

NOTICE OF PUBLIC MEETING

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11

Notice is hereby given pursuant to the Texas Government Code, Section 551, as amended that the Board of Commissioners (the "Board") of Harris County Emergency Services District No. 11 (the "District") will meet in regular session, open to the public, at **9:00 a.m., Thursday, December 17, 2020, at the Bridgestone Municipal Utility District Operations and Water Education Center, 19720 Kuykendahl Road, Spring, Texas 77379**, a location within the District, at which the subject of and matters to be considered and acted upon will include the following:

1. Call meeting to order and moment of silence for prayer and reflection;
2. Public comments (2 minute limit per person or 5 minute limit per subject, whichever is less);
3. Review of Pannell Kerr Forster of Texas, P.C.'s Special District Examination Report related to:
 - a) reconciliation of District funding vs. Cypress Creek Emergency Medical Services ("CEMS") expenditures, b) physical inventory of District and CCEMS assets and c) conclusions from the HSSK, LLC report;
4. Ratify approval of:
 - a. Consulting Agreement with the Metropolitan Area EMS Authority dba MedStar Consulting ("MedStar");
 - b. Commercial Brokerage Services Agreement with J T Lynch Company, LLC; and
 - c. Letter Agreement with Harris County Emergency Corps and the District;
5. Approve the minutes of the regular meeting of November 19, 2020 and the minutes of the special meetings of November 12, 2020 and November 22, 2020;
6. Confirmation of auditor engagement for preparation of District audit for fiscal year ending ("FYE") December 31, 2020;
7. Status of transition to new intersection preemption controller devices, including authorize additional payment(s) related to same, as necessary;
8. MedStar Report;
9. Executive Director's Report, including:
 - a. status report on interviews/offers of employment of Chief Operating Officer, Executive Assistant, Chief Administrative Officer and Director of Clinical Services;
 - b. approve and authorize execution of Contract with Medical Director;
 - c. status of purchasing card/credit card;
 - d. status of establishing the necessary vendor accounts for District administration purposes; and
 - e. adopt singular District Organizational Chart;
10. Review and approve Employee Purchasing, Credit Card, Travel and Meal Expense Policies;
11. Discuss communications with Emergency Medical Services provider candidates, and take any necessary actions on same;
12. Review and discuss financial and operational matters related to CCEMS, including:
 - a. monthly operations and financial report;
 - b. CCEMS billing/collection processes and procedures;
 - c. investigation of CCEMS maintenance facility and employees related thereto; and
 - d. discuss transitional matters with CCEMS Board of Directors and take any necessary actions on same;
13. Financial Report from District Treasurer and Bookkeeper, including:
 - a. approve payment of bills and issuance of checks;

- b. review budget comparison;
- c. review quarterly investment report; and
- d. amend budget for FYE ending December 31, 2021, if necessary;
- 14. Approve Amendment to Bookkeeping Contract with Myrtle Cruz, Inc.;
- 15. Tax Assessor/Collector's Report;
- 16. Communications Report, including status of public relations activities;
- 17. Discuss status of potential additional station locations and acquisition of additional ambulances, including:
 - a. status of real estate acquisitions and due diligence for same and take any necessary actions on same, including approve loan resolution for financing of real property, authorize Board President or Vice President and Secretary or Assistant Secretary to execute finalized financing documents, and authorize General Counsel and Financial Advisor to take any other necessary actions to close the transaction; and
 - b. status of receipt of additional ambulances;
- 17. Attorney's Report, including:
 - a. review matters related to Service Agreement with CCEMS, including status of *CCEMS vs. the District, et al*, and take any necessary action on same; and
 - b. review recent Public Information Act requests, and status of responses to same;
- 18. Authorize filing of Annual Report with the Texas Department of Emergency Management;
- 19. Authorize filing of financial and tax-related information with Texas Comptroller pursuant to Texas Local Government Code, §203.062 and §403.0241 for the Special Purpose District Public Information Database;
- 20. Review and approve 2021 Annual Agenda;
- 21. Review District consultant contracts and take any necessary actions on same;
- 22. Executive Session pursuant to Chapter 551, Texas Government Code, (Open Meetings Act) to discuss District matters, as may be necessary; and
- 23. Adjournment.

The Board of Commissioners is authorized by the Open Meetings Act to convene in closed or executive session for certain purposes. These purposes include: receiving legal advice from its attorney(s) pursuant to §551.071, Texas Government Code; discussing real property matters pursuant to §551.072, Texas Government Code; discussing gifts and donations pursuant to §551.073, Texas Government Code; discussing personnel matters pursuant to §551.074, Texas Government Code; and, discussing security personnel or devices pursuant to §551.076, Texas Government Code. If the Board decides to enter into executive session regarding any item on this agenda, the Presiding Officer will announce that an executive session will be held and will identify the item to be discussed and provision of the Open Meetings Act that authorizes the closed or executive session.

EXECUTED this 14th day of December 2020.



HARRIS COUNTY EMERGENCY SERVICES
DISTRICT NO. 11

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* Members of the public and/or District consultants may attend the Board meeting via teleconference if they so choose, at **713.955.6338**, **Access Code 237-1223**, due to restrictions placed on gathering in groups due to the COVID-19 State of Texas and Harris County emergency declarations.