

**MINUTES OF THE SEPTEMBER 20, 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 September 20, 2012, at Ponderosa Volunteer Fire Department, Station #61, 17061 Rolling Creek Drive, Houston, Texas.

The Meeting was called to order at 9:05 a.m. by **LYNN LeBOUEF**, President. Those Commissioners present were **LYNN LeBOUEF, FRED GRUNDMEYER, KAREN PLUMMER, ROBERT BERLETH, and KEVIN BROST**. Also present were **HOWARD KATZ, of COVELER & KATZ, P.C.**, the District's Counsel, **BILL RUSSELL, of MYRTLE CRUZ, INC.**, the District's bookkeeper, and **BRAD ENGLAND**, Executive Director of Cypress Creek EMS ("CCEMS"), and members of the public. Also present was H. Kent Twining, attorney for CCEMS.

The Board reviewed the Minutes of the August 23, 2012 regular meeting. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **BERLETH** to approve the Minutes. During discussion, the following change was made: Mr. **BERLETH** said on page 6 the sentences should read that the he "secured the District's old PO Box No. 680407". After discussion, the Motion to approve the Minutes as corrected 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 \$31,920.78. He also noted the receipt of tax revenue since the prior meeting in the amount of \$8,514.82, tax penalty and interest of \$3,221.85 and interest of \$342.76. He reported that as of this meeting and prior to the payment of current bills, \$493,674.91 was on deposit at the Prosperity Bank operating account, plus demand deposits of \$12,369.47 (Prosperity Bank), plus \$5,202.90 at TexPool, plus CD/investment accounts plus interest as to all said accounts/CDs: \$34,355.48 at Spirit of Texas Bank, \$80,936.55 at Icon Bank, \$24,013.12 at Vista Bank Texas, plus \$11,095.48 at Compass Bank. Mr. Russell said the report showed all District funds were properly insured and/or secured by

pledged securities. Thereupon, after review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER** to approve the Financial Report as presented. After discussion, the Motion was approved by a vote of 5 to 0.

Mr. Russell said that the District would need the tax anticipation loan for the October meeting to fund the balance of the District's amended budget.

As part of the Financial Report, the Board then addressed District investments. After review, Motion was made by Mr. **GRUNDMEYER**, 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. **BERLETH**, seconded by Ms. **PLUMMER**, to approve the payment of District bills as follows:

1.	Myrtle Cruz, Inc. (bookkeeping)	\$	1,932.64
2.	Coveler & Katz, P.C. (legal-August)	\$	3,780.13
3.	The Carlton Law firm (Open Records rep.)	\$	442.50
4.	VFIS (District insurance)	\$	11,471.00

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

The Board tabled Agenda Item 4, amendments to the District 2012 budget; and Agenda Item 5, amendments to the CCEMS 2012 budget. Mr. **LeBOUEF** said both items were addressed at the prior District meeting.

The Board then addressed the proposed 2013 budget prepared by Counsel and Mr. Russell.

DISTRICT REVENUES

Property Taxes	\$ 7,816,000*
E-View Participant Revenue	60,000
Interest On Investments	<u>15,000</u>
TOTAL REVENUES	\$ 7,891,000

(* Based Upon 2012 HCAD Certified Tax Rolls
 $\$27,423,445,309/100 \times \$0.03000 = \$8,227,034 \times 95\% = \$7,815,682$)

DISTRICT OPERATING EXPENSES

Bookkeeping	\$ 20,500
Rent	10,000
District Lease/Purchase (equipment)	-0-
Audit Fees	10,000
Commissioner Fees/expenses	5,000
Legal Fees	30,000
Election-Legal Fees, Costs and Expenses	-0-
Legislative Consultant(s)	3,000
Professional Consultants (EMS review; Dr. Welch)	40,000
Ambulance Service	**

Capital Expenditures	**
New EMS Station (Non-Construction costs)	-0-
New EMS Station (Construction costs)	-0-
Harris County Appraisal	80,000
Harris County Tax Office	1,000
Legal Notices	10,000
Printing & Office Supplies	2,000
Insurance & Surety Bonds	25,000
Opticom Maintenance	2,000
E-View EVP	100,000
Utilities	10,000
Station Payment (Champions Station)	106,000
Building Maintenance (Champions Station/New EMS)	10,000
Misc. Expenses (including website, associations and newsletter)	<u>10,000</u>
TOTAL OPERATING EXPENSES	\$ 474,500
Less: Repay Tax Ant. Loan	\$ 1,200,000
Less:	
<u>EMS CAPITAL EXPENSES</u>	\$ 50,000
<u>NEW EMS STATION (CONSTRUCTION CAPITAL COSTS)</u>	\$ -0-
<u>DISTRICT RESERVE</u>	\$ 100,000
Total Expenses	<u>\$ 1,824,500</u>
** YEAR 2013 FUNDS AVAILABLE FOR DISTRICT CAPITAL AND EMS SERVICES	<u>\$ 6,066,500**</u>
(Disbursements to service provider are subject to approved CCEMS budget and 2013 service agreement)	

The Board addressed the proposed budget. Counsel said the revenue was based on the proposed tax rate of \$.03000/\$100. On expenses, the following revisions were proposed: the line item for Professional Consultants was increased to \$50,000.00, taking into account the CCEMS review; the line item for Opticom Maintenance was reduced to \$100.00, because the system is turned off due to the advent of E-View; the line item for Utilities was reduced to \$500.00 because the cost is generally carried on the CCEMS budget; the line item for Station Payment (Champions Station) was reduced to \$80,000.00 to reflect the historic annual cost; the line item for the TAN loan repayment was increased to \$1,215,000.00 to reflect estimated interest. After review, Motion was made by Mr. **BERLETH**, seconded by Ms. **PLUMMER** to approve the proposed District 2013 budget, as amended. After discussion, the Motion was approved by a vote of 5 to 0.

The Board tabled Agenda items 7 concerning the 2013 CCEMS budget.

The Board then addressed the 2012 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 Ms. **PLUMMER**, seconded by Mr. **BERLETH** to set the District 2012 tax rate at \$.03000/\$100. After discussion, the Motion was approved by a vote of 5 to 0.

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 \$412,500.00. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER** to approve the payment of CCEMS Operations in the amount of \$412,500.00. 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.

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 response times were good. He said that that in August there was 1 Coastal Ambulance transport.

Mr. England reported that CCEMS responded to 330 STEMI calls to date. Mr. England said that 8:28 minutes was the average total response time, with 7:07 the average travel time and average scene time was 23:44 minutes and the average transport at 16:57 minutes. Mr. England said that the average dispatch time at 55 seconds was well under the 90 seconds national average. He also reported that through August 31, CCEMS responded to 21,022 calls, with the prior month's ALS being 1,368 and BLS being 1,300 Mr. England said there were also 3 life flights in the prior month.

Mr. England reported that the CCEMS provider license was renewed.

After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER** to receive the CCEMS monthly report. During discussion, Mr.

BERLETH asked about the number of trucks CCEMS planned to add to the response fleet. Mr. England said none at present, maintaining the status quo. Mr. **BERLETH** asked about new cardiac monitors. Mr. England said new monitors were not planned at present. Mr. England reported that 3 EMTs were still out on sick leave and 2 of the 3 may not return. Mr. England said that no budget cuts were planned due to the reduced District funding and that CCEMS would make up the difference. After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed E-View matters. The District received presentations and information from Fred Windisch, Ponderosa VFD Fire Chief. He gave a street intersection report (2012 Plan Priority 1 Street Intersection) and said the number of intersections to be equipped with E-View dropped from 41 to 35. Chief Windisch said that Commissioner's Court still had to give final approval, but Commissioner Cagle was in favor of the plan. Chief Windisch said the ESD 11 cost allocation was \$137,394.00. Mr. **LeBOUEF** asked if this was a 2012 expense and Chief Windisch said yes. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER** to approve the District participation in the 2012 Plan Priority 1 Street Intersection report. After discussion, the Motion was approved by a vote of 5 to 0.

The Board addressed the new Exxon project. Mr. **BROST** asked who were the reps to the Exxon development group. Mr. England said he was along with area fire chiefs. Mr. **BROST** said that a District commissioner needed to be part of the liaison team and he suggested himself to be that District rep. There was discussion about the Exxon developers providing land for emergency services and law enforcement facilities. Mr. **LeBOUEF** cautioned not to count the chickens before they are hatched with these developers. Mr. **LeBOUEF** designated Mr. Brost as the District liaison to the Exxon development project.

The Board addressed a new District website manager. Mr. **BERLETH** said he had a final invoice from The Texas Network and was arranging for a transition to a new network manager. He said the final bill was \$224.95. After review, Motion was made by Mr. **BERLETH**, seconded by Ms. **PLUMMER** to approve the payment. After discussion, the Motion was approved by a vote of 5 to 0.

Mr. **LeBOUEF** handed out to the commissioners some outlines regarding the upcoming CCEMS outside review. The matter was tabled until the next

meeting. He appointed himself and Mr. Berleth to a committee to interview the proposers: IPS; ESCI; and McGrath & Co.

The Board addressed the new PO Box arranged for by Mr. Berleth and without objection authorized the reimbursement of the cost of the PO Box rental and address designation.

The Board tabled consideration of a new permanent meeting location.

At 10:58 a.m., the Board entered Executive Session pursuant to Section 551.071, Governmental Code to discuss litigation/investigation matters with District Counsel. Mr. England and H. Kent Twining, attorney for CCEMS, were requested to provide information.

At 11:20 a.m., the Board entered Executive Session pursuant to Section 551.074, Governmental Code to discuss District personnel/Commissioner matters.

The Board re-entered open session at 11:50 a.m.

Mr. **GRUNDMEYER** reported he was to be out of town on October 18, the next scheduled meeting date. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **BERLETH** to set October 11 at 9:00 a.m. for the October meeting date. 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 11:51 a.m.

Secretary of the Board