

MINUTES OF MEETING OF THE
BOARD OF COMMISSIONERS

May 18, 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, May 18, 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, thus constituting a quorum. Also attending the meeting were: Ms. Robin S. Bobbitt and Mr. Joshua 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. Ron Welch of Municipal Information Services; Mr. Ricardo Martinez of Martinez Architects ("Martinez"), architects for the CCEMS Station No. 52 building; Mr. Mark Eyring of Roth & Eyring, PLLC, special auditor for 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.

APPROVAL OF THE MINUTES

The Board first considered approval of the minutes of the regular meeting of April 20, 2017, previously distributed to the Board. 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 April 20, 2017, as presented.

REVIEW AND APPROVE RECONCILIATION AUDIT REPORT FOR THE FISCAL YEARS ENDED DECEMBER 31, 2015 AND DECEMBER 31, 2016 (the "AUDITS") AND TAKE NECESSARY ACTIONS IN CONNECTION WITH SAME

Commissioner LeBouef entered the meeting at this time.

Mr. Eyring reported that he had completed his review of the CCEMS accounts funded through District payments as outlined in his engagement letter with the District. Mr. Eyring next distributed and reviewed with the Board the draft Reconciliation Audits, copies of which are attached hereto. Mr. Eyring stated that he had been provided with full access to the CCEMS records/books. Mr. Eyring then briefly reviewed other information reflected in the Reconciliation Audits and responded to various questions from the Board. Mr. Eyring next summarized his review of the CCEMS accounts and noted that the District had over funded CCEMS by \$69,400 for 2015 and underfunded CCEMS by \$1,157,896 for 2016. In response to a question, Mr. Eyring explained that the 2016 underfunding was due to the difference between the CCEMS budgeted expense budget submitted to the Board and the actual expenses incurred by CCEMS. 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 Reconciliation Audits, subject to final review and comment by the District's attorney.

Mr. Eyring exited the meeting at this time.

REVIEW AND APPROVE ANNUAL COMPREHENSIVE REVIEW REPORT UPDATE, INCLUDING APPROVAL OF UPDATED AGREEMENT FOR SERVICES FOR INDEPENDENT FINANCIAL ANALYSIS (THE "AGREEMENT") WITH MUNICIPAL INFORMATION SERVICES ("MIS")

Commissioner Ripley then recognized Mr. Welch, who presented to and reviewed with the Board a draft of the updated Annual Comprehensive Review Report for December 2016, a copy of which can be found in the District's files. Mr. Welch explained that he has reviewed the District's assessed valuation trends, population projections and property account verifications. Mr. Welch noted that the District's certified taxable value for the 2015 tax year was \$40.17 billion which increased to almost \$43.93 billion in 2016. Mr. Welch went on to state that the District's population is expected to increase from 528,226 in 2016 to 564,513 total persons in 2021. Mr. Welch then answered various questions from the Board.

Mr. Welch next presented to the Board the proposed Agreement, a copy of which is attached hereto. Mr. Welch stated that such Agreement, if approved by the Board, authorizes MIS to prepare five (5) updates to the Annual Comprehensive Review Reports (starting with this 2017 update) at a cost of \$9,625 per year.

Upon motion by Commissioner LeBouef, seconded by Commissioner Pinard, after full discussion and the question being put to the Board, the Board voted unanimously to accept the updated Annual Comprehensive Review Report for May 2017 and to approve and authorize execution of the Agreement.

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 April 2017 and the 2017 CCEMS budget comparison, copies of which are attached hereto. Mr. England went on to report that during the month of April there had been 2,120 transports, seven (7) Life Flight transports, and that 31% of the calls during the month were "no transports." Mr. England went on to report that during the month of April, the CCEMS had received 12 mutual aid assists and had provided 22 mutual aid assists outside of the CCEMS's boundaries.

Mr. England next reported that Martinez had completed the plans for the new CCEMS Station No. 52 ("Station 52") 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 with the building drywall expected to be completed on Friday and the brickwork to commence on Monday.

Mr. England next reported that the CCEMS continues work on the implementation of a health and wellness program in connection with the health insurance benefits it already offers to its employees. Mr. England added that successfully implementing the wellness program will help the CCEMS realize between \$10,000 and \$12,000 in savings on their annual medical insurance premiums. Mr. England further explained that participation in the program will be voluntary, but that the CCEMS has stated that their goal is to get at least 50% participation among its volunteers and employees.

Mr. England went on to report that Cy-Fair Hospital ("Cy-Fair") was recently granted a Level II Trauma designation on a provisional basis. Mr. England stated 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 its operational efficiency and further reducing response times.

In response to a question from Commissioner Pinard regarding the CCEMS Paramedic 4 Program ("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 was previously discontinued by the CCEMS due to funding issues several years ago. Further discussion ensued regarding whether the Paramedic Program should be reinstated. Mr. England further explained that the CCEMS is compiling various pieces of information in an effort to determine whether it would benefit the CCEMS to reinstate the program.

In response to a question from Commissioner Grundmeyer, Mr. England stated that the CCEMS continually experiences traffic issues around the Willowbrook Mall corridor along FM 1960. Mr. England added that the new E-View intersection controller devices should help alleviate traffic issues in the Willowbrook area.

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 Grundmeyer, 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 May.

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 \$59,001 in property tax revenue, \$1,420.93 in penalties and interest and \$1,684.94 in investment interest. Mr. Russell further reported that all such revenue was deposited into the District's Compass Bank Operating Account.

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, including check no. 1099 to Springwoods Village/Coventry ("Springwoods Village") for payment of the District's pro-rata share of the reforestation fee in the amount of \$52,000 with the other portion of such fee in the amount of \$148,000 to be paid by Harris County Emergency Service District No. 7.

TAX ASSESSOR/COLLECTOR'S REPORT

On behalf of the Harris County Tax Assessor/Collector, the District's tax assessor/collector, Ms. Bobbitt then reviewed with the Board the monthly Tax Assessor/Collector's Reports for the months of March and April, copies of which are attached hereto. Ms. Bobbitt reported that 97.38% of the District 2016 tax levy has been collected as of April 30, 2017. 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 Tax Assessor/Collector's Report, as presented.

REVIEW DISTRICT INVESTMENT POLICY AND TAKE NECESSARY ACTIONS ON SAME

Ms. Bobbitt next reviewed with the Board the District's current Investment Policy, a copy of which is attached hereto. Mr. Russell and Ms. Bobbitt both explained that they are not recommending any changes to the District's Investment Policy at this time. A brief discussion then ensued regarding the District's current Investment Policy, including the investment strategies reflected in such Policy. Upon motion by Commissioner LeBouef, seconded by Commissioner Grundmeyer, after full discussion and the question being put to the Board, the Board voted unanimously to approve the Investment Policy, as presented.

ADOPT RESOLUTION ADOPTING DISTRICT REIMBURSEMENT POLICY

Ms. Bobbitt then presented to and reviewed with the Board a draft Resolution Adopting a District Reimbursement Policy, a copy of which is attached hereto. Ms. Bobbitt explained that, in keeping with the best practices for governmental entities, she is recommending that the Board adopt a District Reimbursement Policy. A brief discussion then ensued regarding the proposed Reimbursement Policy. 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 adopt the Resolution Adopting the District's Reimbursement Policy.

COMMISSIONER'S MONTHLY FACILITIES INSPECTION/TOUR REPORT

Commissioner Ripley next reported that he and Commissioner Pinard had toured the District's emergency medical services facilities at Station No. 59 (7111 Five Forks Drive, Spring, Texas 77379) and Station No. 54 (20225 Stuebner Airline Road, Spring, Texas 77379) facilities after the April Board meeting. Commissioner Pinard added that he had also toured the Station No. 513 ("Station 513") facilities (22310 Springwoods Village Parkway, Spring, Texas 77389) after the meeting last month. Commissioner Ripley stated that he will tour additional 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 then exited the meeting.

In connection with finalizing the necessary documentation to obtain Silver LEED status for CCEMS Station 513, Ms. Bobbitt reminded the Board that at the April meeting they had previously authorized 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 and thereby achieve Silver LEED status. Ms. Bobbitt further reported that the executed and amended electric service contract had been provided to Mr. Chad Joiner for submission to the Green Council for Station 513 Silver LEED certification.

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 noted that a check is being presented at today's Board meeting and will be submitted by her office to Springwoods Village. Ms. Bobbitt added that she will contact Mr. John Peeler, the attorney for Harris County Emergency Services District No. 7 ("ESD 7"), regarding the status of payment of ESD 7's pro-rata share of the reforestation fee, such share being 74% or \$148,000.

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 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.

Mr. Russell then reported that Harris County Emergency Services District No. 9 recently approved the purchase of several E-View intersection controller devices. Mr. England further noted that, upon installation of the devices, CCEMS will be able to obtain the codes for access to such intersection controller devices.

An extensive discussion then ensued regarding the District's Agreement with E-Views Safety Systems, Inc. for the Deployment of Emergency Vehicle Preemption Equipment (the "E-Views Agreement"). Mr. Ellery stated that he will provide the Board with copies of the E-Views Agreement and any amendments thereto.

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 has submitted applications on behalf of the District for the design of a District logo. Commissioner Pinard further explained that several online designers have submitted proposed versions/concepts of a District logo and that he has provided comments on them, but that he was not satisfied with any of the proposals. Commissioner Pinard stated that, upon receipt of the revised versions/concepts of a District logo, he will present all designs to the Board in order for them to choose the best design from among those submitted.

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 it would also be a good idea for Board members to start attending various meetings in the community, such as the monthly Houston Northwest Chamber of Commerce meetings.

ATTORNEY'S REPORT

Ms. Bobbitt next explained that as reported to the Board at the April meeting, her office has substantially completed the process of reviewing, organizing and indexing 22 boxes of District records and files that had been received from Coveler & Peeler, PLLC ("Coveler & Peeler"), the District's former attorney. Ms. Bobbitt added that her staff still needs to review, organize and index 13 boxes of the District's May 2016 election records received from Coveler & Peeler.

Ms. Bobbitt went on to report that she has been in contact with Mr. John Peeler of Coveler & Peeler in order to obtain possession of the election equipment previously purchased by the District. Ms. Bobbitt further explained that the District's election equipment is currently being stored at Amazing Spaces Storage Centers ("Amazing Spaces") at 9040 Louetta Road, Spring, Texas 77379. Ms. Bobbitt stated that her office has obtained a cost estimate in the amount of \$169 per month to obtain storage space for the District. Upon motion by Commissioner LeBouef, seconded by Commissioner Grundmeyer, after full discussion and the question being put to the Board, the Board voted unanimously to: 1) authorize the acquisition of District storage space for District's election equipment at Amazing Spaces at an estimated monthly cost of \$169; and 2) authorize RBAP to acquire the necessary storage space in the name of RBAP.

PUBLIC COMMENTS AND MISCELLANEOUS MATTERS

There were no comments from the public at this time.

All meeting attendees, with the exception of all members of the Board, Ms. Bobbitt and Mr. Ellery exited the meeting at this time.

CONVENE IN EXECUTIVE SESSION

Pursuant to the provisions of the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended, specifically Section 551.071(2), Commissioner Ripley convened the Board in Executive Session at 10:25 a.m., to consult with the District's attorney to discuss and deliberate on certain matters concerning attorney-client privilege. The persons present in the executive session were Commissioners Ripley, Pinard, Plummer, Grundmeyer and LeBouef, Ms. Bobbitt and Mr. Ellery.

RECONVENE IN OPEN SESSION

Commissioner Ripley then reconvened the meeting in open session at approximately 11:18 a.m. With all persons present with the exception of Commissioner LeBouef, at which time and action were taken.

CONFIRM NEXT REGULAR MEETING DATE AND MEETING ADJOURNMENT

Ms. Bobbitt and Mr. Ellery next presented and reviewed with the Board copies of the RBAP Legislative Update of the 85th Legislature (2017), a copy of which is attached hereto.

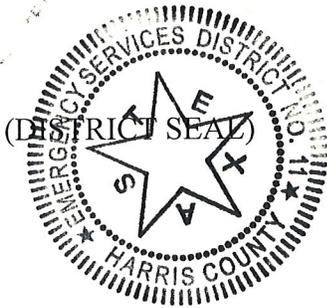
Ms. Bobbitt then reminded the Board that the next regular meeting is scheduled for Thursday, June 15, 2017, at 9:00 a.m.

There being no further business to come before the Board, the meeting was adjourned at approximately 11:21 a.m.

COMMISSIONER'S MONTHLY DISTRICT FACILITIES TOUR

Upon adjournment of the regular Board meeting, Commissioner Ripley met with Mr. England to tour the District's emergency medical services facilities at Station No. 52 (3308 Treaschwig Road, Humble, Texas 77338).

PASSED, APPROVED AND ADOPTED this 15th day of June, 2017.



~~Secretary, Board of Commissioners~~

President,