

**MINUTES OF THE APRIL 16, 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 April 16, 2015, 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, FRED GRUNDMAYER, KAREN PLUMMER and KEVIN BROST**. 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 held on the Minutes of the March 19, 2015 regular meeting.

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 \$11,662,333.00. He also noted the receipt of tax revenue since the prior meeting in the amount of \$140,246.01, tax penalty and interest of \$1,912.10, and interest of \$2,509.656. Mr. **RUSSELL** reported on E-View stakeholder reimbursement receipts of \$11,370.00 (HCESD No. 28/Ponderosa VFA) and \$17,950.00 (HCESD No. 13/Cypress Creek VFD). He also reported that as of this meeting and prior to the payment of current bills, \$8,153,584.69 was on deposit at the Prosperity Bank operating account, plus demand deposits of \$212,818.73 (Prosperity Bank), plus \$5,211.01 at TexPool, plus CD/investment accounts plus interest as to all said accounts/CD: \$235,574.72 at Spirit of Texas Bank, \$232,278.91 at Icon Bank, \$225,029.20 at Community Bank (previously Vista Bank), and \$1,589,528.38 at Compass Bank, plus \$240,000.00 at four banks, plus \$2,000,000.00 at CDARS program through Central 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 4 to 0.

As part of the Financial Report, the Board then addressed District investments. Mr. **RUSSELL** suggested the following action: none at this time. Thereupon, after review, Motion was made by Mr. **GRUNDMEYER**, seconded by Mr. **BROST** to approve the District's Investment Report. After discussion, the Motion was approved by a vote of 4 to 0.

Mr. **RUSSELL** said he would like to present a new contract for the next meeting which would provide for an increase in the compensation. Counsel was asked to add that as an agenda item.

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

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| 1. | Myrtle Cruz, Inc. (bookkeeping) | \$ | 1,940.80 |
| 2. | Coveler & Katz, P.C. (legal-March): | \$ | 4,441.36 |
| 3. | Joiner Partnership, Inc. (Station 513) | \$ | 2,128.00 |
| 4. | Klein VFD (E-Views maintenance reimb.) | \$ | 2,200.00 |

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

The Board returned to review approval of the Minutes of the March 19, 2015 regular meeting. After review, Motion was made by Mr. **BROST**, seconded by Mr. **GRUNDMEYER** to approve the Minutes. After discussion, the Motion was approved by a vote of 4 to 0.

The Board tabled on revisions to the 2015 District budget.

The Board addressed review of the District five-year plan. There was discussion about adoption of a replacement schedule to replace all the CCEMS AEDs through a purchase through HGAC. The Board asked for additional information from CCEMS.

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 the CCEMS Operations. 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. **BROST** asked about the CCEMS minutes for February 25, 2015. He said that in two places the District funding is referenced. On page 2, there is a comment that CCEMS is still trying to recover from a "reduction in pay" from the District last year; and on page 3 there is a notation that "ESD 11 owes CCEMS \$9 million". Mr. England said he thinks the comments were incorrectly worded in the CCEMS minutes. Mr. **RUSSELL** said maybe the \$9 million comment meant the amount left in the 2015 funding year. Mr. **BROST** said that may be but it should not read like the District owes CCEMS any money.

Mr. England said that in March there were 18 mutual aid responses in District territory and CCEMS provided 26 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. Mr. England said that 8 minutes 00 seconds was the average total response time, with 6 minutes 58 seconds the average travel time and average scene time was 23 minutes 54 seconds, and the average transport was 17 minutes 33 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 3,217 calls, with the prior month's ALS being 1,488 and BLS being 555. Mr. England said there were also 7 life flights.

Mr. England said that the new ambulance was expected by May 1. He said the St. Patrick's Day parade raised about \$40,000.00.

After review, Motion was made by Mr. **GRUNDMEYER**, 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 received a report from Ricardo Martinez of Joiner Partnership, Inc. District architect on the Station 513/Coventry project. He addressed the work progress. He said the schedule is still okay, but the road construction by the developer is delayed. Mr. Martinez said there was a Pay App to the contractor Brookstone in the amount of \$89,513.00, as certified due by the architect. After review, Motion was made by Mr. **BROST**, 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** said a report was expected next month.

The Board addressed commissioner non-attendance at District meetings. Ms. **PLUMMER** said it was unfair to the Board members for one commissioner to be absent from the Board meetings. Counsel was instructed to communicate and inquire with Commissioner Robert Berleth about his non-attendance at District meetings and his intentions.

The Board then addressed third party communications. Counsel said he presented at this meeting documents sent to him by Wayne Dolcefino addressing the EMS billing contract with Kronis and CCEMS financial matters.

The Board next addressed creation of a position of District office manager and budget manager. There was discussion about this being a part-time job and both office manager and budget manager would be one position. Counsel said that was a good idea and he would revise the job descriptions accordingly.

Counsel delivered a legislative update.

The Board received public comment. Ricardo Martinez reported that he had formed Martinez Architects and was still affiliated with Joiner Architects, but was also branching out.

There being no further business brought before the Board nor any further public comment, upon Motion made the meeting adjourned at 9:42 a.m.

Secretary of the Board