

**MINUTES OF THE MARCH 19, 2015 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 March 19, 2015, 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 **LYNN LEBOUF**, President. Those Commissioners initially present were **LYNN LEBOUF, FRED GRUNDMEYER, and KAREN PLUMMER**. 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 Board officers of Cypress Creek EMS ("CCEMS"), and members of the public. Also present were Ricardo Martinez of Joiner Partnership, Inc., District architect on the Station 513/Coventry project, and Andrew McKinney, attorney for CCEMS.

The Board reviewed the Minutes of the February 19, 2015 regular meeting. After review, Motion was made by Mr. **GRUNDMEYER**, seconded by Ms. **PLUMMER** to approve the Minutes. After discussion, the Motion was approved by a vote of 3 to 0.

(Commissioner **KEVIN BROST** arrived at the meeting at 9:03 a.m.)

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 \$11,908,670.09. He also noted the receipt of tax revenue since the prior meeting in the amount of \$901,469.78, tax penalty and interest of \$2,840.17, and interest of \$2,441.99. Mr. **RUSSELL** reported on E-View stakeholder reimbursement receipts of \$24,540.00 (HCESD No. 16/Klein VFD) and \$18,400.00 (HCESD No. 29/Champions FD). He also reported that as of this meeting and prior to the payment of current bills, \$11,662,333.00 was on deposit at the Prosperity Bank operating account, plus demand deposits of \$212,782.59 (Prosperity Bank), plus \$5,210.70 at TexPool, plus CD/investment accounts plus interest as to all said accounts/CD: \$235,574.72 at Spirit of Texas Bank, \$232,235.52 at Icon Bank, \$224,862.36 at Community Bank (previously Vista

Bank), and \$1,589,443.89 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. **GRUNDMEYER**, seconded by Mr. **BROST** 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. Mr. **RUSSELL** suggested the following action: As an additional investment vehicle, the Board discussed the CDARS program and discussed approval to invest up to \$2 million in that investment program. Thereupon, after review, Motion was made by Mr. **GRUNDMEYER**, seconded by Mr. **BROST** to approve to invest up to \$2 million in the CDARS program. After discussion, the Motion was approved by a vote of 4 to 0.

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

1.	Myrtle Cruz, Inc. (bookkeeping)	\$ 1,831.84
2.	Coveler & Katz, P.C. (legal-February):	\$ 5,940.00
3.	Joiner Partnership, Inc. (Station 513)	\$ 2,128.00
4.	E-Views Safety Systems	\$ 172,500.00
5.	Adv. Traffic Solutions	\$ 71,900.00
6.	Ubernosky & Majeres (CCEMS Financial rev.)	\$ 3,500.00

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

The Board held on revisions to the 2015 District budget.

The Board held on review of the District five-year plan.

The Board then addressed the payment of CCEMS Operations and Capital funding as set forth in the Financial Report. Mr. Russell noted that Operations funding was due at this meeting in the amount of \$893,805.42. After review, Motion was made Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER** to pay \$893,805.42. 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 said there was none.

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.

Mr. England said that in February there were 12 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 482 STEMI calls, with a 98% correct call rate. A question was asked if the success rate is still at 98% and Mr. England said yes. He said that the Stemi program cuts time of a total response because the patient goes straight into the ER. Mr. England said that 8 minutes 06 seconds was the average total response time, with 7 minutes 02 seconds the average travel time and average scene time was 25 minutes 56 seconds, and the average transport was 17 minutes 01 seconds. Mr. England said that the average dispatch time at 46 seconds was well under the 90 seconds national average. He also reported that for the prior month end CCEMS responded to 2,798 calls, with the prior month's ALS being 1,262 and BLS being 447. Mr. England said there were also 8 life flights.

Mr. England said that the new ambulance was expected in April. He said the St. Patrick's Day parade was a success.

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

The Board then addressed CCEMS pending lawsuits and Texas DSHS compliant/investigations. Andrew McKinney, attorney for CCEMS, presented the report. He said the following were pending Texas DSHS complaints/investigations: complaint/investigation (Incident date: June 12, 2013). Mr. McKinney said this complaint/investigation came back as unsubstantiated; and the following lawsuits: Coats v. Harris County, Cypress Creek EMS, et al; PMEB Medical Billing v. Cypress Creek EMS, et al; Dolcefino v. Cypress Creek EMS; Cypress Creek EMS v. Texas Attorney General Ken Paxton.

The Board received a report from Ricardo Martinez of Joiner Partnership, Inc. District architect on the Station 513/Coventry project. He addressed the work progress and said the steel structure is up. He also said for the schedule there

have been 25 rain days, which is a lot for this time period. Mr. Martinez said there was a Pay App to the contractor Brookstone in the amount of \$206,212.80, as certified due by the architect. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER** to approve the Pay App. After discussion, the Motion was approved by a vote of 4 to 0.

The Board then addressed E-Views. Mr. **BROST** and Ponderosa VFD Chief Fred Windisch gave an update.

The Board addressed the District website and reviewed the proposed program enhancement from IT consultant Glenn Brooks of WebWize. The Board reviewed the proposal which had a cost of \$3,614.00 for the website development (Phase 1) and \$40.00 per month for hosting program. After review, Motion was made by Mr. **BROST**, seconded by Mr. **GRUNDMEYER** to approve the WebWize proposal for a cost of \$3,614.00 for the website development (Phase 1) and \$40.00 per month for the hosting program. After discussion, the Motion was approved by a vote of 4 to 0.

The Board next addressed creation of a position of District office manager and budget manager. Counsel presented the job descriptions.

Counsel delivered a legislative update.

Without objection the Board re-opened Agenda item 3, to pay bills. The Board addressed the Trustmark Bank construction loan inspection fee of \$395.00. After review, Motion was made by Ms. **PLUMMER**, seconded by Mr. **GRUNDMEYER** to approve payment of the loan inspection fee. After discussion, the Motion was approved by a vote of 4 to 0.

The Board received public comment. Chief Fred Windisch reported that long-time PVFA member a former fire chief John O’Gorman died recently and a Celebration of Life Event will be held Saturday, March 21, 2015 at 1:00 p.m. at PVFA Station 61. Chief Windisch also commented on commissioner non-attendance at District meetings.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 9:43 a.m.

Secretary of the Board