

MINUTES OF MEETING OF THE
BOARD OF COMMISSIONERS

June 15, 2017

THE STATE OF TEXAS §
COUNTY OF HARRIS §
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11 §

The Board of Commissioners (the "Board") of Harris County Emergency Services District No. 11 (the "District") met in regular session, open to the public, at 7111 Five Forks Drive, Spring, Texas 77379, a meeting place inside the boundaries of the District, on Thursday, June 15, 2017, at 9:00 a.m.; whereupon, the roll was called of the members of the Board, to-wit:

Tommy Ripley	President
Karen Plummer	Vice President
Fred Grundmeyer	Secretary
Robert Pinard	Treasurer
Lynn LeBouef	Asst. Treasurer

All members of the Board were present, except Commissioner Grundmeyer, thus constituting a quorum. Also attending the meeting were: Ms. Robin S. Bobbitt and Mr. Joshua J. Ellery, attorneys, of Radcliffe Bobbitt Adams Polley PLLC ("RBAP"), attorneys for the District; Mr. Bill Russell of Myrtle Cruz, Inc. ("MCI"), bookkeeper for the District; Mr. Ricardo Martinez of Martinez Architects ("Martinez"), architects for the CCEMS Station No. 52 ("Station 52") building; Mr. Kevin Brost, a resident of the District; and the following representatives of the Cypress Creek Emergency Medical Services (the "CCEMS") were in attendance at the meeting: Messrs. Ruben Gonzales and Dave Billings, members of the Board of Directors of CCEMS; Mr. Brad England, Executive Director of CCEMS; and Mr. Norm Uhl, Public Information Officer for CCEMS.

WHEREUPON, the meeting was called to order by the President and evidence was presented that public notice of the meeting had been given in compliance with the law. The posted notices of the meeting are attached hereto.

After a 30-second moment of silence for prayer and reflection, the Board conducted the Pledge of Allegiance to the United States' Flag.

Mr. Brost entered the meeting at this time.

APPROVAL OF THE MINUTES

The Board first considered approval of the minutes of the regular meeting of May 18, 2017 and the certified agenda of the regular meeting of May 18, 2017, previously distributed to the Board. Ms. Bobbitt then reminded the Board that while the Board had been previously provided copies of the certified agenda for their review and approval, such certified

agenda is considered confidential information under the Texas Open Meetings Act (the "Act") and, therefore, should not be shared with anyone else. Ms. Bobbitt noted, however, that the Act provides for court-ordered access of certified agendas under specific circumstances. Upon motion by Commissioner Plummer, seconded by Commissioner Pinard, after full discussion and the question being put to the Board, the Board voted unanimously to approve the minutes of the regular meeting of May 18, 2017 and the certified agenda of the regular meeting of May 18, 2017, as presented.

REVIEW AND TAKE NECESSARY ACTIONS ON MONTHLY OPERATIONS AND FINANCIAL REPORT FROM CCEMS, INCLUDING CONSIDERATION OF MONTHLY OPERATIONS FUNDING REQUEST AND CAPITAL FUNDING REQUESTS

Commissioner Ripley then recognized Mr. England, who presented to and reviewed with the Board the Executive Director's Report, the monthly CCEMS Operations and Financial Reports, including the operations statistics for the month of May 2017 and the 2017 CCEMS budget comparison, copies of which are attached hereto. Mr. England went on to report that during the month of May there had been 2,236 transports, six (6) Life Flight transports, and that 30% of the calls during the month were "no transports." Mr. England went on to report that during the month of May, the CCEMS had received 20 mutual aid assists and had provided 24 mutual aid assists outside of the CCEMS's boundaries.

Mr. England next reported that Martinez had completed the plans for the new Station 52 building and that such plans had been approved by the Harris County Permit office. Mr. England went on to report that construction on Station 52 is ongoing.

Mr. England next reported that CCEMS had recently received recognition from the American Heart Association and from Methodist Hospital in connection with its innovative STEMI program.

Mr. England went on to report that as briefly mentioned at last month's meeting, Cy-Fair Hospital ("Cy-Fair") was recently granted a Level II Trauma designation on a provisional basis. Mr. England explained that the hospital will need to operate under such designation for one (1) year before the designation becomes permanent. Mr. England noted that the Level II Trauma designation will enable CCEMS to take more severe cases directly to Cy-Fair, thereby increasing CCEMS' operational efficiency and further reducing response times.

Mr. England next noted that CCEMS had recently received its revalidation from Medicare. Mr. England explained that the revalidation process occurs every five (5) years and that no issues were found during this recent revalidation process.

In response to a previous question from Commissioner Pinard regarding the CCEMS Paramedic 4 Program (the "Paramedic Program"), Mr. England reminded the Board that the Paramedic Program allows a physician's assistant to respond directly to less urgent patients that do not require an ambulance. Mr. England stated that the Paramedic Program had been discontinued by the CCEMS several years ago due to funding issues. Mr. England further explained that the CCEMS is continuing to compile various pieces of information in an effort to

determine whether it would be cost effective and beneficial for the CCEMS to reinstitute the program.

Mr. England next reported that a new paramedic class recently graduated and will be taking their national registry exam in the near future. Mr. England added that new EMT and paramedic classes have started.

Mr. England next noted that there are no requests for capital funding from CCEMS being presented at today's meeting.

Upon motion by Commissioner Plummer, seconded by Commissioner LeBouef, after full discussion and the question being put to the Board, the Board voted unanimously to approve the CCEMS Operations and Financial Report and to approve the monthly CCEMS Operations payment in the amount of \$1,162,925 for the month of June.

REVIEW AND TAKE NECESSARY ACTIONS ON FINANCIAL MATTERS, INCLUDING FINANCIAL REPORT FROM DISTRICT TREASURER AND BOOKKEEPER

Mr. Russell then presented to and reviewed with the Board the Bookkeeper's Report, including the revenues and expenses of the District, the budget comparison, the investment report and the checks being presented for payment at today's meeting, copies of which are attached hereto.

Mr. Russell reported that during the prior month, the District had received \$137,198.85 in property tax revenue, \$1,640.87 in penalties and interest and \$1,592.36 in investment interest. Mr. Russell further reported that all such revenue was deposited into the District's Compass Bank Operating Account. Mr. Russell also noted that the District currently has a 13-month operating reserve.

Upon motion by Commissioner LeBouef, seconded by Commissioner Plummer, after full discussion and the question being put to the Board, the Board voted unanimously to approve the Bookkeeper's Report and to authorize payment of the checks reflected therein.

TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Bobbitt reported that, as of today's meeting, the Harris County Tax Assessor/Collector's Office had still not yet posted the May collections report. Ms. Bobbitt added that her office would bring copies of the May report to next month's meeting after it has been posted.

COMMISSIONER'S MONTHLY FACILITIES INSPECTION/TOUR REPORT

Commissioner Ripley next reported that he and Mr. England had toured the construction progress at Station No. 52 (3308 Treaschwig Road, Humble, Texas 77338) after the May Board meeting. Commissioner Ripley stated that construction is progressing well and that he is pleased with the results. Commissioner Ripley then noted that he will not be able to tour any District facilities after today's meeting.

STATUS OF DISTRICT CONSTRUCTION, IMPROVEMENTS, REPAIRS AND RENOVATIONS TO DISTRICT REAL PROPERTY, STATIONS AND BUILDINGS, INCLUDING LEED CERTIFICATION, CONSTRUCTION PAYMENTS, CHANGE ORDERS AND ENGAGEMENT OF PROFESSIONAL SERVICES AND CONTRACTORS

Regarding Station 52, Mr. Martinez reported that he is currently waiting on CenterPoint to run electricity to the building. Mr. Martinez added that a temporary ESID will be installed at the site and that the building's permanent ESID and electric meter will be installed upon completion of the project. Mr. Martinez then presented to and reviewed with the Board a status summary of the construction, a copy of which is attached hereto.

In connection with obtaining Silver LEED status for CCEMS Station 513 ("Station 513"), Ms. Bobbitt reminded the Board that at the April meeting they had authorized going forward with an amendment to CCEMS's current electric service contract with MP2 Energy ("MP2") in order to switch the electric service for Station 513 to "green energy," thereby making the project eligible for additional LEED-scoring points in order to achieve Silver LEED status for the building. Ms. Bobbitt further reported that the executed and amended electric service contract had been provided to Mr. Chad Joiner in late May for submission to the Green Council for Station 513 Silver LEED certification. Mr. Ellery stated that Mr. Joiner had recently informed him that the Green Council is still in the process of reviewing the District's LEED certification submission.

Regarding the Springwoods Village requirement to pay the SV Green Community Fund reforestation fee in connection with the construction of Station 513 in the amount of \$200,000, Ms. Bobbitt reminded the Board that they previously had discussed and approved payment of the District's pro-rata share of the reforestation fee (26% or \$52,000). Ms. Bobbitt reported that her office had submitted the District's check to Springwoods Village after the last Board meeting. Ms. Bobbitt added that Mr. John Peeler, the attorney for Harris County Emergency Services District No. 7 ("ESD 7"), informed her that ESD 7 had authorized payment of their pro-rata share of the reforestation fee, such share being 74% or \$148,000, and had forwarded their check to Springwoods Village.

UPDATE ON EMERGENCY VEHICLE PREEMPTION ("E-VIEW") SYSTEM, INCLUDING PURCHASE AND INSTALLATION OF DEVICES ALONG FM 1960 CORRIDOR NEAR WILLOWBROOK MALL AND TAKE ANY NECESSARY ACTIONS ON SAME

Ms. Bobbitt then reminded the Board that they had previously authorized the purchase of four (4) E-View intersection controller devices for installation along the FM 1960 Corridor near Willowbrook Mall at a total cost of \$14,976, which amount does not include installation and antenna costs. Ms. Bobbitt added that her office had previously prepared and issued a purchase order to E-Views Safety Systems and that the related invoice will be paid by the District upon delivery of the equipment to the Klein Volunteer Fire Department. Ms. Bobbitt reported that she had recently followed up with Chief Rich Jones, who had indicated that they are still waiting for the equipment to be delivered. Ms. Bobbitt said that her office will continue to hold the District's purchase check until she receives confirmation that the equipment has in fact been delivered to Chief Jones.

REVIEW, DISCUSS AND TAKE ACTION ON MISCELLANEOUS MEDIA MATTERS, INCLUDING UPDATE BY NRG MARKETING GROUP ("NRG") ON STATUS OF DISTRICT'S WEBSITE AND CREATION OF A DISTRICT LOGO

Mr. Kerry Johnson of NRG, the District's website service provider, was not in attendance at the meeting and, therefore, no report was given regarding the status of transfer of control of the District's Facebook page.

Commissioner Pinard then reported that he had previously submitted applications on behalf of the District for the design of a District logo. Commissioner Pinard explained that several online designers continue to submit proposed versions/concepts of a District logo, but that he has not been satisfied with any of the proposals received thus far. Commissioner Pinard added that he will begin exploring alternative options to have a District logo created.

DISCUSS PROPOSED ESTABLISHMENT AND IMPLEMENTATION OF DISTRICT/BOARD GOALS FOR 2017 AND TAKE ANY NECESSARY ACTIONS ON SAME

Commissioner Ripley next reminded the Board that they had previously discussed the proposed establishment of goals for the District and Board for 2017, including: 1) engage in regular continuing education (i.e., attendance at the Safe-D Conference and/or online seminars); 2) increase Board representation/attendance at the monthly CCEMS meetings; and 3) regularly tour the District's EMS stations and other EMS facilities. Commissioner Ripley stated that he was still in the process of drafting a comprehensive "District Goals" document and that he would present same to the full Board once it was completed.

ATTORNEY'S REPORT

Ms. Bobbitt next reported that the 85th Texas Legislative Session has officially ended, but that the Governor still had to consider which bills to veto or sign into law. Ms. Bobbitt added that the Governor also had recently called a Special Session, during which the legislature will consider several topics potentially affecting emergency services districts, including ad valorem taxation and municipal annexation. Ms. Bobbitt further explained that her office is in the process of preparing its comprehensive Legislative Update memo and will distribute same to the Board at the July meeting.

Ms. Bobbitt went on to report that her office had been in contact with Mr. John Peeler of Coveler & Peeler, P.C. and obtained possession of the election equipment previously purchased by the District last Friday. Ms. Bobbitt further explained that RBAP submitted payment in the amount of \$2,053.80 to Amazing Spaces Storage Centers ("Amazing Spaces") at 9040 Louetta Road, Spring, Texas 77379 for a one (1) year lease of the storage unit for the District's election equipment. A copy of the payment receipt is attached hereto. Ms. Bobbitt stated that RBAP will invoice the District for the cost of the annual lease, which runs from May 26, 2017 until May 25, 2018. Ms. Bobbitt added that her office had also already requested that the District's insurance policy be amended to add the election equipment to the District's existing property insurance policy and has received a Certificate of Insurance for proof of such coverage.

Ms. Bobbitt noted that the cost to add coverage for the election equipment for the remainder of the policy term was \$544.

Regarding the proposed revisions to the Contract for Providing Emergency Medical Services by and between the District and CCEMS, dated June 30, 2013 (the "Service Contract"), Ms. Bobbitt stated that she and Mr. Ellery have identified several areas of concern and ambiguity in the current Service Contract and that Mr. Andrew McKinney, the CCEMS attorney, has proposed and requested that the Service Contract be reviewed and updated in connection with the budgeting and budget approval process. Ms. Bobbitt added that she and Mr. Ellery have had several conference calls with Mr. McKinney and continue the negotiating process, including drafting proposed revisions to the Service Contract.

Commissioner Ripley then asked whether the Board needed to re-visit Commissioner Pinard's previous request to be present during the Service Contract negotiations with Mr. McKinney. Ms. Bobbitt stated that it was ultimately the Board's decision, but that her preference would, instead, be to allow her, Mr. Ellery and Mr. McKinney to work on preparing a "first draft" of the Service Contract, at which time she would bring such draft to the Board for review and comment.

Ms. Bobbitt next reported that she had contacted Mr. Clay Avery, Assistant Executive Director of SAFE-D, regarding the possibility of organizing a summer training seminar for emergency service district commissioners that need to fulfill their continuing education requirements. Ms. Bobbitt explained that Mr. Avery was very interested in such an opportunity, but that securing an appropriate venue in which to hold a seminar is often difficult. Ms. Bobbitt further explained that she had contacted Mr. England about the possibility of hosting the seminar at the CCEMS facility, indicating that it was a well-suited venue for that purpose. Ms. Bobbitt added that she would coordinate with Messrs. England and Avery regarding potential seminar dates and program content.

PUBLIC COMMENTS AND MISCELLANEOUS MATTERS

There were no comments from the public at this time.

CONFIRM NEXT REGULAR MEETING DATE AND MEETING ADJOURNMENT

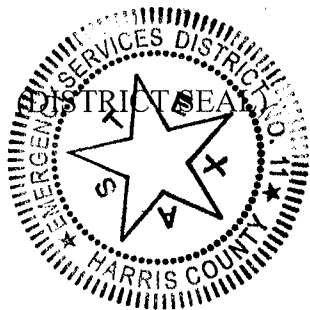
Ms. Bobbitt then reminded the Board that the next regular meeting is scheduled for Thursday, July 20, 2017, at 9:00 a.m.

There being no further business to come before the Board, the meeting was adjourned at approximately 9:45 a.m.

COMMISSIONER'S MONTHLY DISTRICT FACILITIES TOUR

The monthly district facilities tour was postponed until next month.

PASSED, APPROVED AND ADOPTED this 20th day of July, 2017.



Forrest Grundy
Secretary, Board of Commissioners