

**MINUTES OF THE OCTOBER 19, 2011 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 October 19, 2011, 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 **KAREN PLUMMER**, Vice President. Those Commissioners present were **JOSH FETNER**, **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 **BILL RUSSELL**, of **MYRTLE CRUZ, INC.**, the District's bookkeeper, and members of the public.

The Board first reviewed the Minutes of the September 15, 2011 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 3 to 0.

The Board then received a Financial 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 regular meeting was \$29,538.67. He also noted the receipt of tax revenue since the prior meeting in the amount of \$14,340.71 tax penalty and interest of \$5,104.70 and interest of \$4,603.43. He reported that as of this meeting and prior to the payment of current bills, \$978,996.30 was on deposit at the Prosperity Bank operating account, plus CD/investment accounts of \$450,000.00 (2@\$225,000.00), plus interest as to all said accounts/CDs, plus demand deposits of \$12,362.21 (Prosperity Bank), plus \$5,197.54 at TexPool, plus \$126,826.35 at Central Bank, plus \$233,334.71 at Spirit of Texas Bank, plus \$229,503.91 at Icon Bank, plus \$223,506.20 at Vista Bank Texas, plus \$200,519.76 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. **SLONEK**, seconded by Mr. **FETNER** to approve the Financial Report as presented. After discussion, the Motion was approved by a vote of 3 to 0.

As part of the Financial Report, the Board then addressed District investments. Mr. **RUSSELL** noted that certain Certificates of Deposit or other accounts were scheduled to mature or warranted revised investment following this meeting. He presented an investment report and investment schedule (compiled with District Commissioner/Investment Officer Josh Fetner). He said that the following CD's were scheduled to mature later this month and recommended the following: approve a temporary variance on the District Investment Policy regarding liquidity. Mr. **RUSSELL** said that there was technical insufficient liquidity - because CDs are not considered liquid - in the District deposits to be in compliance with the District's Investment Policy, but there was more than sufficient cash investments to cover the District's obligations. 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 and approve a temporary variance in the District Investment Policy regarding liquidity. After discussion, the Motion was approved by a vote of 3 to 0.

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

1.	Myrtle Cruz, Inc. (bookkeeping)	\$	1,792.16
2.	Coveler & Katz, P.C. (legal-September)	\$	1,590.01
3.	Joiner Partnership (Station 511)	\$	2,350.80

After discussion, the Motion was approved by a vote of 3 to 0.

The Board then addressed District 2011 budget review. Mr. **RUSSELL** said no action was required at this meeting.

The Board tabled review of the proposed CCEMS 2012 budget.

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 \$603,436.00, based on the 2011 CCEMS budget and current service agreement, plus additional payroll cost of \$315,301.35. Mr. England said that the

crew that used to be stationed in Huffman (and paid by HCESD No. 4) was now transferred to the District's territory. After review, Motion was made by Mr. **FETNER**, seconded by Mr. **SLONEK** to approve the payment of CCEMS Operations in the amount of \$603,436.00, plus additional payroll cost of \$315,301.35. After discussion, the Motion was approved by a vote of 3 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 September, Coastal Ambulance transported 4 patients on behalf of CCEMS. He reported that CCEMS responded to 286 STEMI calls to date, with a 97% correct call rate. Mr. England said that 8:14 minutes was the average total response time, with 6:59 the average travel time and average scene time was 25:54 minutes and the average transport at 15:36 minutes. Mr. England said that the average dispatch time at 49 seconds was well under the 90 seconds national average. He also reported that through September 30, CCEMS responded to 23,975 calls, with the prior month's ALS being 1,207 and BLS being 1,145. Mr. England said there were also 2 lifeflights in the prior month.

Mr. England said CCEMS hosted a golf tournament September 26 and it was a great success.

Mr. England also discussed the joint program with Lonestar College for a joint teaching facility. He said CCEMS has reviewed all the options and approved proceeding with Plan C: a new CCEMS institution/academy. Mr. England said that 2013 was the target date for plan implementation because that is when the National EMS Registry Certification plan will take effect.

Mr. England said CCEMS was approached by Little York VFD about building and cost-sharing for a new fire station in Little York's territory.

Mr. England reported that calls were up and the community was still growing. He added that CCEMS was reviewing the ‘No Transport/Refusal’ calls. He said this was a key index in measuring patient care.

Mr. England said CCEMS will be hosting a “Fun In The Sun” health expo and craft show at CCEMS admin building for the community.

Mr. England reported on a good SAFE-D conference and his EMS presentation.

After review, Motion was made by Mr. **FETNER**, seconded by Mr. **SLONEK** to receive the CCEMS monthly report. After discussion, the Motion was approved by a vote of 3 to 0.

The Board addressed Station 511 and the payment of construction costs. Mr. **FETNER** reported that the project was proceeding. After review, Motion was made by Mr. **FETNER**, seconded by Ms. **PLUMMER** to approve payment for construction costs at Station 511 to Gamma Construction in the amount of \$287,609.65, which amount was certified by the architect. After discussion, the Motion was approved by a vote of 3 to 0.

Mr. **FETNER** also said there some complaints that the project was inconveniencing the Klein FD and those concerns had been being addressed. Counsel said he could confirm that from the HCESD 16 meeting the prior week.

The Board discussed the proposed Medicaid reimbursement program. Counsel said there was no update.

The Board addressed E-View matters. Mr. **FETNER** said there was slow progress.

The Board then addressed action regarding election scheduling and cost and equipment matters concerning the May, 2012 District commissioner election and possible tax rate election and approve the election equipment acquisition. Counsel noted that the Board approved joining the consortium at the prior meeting. After review, Motion was made by Mr. **FETNER**, seconded by Mr. **SLONEK** to approve the execution of the Election Consortium Agreement. After discussion, the Motion was approved by a vote of 3 to 0.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 9:55 a.m.

Secretary of the Board