

**MINUTES OF THE DECEMBER 19, 2013 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 December 19, 2013, at Cypress Creek EMS Education Center, 7111 Five Forks Rd., Spring, Texas 77379.

The Meeting was called to order at 9:05 a.m. by **LYNN LEBOUF**, President. Those Commissioners initially present were **LYNN LEBOUF**, **FRED GRUNDMEYER**, and **KEVIN BROST**. 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 was architect Ricardo Martinez of Joiner Partnership, Inc., the District's architect on the Coventry project. Also presented was Dr. Ron Welch, of Municipal Information Services, a District planning consultant.

The Board reviewed the Minutes of the November 21, 2013 regular meeting. After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Mr. **BROST** to approve the Minutes. During discussion, Mr. **BROST** and Counsel said their recollection was that the advance payment for operations was for approval of January 2014 operations of \$820,000.00 for use in January but prior to the January District meeting. Counsel said he said that this payment was not intended for 2013 funding, otherwise the 2013 budgets would need adjustment. 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 meeting was \$72,214.04. He also noted the receipt of tax revenue since the prior meeting in the amount of \$1,009,665.73, tax penalty and interest of \$2,956.46 and interest of \$237.72, and E-View reimbursement of \$ -0-. He also reported that as of this meeting and prior to the payment of current bills, \$1,317,060.83

was on deposit at the Prosperity Bank operating account, plus demand deposits of \$12,377.74 (Prosperity Bank), plus \$5,209.14 at TexPool, plus CD/investment accounts plus interest as to all said accounts/CD: \$34,558.25 at Spirit of Texas Bank, \$81,492.34 at Icon Bank, \$24,091.75 at Vista Bank Texas, plus \$457,765.20 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. **GRUNDMEYER** 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. After review, Motion was made by Mr. **BROST**, seconded by Mr. **GRUNDMEYER** 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 3 to 0.

(Commissioner Robert Berleth arrived at the meeting at 9:09 a.m.)

The Board then received the annual report update from Dr. Ron Welch, of Municipal Information Services, a District planning consultant. He reported that the average home value has dropped over the recent years, but that commercial valuations and growth were increasing. There was discussion about the new Exxon and Coventry/Springwoods Village developments and the increased estimated values. Dr. Welch said he was unaware of any tax breaks given to Exxon by county taxing authorities. The Board expressed appreciation to Dr. Welch for a good and useful report. Mr. **BERLETH** said it will come in handy for the 5-year planning work he and Commissioner Karen Plummer are working on.

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

1.	Myrtle Cruz, Inc. (bookkeeping)	\$	1,796.92
2.	Coveler & Katz, P.C. (legal-November)	\$	1,928.71
3.	Joiner Architects (Coventry project)	\$	9,450.00
4.	Municipal Information Systems (Ann report)	\$	9,625.00
5.	Impress (Checks)	\$	162.50
6.	VFIS (District insurance)	\$	920.00

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

The Board then addressed approval of the CCEMS 2014 budget. The Board reviewed the budget with Mr. England. He confirmed that the funding level is in line with the District 2014 budget. There was discussion about the capital expenses and if the District would take on some capital items previously handled by CCEMS, including building renovations and ambulance purchases. After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Mr. **BERLETH** to approve the proposed CCEMS 2014 budget. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed developing a five-year plan with CCEMS. Mr. **BERLETH** delivered a report. He said he met with Counsel and others and reviewed Dr. Welch's prior reports and the projected CCEMS costs, including building renovations and ambulance purchases. Mr. **BERLETH** also delivered a 2014 funding plan based on the expense occurrences during the year of certain operating expenses. He also said projections over the next 5-years and beyond included additional EMS units and personnel (24 hour shifts and 12-hour float shifts), station renovations/remodels, including Year 1: St. 52; Year 2: Station 53; Year 3: Station 56; Year 4: Station 54; Year 5: Station 5, with new construction for Station 513 (Coventry); Station 514 in the HCESD 7/Houston ETJ area near Tomball. The Board thanked Mr. Berleth for a very good report.

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 \$1,287,693.00 (including the January payment). After review, Motion was made by Mr. **BROST**, seconded by Mr. **BERLETH** to approve the contract payment of CCEMS Operations in the amount of \$1,287,693.00 (including the January payment). 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 said there were discussions with the County Fire Marshall's office regarding dispatch. He said the Fire Marshal says that TCLOSE

certification is required for dispatchers. Mr. England said there may be a difference of opinion between the federal and state agencies in that arena.

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 the state inspection of the new CCEMS Academy was completed. He said he expected accreditation would be received in January. He said the recent TDH license review was completed with no issues.

Mr. England said that Station 511 (at Klein VFD station property on Eldridge) had some A/C and sprinkler issues that were being reviewed by the architect and contractor.

Mr. England discussed the effects that the Affordable Care Act may have on CCEMS. He said it did not look too serious a problem at present.

Mr. England said that in November there were 6 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 421 STEMI calls YTD, with a 98% correct call rate. Mr. England said that 8:06 minutes was the average total response time, with 6:49 the average travel time and average scene time was 24:33 minutes and the average transport at 16:34 minutes. Mr. England said that the average dispatch time at 47 seconds was well under the 90 seconds national average. He also reported that through November 30, CCEMS responded to 32,324 calls, with the prior month's ALS being 1,268 and BLS being 458. Mr. England said there were also 5 life flights.

Mr. England said that the CCEMS Medical Director responded to _____ calls..

After review, Motion was made by Mr. **BERLETH**, seconded by Mr. **BROST** to receive the CCEMS monthly report. After discussion, the Motion was approved by a vote of 4 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 under way. He also delivered a LEEDS certification for the project.

The Board then addressed contracting with Web Wire for website maintenance and postings. Mr. **BERLETH** said the annual cost was \$440.00/yr. He said his dealing with this firm was very satisfactory and more efficient than the prior company. After review, Motion was made by Mr. **BROST**, seconded by Mr. **BERLETH** to approve contracting with Web Wire for website maintenance and postings, for the annual cost was \$440.00/yr.. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed E-Views. Mr. **BROST** said 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 10:00 a.m.

Secretary of the Board