

**MINUTES OF THE MAY 17, 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 May 17, 2012, 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 LeBOUEF**, President. Those Commissioners present were **LYNN LeBOUEF, 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 members of the public. Also present were Robert Berleth and Kevin Brost, recently elected commissioners in the May 12, 2012 District Board election,

The Board next reviewed the Minutes of the April 18, 2012 regular meeting. After review, Motion was made by Mr. **FETNER**, seconded by Mr. **SLONEK** to approve the Minutes. After discussion, the Motion to approve the Minutes was approved by a vote of 5 to 0.

The Board then received a Financial Report prepared by **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 \$2,273,113.23. He also noted the receipt of tax revenue since the prior meeting in the amount of \$82,922.12, tax penalty and interest of \$2,145.65 and interest of \$1,038.21. He reported that as of this meeting and prior to the payment of current bills, \$2,358,695.02 was on deposit at the Prosperity Bank operating account, plus demand deposits of \$12,367.92 (Prosperity Bank), plus \$5,200.48 at TexPool, plus CD/investment accounts plus interest as to all said accounts/CDs: \$201,889.35 at Central Bank, \$233,909.53 at Spirit of Texas Bank, \$230,307.16 at Icon Bank, \$223,809.75 at Vista Bank Texas, plus \$510,840.88 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 Ms. **PLUMMER** to approve the

Financial Report as presented. 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. **FETNER**, seconded by Ms. **PLUMMER** 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 Mr. **FETNER**, seconded by Mr. **GRUNDMEYER**, to approve the payment of District bills as follows:

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| 1. | Myrtle Cruz, Inc. (bookkeeping) | \$ | 1,869.24 |
| 2. | Coveler & Katz, P.C. (legal-April)
(Admin:\$ 1,079.38; Elec:\$14,012.50) | \$ | 15,091.88 |
| 3. | Joiner Partnership (Station 511) | \$ | 2,925.00 |
| 4. | <u>Houston Chronicle</u> (District election notices) | \$ | 83,217.21 |

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

The Board then addressed the District's 2011 audit presented by Debbie Gibson, of McCall Gibson Swedlund & Barfoot, the District's auditors. Ms. Gibson said the report was clean with no exceptions or qualifications. After review, Motion was made by Mr. **FETNER**, seconded by Ms. **PLUMMER** to approve the District's 2011 audit as presented. After discussion, the Motion to approve the Minutes was approved by a vote of 5 to 0.

The Board addressed amending the District 2012 budget. No action was required.

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 required at this meeting in the amount of \$645,720.00, based on the 2012 CCEMS budget and current service agreement, all through June 30, 2012. After review, Motion was made by Mr. **FETNER**, seconded by Mr. **GRUNDMEYER** to approve the payment of CCEMS Operations in the amount of \$645,720.00. After discussion, the Motion was approved by a vote of 5 to 0.

The Board then addressed the additional payment of CCEMS Operations funding as set forth in the Financial Report for furniture and utilities expense at

Station 511. Mr. England said the funding was in the amount of \$14,641.35 (\$13,739.95 for Station 511 furniture, plus \$499.71 and \$401.69 for utilities for march and April). After review, Motion was made by Mr. **FETNER**, seconded by Mr. **GRUNDMEYER** to approve the payment. 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.

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 April, Coastal Ambulance transported 7 patients on behalf of CCEMS. He reported that CCEMS responded to 303 STEMI calls to date, with a 97% correct call rate. Mr. England said that 8:24 minutes was the average total response time, with 7:06 the average travel time and average scene time was 24:04 minutes and the average transport at 15:56 minutes. Mr. England said that the average dispatch time at 59 seconds was well under the 90 seconds national average. He also reported that through April 30, CCEMS responded to 10,262 calls, with the prior month's ALS being 1,471 and BLS being 1,556 Mr. England said there was also 7 life flight in the prior month.

Mr. England reported on the proposed joint program with Lonestar College for a joint teaching facility. He said the proposed CCEMS academy is proceeding. Mr. England reported on finalizing an agreement between CCEMS and Little York VFD for an ambulance bay to be at the VFD station on Rushworth.

Mr. England said CCEMS was moved into the Woodlands FD new station in the Creekside Estates Harris County annexation area and into Station 511 at the Klein VFD facility on N. Eldridge.

After review, Motion was made by Mr. **FETNER**, 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 addressed Station 511 and the payment of construction costs. Mr. **FETNER** reported that the project was complete with final inspections and punch list items remaining. He said a payment no request was received for this month.

The Board addressed E-View matters. Mr. **FETNER** said there was now a plan about completing the Kuhkendahl intersections along the Louetta corridor. Mr. **FETNER** said there was expected a cost to the District in 2012 of about \$131,000.0 regarding this upcoming phase of the E-View work.

The Board discussed the next Board meeting with the incoming commissioners. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **SLONEK** to set the next meeting for June 14, 2012 at 9:00 a.m. 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 9:35 a.m.

Secretary of the Board