

**MINUTES OF THE MARCH 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 March 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 present were **LYNN LEBOUF, FRED GRUNDMEYER, KAREN PLUMMER, KEVIN BROST, and ROBERT BERLETH**. 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 were architect Ricardo Martinez of Joiner Partnership, Inc., the District's architect on the Coventry project and Chad Khan, a candidate in the upcoming District commissioner election.

Without objection Mr. **LEBOUEF** took up Agenda Item 12 and Chad Khan, a candidate in the upcoming District commissioner election, introduced himself.

The Board reviewed the Minutes of the February 20, 2014 regular meeting. After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Ms. **PLUMMER** to approve the Minutes. After discussion, the Motion was approved by a vote of 5 to 0 (Mr. Berleth's name substituted in one place for the Mr. Brost's name).

The Board 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.

Counsel said the Election Order has been amended to reflect that Benny Okrulik as the early voting clerk. The Board addressed the amended Election Order as presented. Thereupon, after review, Motion was made by Mr. **GRUNDMEYER**, seconded by Ms. **PLUMMER** to approve the amended Election Order. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed Financial Matters. The District received a 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 \$10,143,973.68. He also noted the receipt of tax revenue since the prior meeting in the amount of \$538,833.03, tax penalty and interest of \$2,625.74 and interest of \$1,828.99, and E-View reimbursement of \$ -0-. Mr. **RUSSELL** reported that as of this meeting and prior to the payment of current bills, \$9,037,112.33 was on deposit at the Prosperity Bank operating account, plus demand deposits of \$212,379.27 (Prosperity Bank), plus \$5,209.40 at TexPool, plus CD/investment accounts plus interest as to all said accounts/CD: \$234,584.39 at Spirit of Texas Bank, \$231,572.74 at Icon Bank, \$224,112.54 at Community Bank (previously Vista Bank), plus \$1,608,084.28 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 Mr. **BERLETH** to approve the Financial Report as presented. After discussion, the Motion was approved by a vote of 5 to 0.

The Board reviewed the Financial Report. After review, Motion was made by Mr. **BROST**, seconded by Mr. **BERLETH** to approve the Financial Report. After discussion, the Motion was approved by a vote of 5 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. **BERLETH** 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 5 to 0.

The Board then addressed the payment of District bills. After review, Motion was made by Ms **PLUMMER**, seconded by Mr. **BERLETH**, to approve the payment of District bills as follows:

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|----|---------------------------------------|----|-----------|
| 1. | Myrtle Cruz, Inc. (bookkeeping) | \$ | 1,793.84 |
| 2. | Coveler & Katz, P.C. (legal-February) | \$ | 4,738.45 |
| 3. | Joiner Architects (Coventry project) | \$ | 12,007.50 |
| 4. | SAFE-D; Ann. membership) | \$ | 1,100.00 |

After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed developing a five-year plan with CCEMS. Mr. **BERLETH** said the item was on hold after the prior presentation.

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 by Mr. **BROST**, seconded by Ms. **PLUMMER** 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 5 to 0.

The Board then addressed the payment of CCEMS Capital funding. Mr. England noted that Capital funding was due at this meeting. He said that new stretchers were up for ordering. Mr. **BERLETH** asked why order 25 when 15 is the Stryker number of units on the streets. He said the reserves should not be in the count. Mr. England said one was for use at training and three were for the ready reserves. There was discussion about the autoloader features. Mr. England said he was unsure about that feature. Mr. **BERLETH** said it was a good feature. Counsel asked about pricing and Mr. England said the old units being replaced were to be traded in for credit on the purchase. After review, Motion was made by Mr. **BERLETH**, seconded by Mr. **GRUNDMEYER** to approve the purchase. After discussion, the Motion was approved by a vote of 5 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 said that in February there were 11 mutual aid responses in District territory and CCEMS provided 12 mutual aid responses to out of District territory. He reported that CCEMS has responded to a historic total of 436 STEMI calls, with a 98% correct call rate. Mr. England said that 8 minutes 06 seconds was the average total response time, with 6 minutes 54 seconds the average travel time and average scene time was 24 minutes 08 seconds, and the average transport at 16 minutes 28 seconds. Mr. England said that the average dispatch

time at 45 seconds was well under the 90 seconds national average. He also reported that through February 28, CCEMS responded to 5,347 calls, with the prior month's ALS being 1,131 and BLS being 453. Mr. England said there were also 2 life flights.

Mr. England spoke about the CCEMS St. Patrick's Day Parade and related activities. He said the event was safe and successful.

After review, Motion was made by Mr. **BERLETH**, seconded by Mr. **GRUNDMEYER** to receive the CCEMS monthly report. After discussion, the Motion was approved by a vote of 5 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 on target, although the permitting for Springwoods Village Pkwy was not yet issued. He said the construction documents were nearly complete. He said the cost estimate was about \$2,000,000.00. All on the Board expressed surprise that the estimate came in that high. Mr. Martinez said the approximate cost/sq.ft was \$413.00/sq.ft. He said he expected the actual cost to be less than the estimate. Counsel said the Board was not committed to the project or the cost estimate, but Counsel requested approval to solicit financing proposals. After review, Motion was made by Mr. **BROST**, seconded by Mr. **BERLETH** to approve for Counsel to solicit financing proposals. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed E-Views. There was no current report. Mr. **BROST** said that there was no current report..

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 9:45 a.m.

Secretary of the Board