

**MINUTES OF THE JANUARY 16, 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 January 16, 2014, 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 first addressed the 2014 Commissioner election. Counsel explained the requisite date and formalities of the election. Counsel explained that two seats were up this year for the May 10, 2014 election. He also explained that elected Harris County ESD boards serve 4-year terms, which became effective in January 2010.

Thereupon, after review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER** to call the May 10, 2014 Commissioner election. After discussion, the Motion was approved by a vote of 4 to 0.

The Board addressed the Election Order as presented. Thereupon, after review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER** to approve the Election Order and call the May 10, 2014 Commissioner election. After discussion, the Motion was approved by a vote of 4 to 0.

The Board addressed appointing an Early Voting Clerk. Thereupon, after review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER** to approve appointing Earline Okrulik as Early Voting Clerk for the May 10, 2014 District election. After discussion, the Motion was approved by a vote of 4 to 0.

Counsel said that as previously established by the District, the District election would be based upon the fire districts with all District voters voting in their respective fire district. Counsel said that based on the historic low turn-out of voters it seemed appropriate to have one election day location in each fire district. The voting locations and precinct designations proposed were as follows:

(Election Day)

**Harris County Emergency Services District No. 11**  
**Voters residing in HCESD No. 7 (Spring VFD area):**

HCESD No. 7 Election Precincts

Polling Place

County Precincts:  
6, 41,110, 114, 246, 263, 399, 452, 482,  
500, 552, 575, 586, 587, 588, 596, 633,  
634, 672, 690, 735, 747, 851, 874

Spring VFD Station No. 71  
Administration Building  
656 East Louetta Road  
Spring, Texas 77373

**Harris County Emergency Services District No. 11**  
**Voters residing in HCESD No. 13 (Cypress Creek VFD area):**

HCESD No. 13 Election Precincts

Polling Place

County Precincts:  
125, 244, 516, 548, 597,  
442, 479, 486, 602, 688,  
609, 823, 481, 519, 478,  
484, 691, 768, 805, 828, 878,

Cypress Creek VFD Station 22  
11900 Cypress-N. Houston Road  
Cypress, Texas 77429

**Harris County Emergency Services District No. 11**  
**Voters residing in HCESD No. 16 (Klein VFD area):**

HCESD No. 16 Election Precincts

Polling Place

County Precincts:  
82, 112, 451, 484, 513,  
114, 263, 672, 876,  
173, 245, 485, 551, 880,  
466, 477, 514, 614, 615,  
515, 601, 623, 648, 668,  
624, 631, 757, 783, 853

Klein VFD Administration Building  
16810 Squyres Road  
Spring, Texas 77379

**Harris County Emergency Services District No. 11**  
**Voters residing in HCESD No. 28 (Ponderosa VFD area):**

HCESD No. 28 Election Precincts

Polling Place

County Precincts:

Ponderosa VFD Station No. 61

399, 464, 465, 520, 550,  
657, 757, 874, 883

17061 Rolling Creek  
Houston, Texas 77090

**Harris County Emergency Services District No. 11**  
**Voters residing in HCESD No. 29 (Champions area):**

HCESD No. 29 Election Precincts

Polling Place

County Precincts:  
113, 451, 513, 516, 592,  
614, 623, 669

HCESD #29 Fire Station  
12730 Champion Forest Drive  
Houston, Texas 77066

**Harris County Emergency Services District No. 11**  
**Voters residing in HCESD No. 10 (Northeast F&R area):**

HCESD No. 10 Election Precincts

Polling Place

County Precincts:  
35, 457, 587, 599, 756

Northeast Fire and Rescue 6930  
Cypresswood Point Ave.  
Humble, Texas 77338

**Harris County Emergency Services District No. 11**  
**Voters residing in HCESD No. 17 (Little York VFD area):**

HCESD No. 17 Election Precincts

Polling Place

County Precincts:  
358, 520, 549, 614, 660, 717, 757

Little York VFD Station 4 1220  
Rushworth  
Houston, Texas 77014

**Harris County Emergency Services District No. 11**  
**Voters residing in HCESD No. 20 (Northwest VFD area):**

HCESD No. 20 Election Precincts

Polling Place

County Precincts:  
113, 468, 516, 592

Northwest VFD Station 4 5335  
Green Pines  
Houston, Texas 77066

**Harris County Emergency Services District No. 11**  
**voters residing The Woodlands Township**  
**(previously HCESD No. 7 area)**

County Precincts:  
114, 690, 735

Spring VFD Station No. 71  
Administration Building  
656 East Louetta Road  
Spring, Texas 77373

Thereupon, after review, Motion was made by Mr. **BROST**, seconded by Ms. **PLUMMER** to approve designating the election day precincts, polling places and voting times for the May 10, 2014 District election. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then reviewed early voting procedures. Counsel said the procedures were the same in all District prior elections.

(Early Voting)

**Harris County Emergency Services District No. 7 (Spring VFD area) including voters residing in The Woodlands Township (previously HCESD No. 7 area):**

Spring VFD Station No. 71, Administration Building  
656 East Louetta Road, Spring, Texas 77373

April 28, 2014 - May 6, 2014

Days/Hours: Monday-Friday, 9:00 a.m. – 5:00 p.m.

Saturday, May 3, 2014: 9:00 a.m. – 12 noon.

**Harris County Emergency Services District No. 13 Cypress Creek VFD area):**

Cypress Creek Volunteer Fire Department Administration Building  
11900 Cypress N. Houston Road, Cypress, Texas 77429

April 28, 2014 - May 6, 2014

Days/Hours: Monday-Friday, 9:00 a.m. – 5:00 p.m.

Saturday, May 3, 2014: 9:00 a.m. – 12 noon.

**Harris County Emergency Services District No. 16 (Klein VFD area):**

Klein VFD Administration Building  
16810 Squyres Road, Spring, Texas 77379

April 28, 2014 - May 6, 2014

Days/Hours: Monday-Friday, 9:00 a.m. – 5:00 p.m.

Saturday, May 3, 2014: 9:00 a.m. – 12 noon.

**Harris County Emergency Services District No. 28 (Ponderosa VFD area):**

Ponderosa Volunteer Fire Department Administration Building/Station 61  
17061 Rolling Creek, Houston, Texas 77090

April 28, 2014 - May 6, 2014

Days/Hours: Monday-Friday, 9:00 a.m. – 5:00 p.m.

Saturday, May 3, 2014: 9:00 a.m. – 12 noon.

**Harris County Emergency Services District No. 29 (Champions area):**

HCESD #29 Fire Station  
12730 Champion Forest Drive, Houston, Texas 77066

April 28, 2014 - May 6, 2014

Days/Hours: Monday-Friday, 9:00 a.m. – 5:00 p.m.

Saturday, May 3, 2014: 9:00 a.m. – 12 noon.

**Harris County Emergency Services District No. 10 (Northeast F&R area):**

Northeast Fire and Rescue  
6930 Cypresswood Point Ave.  
Humble, Texas 77338

April 28, 2014 - May 6, 2014

Days/Hours: Monday-Friday, 9:00 a.m. – 5:00 p.m.

Saturday, May 3, 2014: 9:00 a.m. – 12 noon.

**Harris County Emergency Services District No. 17 (Little York VFD area):**

Little York VFD Station 4  
1220 Rushworth

Houston, Texas 77014

April 28, 2014 - May 6, 2014

Days/Hours: Monday-Friday, 9:00 a.m. – 5:00 p.m.

Saturday, May 3, 2014: 9:00 a.m. – 12 noon.

**Harris County Emergency Services District No. 20 Northwest VFD area):**

Northwest VFD Station 4  
5335 Green Pines

Houston, Texas 77066

April 28, 2014 - May 6, 2014

Days/Hours: Monday-Friday, 9:00 a.m. – 5:00 p.m.

Saturday, May 3, 2014: 9:00 a.m. – 12 noon.

Thereupon, after review, Motion was made by Mr. **BROST**, seconded by Ms. **PLUMMER** to approve designating the early polling places and voting times for the May 10, 2014 District election. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed approving to contract with Hart Intercivics for election technical support and ballot preparation. Counsel said this company assisted with election equipping testing and programming and tech support for the election equipment. Thereupon, after review, Motion was made by Mr. **GRUNDMEYER**, seconded by Ms. **PLUMMER** to approve contracting with Hart Intercivics for election support and ballot preparation for the May 10, 2014 District election. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed making a joint election agreement with all the fire districts located wholly or partly within the boundaries of the District. Thereupon, after review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **BROST** to approve making a joint election agreement with all the fire districts

located wholly or partly within the boundaries of the District for the May 10, 2014 District election. After discussion, the Motion was approved by a vote of 4 to 0.

The Board reviewed the Minutes of the December 19, 2013 regular meeting. After review, Motion was made by Mr. **GRUNDMEYER**, 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 addressed Financial Matters. The District received a report from **BILL RUSSELL**, of **MYRTLE CRUZ, INC.**, the District's bookkeeper.

(a) 12/31: He noted that following the prior meeting was \$6,404.70 He also noted the receipt of tax revenue since the prior meeting in the amount of \$1,615,104.55, tax penalty and interest of \$898.47 and interest of \$307.83. He reported that as of this meeting and prior to the payment of current bills, \$1,371,637.17 was on deposit at the Prosperity Bank operating account, plus demand deposits of \$12,378.27 (Prosperity Bank), plus \$5,209.40 at TexPool, plus CD/investment accounts plus interest as to all said accounts/CDs: \$34,566.77 at Spirit of Texas Bank, \$81,520.03 at Icon Bank, \$24,098.91 at Community Bank \$707,875.42 at Compass Bank. He said the report showed all District funds were properly insured and/or secured by pledged securities.

(b) 1/21: He noted that following the prior meeting and December 31, the operating account balance was \$1,358,197.32. He noted that taxes were received in the amount of \$5,385,862.00 and penalty and interest of \$1,424.49, and interest of \$-0-. He reported that as of this meeting and prior to the payment of current bills, \$6,745,483.81 was on deposit at the Prosperity Bank operating account, plus demand deposits of \$12,378.27 (Prosperity Bank), plus \$5,209.40 at TexPool, plus CD/investment accounts plus interest as to all said accounts/CDs: \$34,566.77 at Spirit of Texas Bank, \$81,520.03 at Icon Bank, \$24,098.91 at Community Bank \$707,875.42 at Compass Bank. He said the report showed all District funds were properly insured and/or secured by pledged securities.

The Board reviewed the Financial Report. After review, Motion was made by Mr. **BROST**, seconded by Mr. **GRUNDMEYER** to approve the Financial Report. 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 Mr. **BROST**, seconded by Mr. **GRUNDMEYER**, to approve the payment of District bills as follows:

1.	Myrtle Cruz, Inc. (bookkeeping)	\$	1,768.56
2.	Coveler & Katz, P.C. (legal-December)	\$	3,185.29
3.	Joiner Architects (Coventry project)	\$	8,480.00
4.	<u>Houston Chronicle</u> (notices)	\$	7,153.61
5.	Webwize (Website)	\$	145.00

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

The Board then addressed the 2014 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. After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Mr. **BROST**, 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 Ms. **PLUMMER**, to name Kevin Brost as the District Investment officer. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed the engagement of Coveler & Katz, P.C. to serve as District legal counsel. The Board members expressed appreciation to Counsel for the good job being done. Counsel said there were adjustments in the rate of \$350.00/hr (from \$300/hr) for Mr. Katz and \$300/hr or \$250/hr (from \$250/hr or \$200/hr) for firm associates. The charges for paralegal and admin services remained the same at \$100.00/hr and \$75.00/hr. After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Mr. **BROST**, to approve the engagement of Coveler & Katz, P.C. to serve as District legal counsel in

accordance with the terms presented. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed the engagement of Myrtle Cruz, Inc. to serve a District bookkeeper. The Board members expressed appreciation to Mr. Russell for the good job being done. He said the rates remained the same this year. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **BROST**, to approve the engagement of Myrtle Cruz, Inc. to serve as District bookkeeper. 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 on hold after the prior presentation by Mr. Berleth in December.

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 \$820,005.00. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **BROST** to approve the contract payment of CCEMS Operations in the amount of \$820,005.00. 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.

Mr. England said Dr. Jenks is now full-time for CCEMS with the Baylor program.

Mr. England said there were discussions with the County Fire Marshall's office regarding dispatch and TCLEOSE certification. Mr. England said there is a 6-month hold to address the issue with the County Fire Marshall's office.

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 the state inspection of the new CCEMS Academy was completed. He said he expected accreditation would be received in February.



Mr. England said that in December there were 21 mutual aid responses in District territory and CCEMS provided 17 mutual aid responses to out of District territory. He reported that CCEMS has responded to 427 STEMI calls YTD, with a 98% correct call rate. Mr. England said that 8:11 minutes was the average total response time, with 6:58 the average travel time and average scene time was 24:41 minutes and the average transport at 16:57 minutes. Mr. England said that the average dispatch time at 45 seconds was well under the 90 seconds national average. He also reported that through December 31, CCEMS responded to 35,347 calls, with the prior month's ALS being 1,381 and BLS being 525. Mr. England said there were also 7 life flights.

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 4 to 0.

The Board then addressed the Coventry development project. Architect Ricardo Martinez of Joiner Partnership, Inc., the District's architect on the project, reported. Mr. Martinez reported that the land feasibility review and platting were under way. He also delivered a LEEDS certification for the project. Mr. Martinez said the group made its deadline with Coventry as far platting and plan development is concerned. He said there is a question about elevation and grading. He said it looks like 18'9" was the elevation from the road to the back of the site. Mr. Martinez said that drainage will be brought to the back of the property and taken off the property from that point. The Board discussed the turning radius on the site with the architect. There was discussion about the ambulances but also the fire trucks. Mr. Martinez said the radius is enough.

The Board then addressed E-Views. Mr. **BROST** said there was no current report. Mr. Martinez said the developer was installing the E-View equipment for the intersections at the Coventry site.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 10:13 a.m.

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Secretary of the Board

