarding District valuation, population projections and property account verifications, and Debbie Gibson, of McCall, Gibson, Swedlove & Barfoot CPAs, the District's auditor.

Without objection, the Board first addressed Agenda Item 3, and the engagement of the auditing firm of McCall Gibson Swedlund Barfoot PLLC to perform the 2011 District audit. The proposal was made by Debbie Gibson of that firm. She said the rates were estimated at between \$9,000.00-\$10,000.00 for the 2011 audit which were the same rates as the prior year audit. After review, Motion was made by Mr. **FETNER**, seconded by Mr. **GRUNDMEYER** to approve the engagement of the auditing firm of McCall Gibson Swedlund Barfoot PLLC to perform the 2011 District audit. After discussion, the Motion was approved by a vote of 4 to 0.

Without objection, the Board then addressed Agenda Item 13, and received a report from Dr. Ronald Welch, of Municipal Information Services, the District consultant regarding District valuation, population projections and property account verifications. Dr. Welch said that in 2010 the District's population was 472,579 and in 2015 the population was projected to be 508,000. He said that there were a number of senior living centers under construction or expected to be built in the next few years. He said one area for the centers is in

the Vintage Park area where St. Luke's Hospital is located. He said for 2011 that single family residences values were still down but were improving. He said that the Exxon development was moving along with 2015 the expected date for most of the project to be under way. Dr. Welch requested approval to perform a verification study of the District's HCAD property accounts. After review, Motion was made by Mr. **FETNER**, seconded by Mr. **GRUNDMEYER** to approve the request. After discussion, the Motion was approved by a vote of 4 to 0.

The Board next reviewed the Minutes of the December 15, 2011 regular meeting. After review, Motion was made by Mr. **FETNER**, seconded by Mr. **GRUNDMEYER** 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 as of December 31, 2011 was \$8,631.28. He also noted the receipt of tax revenue since the prior meeting through December 31 in the amount of \$1,425,308.27, tax penalty and interest of \$2,593.87 and interest of \$865.40. He reported that as of this meeting and prior to the payment of current bills, \$1,317,347.28 was on deposit at the Prosperity Bank operating account, plus CD/investment accounts of \$-0--, plus interest as to all said accounts/CDs, plus demand deposits of \$12,365.33 (Prosperity Bank), plus \$5,198.66 at TexPool, plus \$1,818.05 at Central Bank, plus \$33,629.38 at Spirit of Texas Bank, plus \$29,846.70 at Icon Bank, plus \$23,664.88 at Vista Bank Texas, plus \$10,550.06 at Compass Bank. He also said that all District funds were properly insured and/or secured by pledged securities.

The Board also received a Financial Report from **BILL RUSSELL**, of **MYRTLE CRUZ, INC.**, the District's bookkeeper, for the period from December 31. Mr. **RUSSELL** delivered the report. He reported that the operating account balance of the District following December 31, 2011 was \$1,317.28. He also noted the receipt of tax revenue since December 31 in the amount of \$2,654,880.57, tax penalty and interest of \$895.02 and interest of \$-0-. He reported that as of this meeting and prior to the payment of current bills, \$2,718,076.63 was on deposit at the Prosperity Bank operating account, plus

CD/investment accounts of \$-0--, plus interest as to all said accounts/CDs, plus demand deposits of \$12,364.28 (Prosperity Bank), plus \$5,198.35 at TexPool, plus \$1,837.78 at Central Bank, plus \$33,614.87 at Spirit of Texas Bank, plus \$29,821.12 at Icon Bank, plus \$23,660.02 at Vista Bank Texas, plus \$10,550.06 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. **FETNER**, seconded by Mr. **GRUNDMEYER** 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. Mr. **RUSSELL** noted that certain Certificates of Deposit or other accounts were scheduled to mature or warranted revised investment following this meeting. He presented an investment report and investment schedule (compiled with District Commissioner/Investment Officer Josh Fetner). After review, Motion was made by Mr. **FETNER**, seconded by Mr. **GRUNDMEYER** to approve and authorize the investment schedule as outlined in the Financial Report. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed engagement of Coveler & Katz, P.C. as District Counsel. Mr. Katz said the he and the firm have enjoyed serving as Counsel and would like to remain Counsel. The Board expressed appreciation of the good work done by Counsel. After review, Motion was made by Mr. **FETNER**, seconded by Mr. **SLONEK** to approve engagement of Coveler & Katz, P.C. as District Counsel. Mr. Katz said there was no change in the proposed rates from 2011. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed engagement of Myrtle Cruz, Inc. as the District's bookkeeper. Mr. Russell said the he and the company have enjoyed serving as the District's bookkeeper and would like to remain so. The Board expressed appreciation of the good work done by Mr. Russell. After review, Motion was made by Mr. **FETNER**, seconded by Mr. **SLONEK** to approve engagement of Myrtle Cruz, Inc. as the District's bookkeeper. Mr. Russell said there was no change in the proposed rates from the current rates. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed the 2011 Investment policy. Counsel presented the prior year's policy. He said the policy called for 2-months averaging operating costs to always be liquid with an additional 2-month's average operating costs maturing not more than 60 days hence at any given time. The policy provided further that CD maturity dates be no more than 12-months. Mr. **RUSSELL** said that the policy worked well for the District. He and Counsel noted the only waiver of compliance occurred at the end of 2011 when the construction project payments were advanced which precluded compliance with the investment strategy. After review, Motion was made by Mr. **FETNER**, seconded by Mr. **SLONEK**, to approve the investment policy as outlined. After discussion, the Motion was approved by a vote of 4 to 0.

The Board addressed naming a District Investment Officer. After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Mr. **SLONEK**, to name Josh Fetner as the District Investment officer. 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 Mr. **FETNER**, seconded by Mr. **GRUNDMEYER**, to approve the payment of District bills as follows:

1.	Myrtle Cruz, Inc. (bookkeeping)	\$	1,758.04
2.	Coveler & Katz, P.C. (legal-December)	\$	1,424.79
3.	Joiner Partnership (Station 511)	\$	1,560.00
4.	<u>Houston Chronicle</u> (legal notices)	\$	270.20
5.	Municipal Info. Systems (consulting)	\$	9,625.00

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

The Board then addressed District 2012 budget review. The Board addressed the possibility of a tax rate increase. Counsel was asked to include that matter on the February agenda.

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 \$645,270.00, based on the 2012 CCEMS budget and current service agreement, plus \$599,881.04 for an additional pay period and employee health insurance. After review, Motion was made by Mr. **FETNER**, seconded by Mr. **SLONEK** to approve the payment of CCEMS Operations in the amount of

\$645,270.00, plus \$599,881.04. After discussion, the Motion was approved by a vote of 4 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. He said that a full report with the written information as required by the service agreement had been prepared and mailed for the meeting.

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 December, Coastal Ambulance transported 1 patient on behalf of CCEMS. He reported that CCEMS responded to 290 STEMI calls to date, with a 97% correct call rate. Mr. England said that 7:58 minutes was the average total response time, with 6:52 the average travel time and average scene time was 24:46 minutes and the average transport at 15:22 minutes. Mr. England said that the average dispatch time at 48 seconds was well under the 90 seconds national average. He also reported that through December 31, CCEMS responded to 31,440 calls, with the prior month's ALS being 1,218 and BLS being 1,343. Mr. England said there were also 3 lifeflights in the prior month.

Mr. England said the ambulance in the new Woodlands fire station was slated to begin runs on March 11. Mr. England also reported on discussion with Little York VFD about leasing space at a Little York VFD station that is scheduled to be re-built.

Mr. England said the CCEMS costs have increased due to the increase in the number of stations and health care costs. Mr. **FETNER** asked if all crews were included in this analysis. Mr. England said yes, except for the float trucks.

Mr. England said that recent trends show response times to be dropping.

Mr. England reported that for 2011 Coastal responded in support of CCEMS 69 times. He also reported that over the past 8 years 25,000 residents have received CPR training at CCEMS.

After review, Motion was made by Mr. **SLONEK**, seconded by Mr. **FETNER** to receive the CCEMS monthly report. After discussion, the Motion was approved by a vote of 4 to 0.

The Board addressed Station 511 and the payment of construction costs. Mr. **FETNER** reported that the project was proceeding. He said one payment request was received in the amount of \$115,261.78. The Board discussed the project and reviewed the progress. After review, Motion was made by Mr. **SLONEK**, seconded by Mr. **FETNER** to approve the payment request. After discussion, the Motion was approved by a vote of 4 to 0.

The Board addressed E-View matters. Mr. **FETNER** said there was no real news. He said the ball was still with Transtar. He said that a county meeting was being scheduled over the issues.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 10:20 a.m.

Secretary of the Board