

**MINUTES OF THE SEPTEMBER 18, 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 September 18, 2014, at Cypress Creek EMS Education Center, 7111 Five Forks Rd., Spring, Texas 77379.

The Meeting was called to order at 9:02 a.m. by **LYNN LEBOUF**, President. Those Commissioners present were **LYNN LEBOUF, KAREN PLUMMER, FRED GRUNDMEYER, and KEVIN BROST**. Also present were **HOWARD KATZ, of COVELER & KATZ, P.C.**, the District's Counsel, **BRAD ENGLAND**, Executive Director of Cypress Creek EMS ("CCEMS"), **BILL RUSSELL**, of **MYRTLE CRUZ, INC.**, the District's bookkeeper, and Board officers of CCEMS, and members of the public. Also present were Ricardo Martinez of Joiner Partnership, Inc., the District's architect on the Coventry project and Kimberly Jessett, attorney for CCEMS.

The Board reviewed the Minutes of the August 21 regular meeting. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER** to approve the Minutes. After discussion, the Motion was approved by a vote of 4 to 0.

The Board reviewed the Minutes of the September 3, 2014 special budget and tax rate meeting. After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Ms. **PLUMMER** to approve the Minutes. During review the following corrections were made: page 1: in the third paragraph the word "fires" should be "first"; page 2: in the penultimate paragraph the date "September 18, 2013" should be "September 18, 2014". After discussion, the Motion to approve the Minutes of the September 3, 2014 special budget and tax rate meeting as corrected 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. He reported that the operating account balance of the District following the prior meeting was \$3,809,425.24. He also noted the receipt of tax revenue since the prior meeting in the amount of \$25,020.15, tax penalty and interest of \$6,989.81,

and interest of \$809.70, and E-View reimbursement of \$135,752.00. Mr. **RUSSELL** reported that as of this meeting and prior to the payment of current bills, \$168,571.66 was on deposit at the Prosperity Bank operating account, plus demand deposits of \$212,571.68 (Prosperity Bank), plus \$5,209.54 at TexPool, plus CD/investment accounts plus interest as to all said accounts/CD: \$235,040.93 at Spirit of Texas Bank, \$231,956.90 at Icon Bank, \$224,472.48 at Community Bank (previously Vista Bank), plus \$1,588,359.67 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 Ms. **PLUMMER** 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. This item was held pending arrival of District Counsel.

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

1.	Myrtle Cruz, Inc. (bookkeeping)	\$	1,825.52
2.	Coveler & Katz, P.C. (legal-August):	\$	4,837.94
3.	Joiner Partnership, Inc.	\$	3,697.51
4.	Klein VFD	\$	2,635.43
5.	Harris County ESD 16 (annual rent for St. 511)	\$	8,419.25
6.	Houston Chronicle	\$	4,544.12

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

The Board tabled pending the arrival of District Counsel Agenda Items (5): addressing revisions to the 2014 District budget; (6): adopting the 2015 District budget; (7): reviewing District 2014 appraisal values; (8): reviewing proposed 2015 CCEMS funding proposal; and (9): adopting the District 2014 tax rate.

The Board then addressed and tabled the District five-year plan.

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 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 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, 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. He also reported that the CCEMS clinical fellowship program with Baylor College of Medicine was to be resumed shortly. He said some medical center teaching hospitals might also establish clinical fellowship programs with CCEMS.

Mr. England said that in August there were 6 mutual aid responses in District territory and CCEMS provided 19 mutual aid responses to out of District territory. He reported that CCEMS has responded to a chronologic total of 456 STEMI calls, with a 98% correct call rate. Mr. England said that 7 minutes 58 seconds was the average total response time, with 6 minutes 44 seconds the average travel time and average scene time was 23 minutes 52 seconds, and the average transport was 17 minutes 03 seconds. Mr. England said that the average dispatch time at 48 seconds was well under the 90 seconds national average. He also reported that for the prior month end, CCEMS responded to 2,939 calls, with the prior month's ALS being 1,287 and BLS being 542. Mr. England said there were also 5 life flights.

Mr. England said the CCEMS annual golf tournament is September 22.

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

The Board addressed Agenda Item 3, and reviewed amendment to the District Investment Policy to allow investments as provided under Section 2256.010, subsections (a) and (b), Government Code (TPFIA), for interstate investing in FDIC insured certificates of deposit. Counsel explained that there was a revision to the TPFIA that allows entities to invest with Texas based banks

that under the revision are now permitted to re-invest those funds in CDs held at any other FDIC-insured bank, including out of state banks. He explained that to do so would help with investment diversification. After review, Motion was made by Mr. **BROST**, seconded by Mr. **GRUNDMEYER** to approve amendment to the District Investment Policy to allow interstate investments in FDIC insured certificates of deposit as provided under Section 2256.010, subsections (a) and (b), Government Code (TPFIA). After discussion, the Motion was approved by a vote of 4 to 0.

The Board addressed Agenda Item 5 and reviewed and took no action on revisions to the 2014 District budget.

The Board addressed Agenda Item 6 and reviewed the proposed 2015 budget. Counsel said the proposed budget was prepared based on the effective tax rate of \$.04337/\$100 and would be revised to the proposed tax rate of \$.04300/\$100. He said that was tax rate proposed at the September 3, 2014 special budget and tax rate meeting.

The Board addressed Agenda Item 7, the 2014 appraisal valuations.

The Board addressed Agenda Item 8 and reviewed the requested 2015 funding by CCEMS. After review the matter was held for the October 16, 2014 regular meeting.

The Board addressed Agenda Item 9 and reviewed proposing a 2015 District tax rate. After review the matter was held for the October 16, 2014 regular meeting.

The Board then addressed the Coventry project. The Board members discussed scheduling a ground breaking. Ricardo Martinez of Joiner Partnership, Inc., the District's architect on the Coventry project said the tentative date for the ground breaking was September 25 at 10:00 a.m.

The Board then addressed E-Views. There was no report for this meeting.

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.