

MINUTES OF MEETING OF THE  
BOARD OF COMMISSIONERS

August 6, 2019

THE STATE OF TEXAS  
COUNTY OF HARRIS

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11

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The Board of Commissioners (the "Board") of Harris County Emergency Services District No. 11 (the "District") met in special session, open to the public, at 7111 Five Forks Drive, Spring, Texas 77379, a meeting place inside the boundaries of the District, on Tuesday, August 6, 2019, at 6:30 p.m.; whereupon, the roll was called of the members of the Board, to-wit:

Karen Plummer	President
Steve Williams	Vice President
Fred Grundmeyer	Secretary
Robert Pinard	Treasurer/Asst. Secretary
Kevin Brost	Asst. Treasurer

All members of the Board were present, except Commissioner Pinard, thus constituting a quorum. Also attending the meeting were: Ms. Regina D. Adams and Ms. Monica A. Garza, attorneys, and Ms. Carla Christensen, paralegal, of Radcliffe Bobbitt Adams Polley PLLC ("RBAP"), attorneys for the District.

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.

REVIEW, DISCUSS AND TAKE ANY NECESSARY ACTION IN CONNECTION WITH THE DISTRICT'S PROPOSED BUDGET FOR THE FISCAL YEAR ENDING ("FYE") DECEMBER 31, 2020

Commissioner Brost entered the meeting at this time.

The Board first reviewed the proposed budget for FYE December 31, 2020, a copy of which is attached hereto. Ms. Adams then reminded the Board that the District is required to adopt its annual budget prior to setting the 2019 tax rate. An extensive discussion ensued regarding the District's estimated revenues and expenses for FYE December 31, 2020. Ms. Adams reported that she will provide the District's bookkeeper with the requested revisions to the proposed budget line items, as discussed, for preparation of the draft FYE December 31, 2020 budget for the Board's approval at the August 15, 2019 Board meeting.

REVIEW PROPOSALS FOR THE DISTRICT'S PURCHASE OF CELLULAR TELEPHONES ("CELL PHONES") AND TAKE NECESSARY ACTION ON SAME

In response to a question from Commissioner Brost, Ms. Adams reminded the Board that Senate Bill 944 ("SB 944") relates to the Public Information Act ("PIA") and requires current and former officers or employees of a governmental body to forward public information held on a privately owned device to the governmental entity so it can be available to the public or requires the public information be preserved in a cloud or otherwise. Ms. Adams stated, in light of the passage of SB 944, the Board had authorized Mr. Kerry Johnson of NRG Marketing Group, the District's public relations consultant, and Commissioner Brost to obtain proposals for the District's purchase of cell phones for the Commissioners to conduct District-related business.

Commissioner Brost then presented to and reviewed with the Board written proposals from FirstNet/AT&T ("FirstNet"), Verizon Wireless ("Verizon") and T-Mobile for the purchase of District cell phones and the monthly cell phone "safety plans" for first responders, copies of which are attached hereto. Commissioner Brost stated that: 1) FirstNet is offering the District five (5) free Android phones, a \$1,000 bill credit, and \$49.99 per month for each phone, which includes unlimited texts and data; 2) Verizon is offering the District five (5) free Android phones, a \$500 bill credit, and \$49.99 per month for each phone, which includes unlimited texts and data; and 3) T-Mobile is offering the District five (5) free Android phones, no bill credit, and \$48.13 per month for each phone, which includes unlimited texts and data. An extensive discussion ensued regarding the cost(s) to upgrade to an iPhone. Commissioner Brost noted that all plans include the 'push-to-talk' feature.

Upon motion by Commissioner Brost, seconded by Commissioner Williams, after full discussion and the question being put to the Board, the Board voted unanimously to approve the cell phone safety plan proposal from FirstNet, including the upgrade of all Commissioner cell phones to iPhones for a cost not to exceed \$2,500.

ACCEPT RECONCILIATION AUDIT REPORT (DISTRICT FUNDING VS. CYPRESS CREEK EMERGENCY MEDICAL SERVICE ("CEMS") EXPENDITURES) FOR FYE DECEMBER 31, 2018

Ms. Adams next reminded the Board that the District's special auditor, Mr. Mark C. Eyring, CPA, previously distributed and reviewed with the Board the draft Reconciliation Audit for FYE December 31, 2018, a copy of which is attached hereto. Ms. Adams noted that the Board previously agreed to review the draft Reconciliation Audit and contact Mr. Eyring with any questions or comments on the draft Reconciliation Audit (prior to the next regular Board meeting) and to take any necessary action, including approval of the Reconciliation Audit, at the August 15<sup>th</sup> Board meeting.

An extensive discussion ensued regarding the accuracy of the amount that the District reportedly underfunded (\$976,112) CCEMS in 2018 because the District's second (2<sup>nd</sup>) and final installment payment of the previously approved 2018 salary increase occurred after FYE December 31, 2018. Ms. Adams stated that her office will determine the specific date and amount of the District's final installment payment to CCEMS in connection with the 2018 salary increase and review with Mr. Eyring for accuracy.

Commissioner Brost stated that he plans to contact Mr. Eyring to discuss his questions in connection with the draft Reconciliation Audit. It was the consensus of the Board to take any necessary action, including approval of the Reconciliation Audit, at the August 15<sup>th</sup> Board meeting.

An extensive discussion then ensued regarding the District's proposed term sheet in connection with amending its Service Contract with CCEMS.

A discussion next ensued in connection with the District's previously withheld payment to HSSK, LLC ("HSSK") (check no. 1323 in the amount of \$7,020) in connection with its provision of responsive information related the April 30, 2019 PIA request submitted by Mr. Andrew McKinney of McKinney Taylor, P.C., Attorney for CCEMS. Commissioner Brost stated that he will contact Mr. Greg Shuelke with HSSK to further discuss such matter.

There being no further business to come before the Board, the meeting was adjourned at approximately 7:55 p.m.

PASSED, APPROVED AND ADOPTED this 26<sup>th</sup> day of September, 2019.



  
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Asst. Secretary, Board of Commissioners