

MINUTES OF MEETING OF THE
BOARD OF COMMISSIONERS

January 7, 2021

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 special session, open to the public, at the Bridgestone Municipal Utility District ("Bridgestone") Operations and Water Education Center, 19720 Kuykendahl Road, Spring, Texas 77379, a meeting place inside the boundaries of the District, on Thursday, January 7, 2021, at 9:00 a.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 at the meeting except Commissioner Plummer attended via teleconference, and therefore did not participate in deliberation or votes. Also attending the meeting were: Mr. Doug Hooten, Executive Director for the District; Mr. Jamie Chebra, Chief Operating Officer-select for the District; Ms. Chris Linn of Myrtle Cruz, Inc. bookkeeper for the District; Ms. Regina D. Adams and Ms. Monica Garza, attorneys, and Ms. Carla Christensen, paralegal, of Radcliffe Bobbitt Adams Polley PLLC ("RBAP"), attorneys for the District; Mr. Brian Trachtenberg and Ms. Anna Phillips (via teleconference) of Greathouse Holloway McFadden Trachtenberg, special counsel to the District; Mr. Zach Karrenbrock of 62 Digital, LLC ("62 Digital"), the District's website service provider and communications coordinator; Mr. Wren Nealy, Cypress Creek Emergency Medical Services ("CCEMS") Chief Executive Officer; Mr. Dave Billings, member of the CCEMS Board of Directors; Mr. George Vie of Feldman & Feldman, P.C., attorney for CCEMS; and members of the public. A copy of the sign-in sheets are attached hereto.

There were other members of the public in attendance via conference call but were unable to be identified other than by telephone number.

WHEREUPON, the meeting was called to order by the Vice 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.

This meeting was video recorded by an unknown CCEMS employee for use by CCEMS and by 62 Digital for use by the District. The meeting was also streamed live by 62 Digital on the District's website.

The Board held a 30-second moment of silence for prayer and reflection.

PUBLIC COMMENTS

The Vice President then recognized Mr. Michael Palmquist, a resident of the District, who noted that he previously read a statement requesting that the Commissioners sign a pledge that they will not personally profit in any way from the replacement of CCEMS. A brief discussion ensued after which Ms. Adams stated that the Commissioners, as elected government officials, are required to execute documentation upon being sworn into office (Oath of Office, Statement of Officer and Affidavit of Commissioner) that address such issue.

There were no additional public comments at this time.

EXECUTIVE DIRECTOR'S REPORT, INCLUDING:

PROPOSALS FOR EMPLOYEE INSURANCE, BENEFITS AND RETIREMENT PLANS AND TAKE ANY NECESSARY ACTION ON SAME

Mr. Hooten then reported that he coordinated with various, qualified companies to identify a company that can provide the District with employee benefit/insurance package options. Mr. Hooten went on to state that he is now coordinating with HUB International to obtain information and options for employee benefit/insurance plans. Mr. Hooten also reported that he has submitted an application for the District's participation in the Texas County and District Retirement System retirement plan.

Mr. Hooten next reported that he is working on completing applications with various potential vendors for the District.

APPROVE DISTRICT PURCHASE ORDERS, AS MAY BE NECESSARY

Mr. Hooten next presented to and reviewed with the Board a purchase order and proposal from CDW-G for the purchase of four (4) computers for District staff use (\$14,000), copies of which are attached hereto. A discussion ensued.

Upon motion by Commissioner Brost, seconded by Commissioner Pinard, after full discussion and the question being put to the Board, the Board voted unanimously to authorize the purchase of four (4) computers from CDW-G and authorize payment not to exceed \$20,000 for the cost of same.

In response to a question from Commissioner Grundmeyer, Mr. Hooten stated that the District's Chief Financial Officer (the "CFO") will be tasked with preparing District pro formas. Mr. Hooten noted that he anticipates providing such pro formas to the Commissioners for consideration by early February.

STATUS OF DISTRICT EMPLOYEE PROCUREMENT AND TAKE ANY NECESSARY ACTION ON SAME

Mr. Hooten then reported that, in coordination with the District's Personnel Committee, the District offered and: 1) Mr. James Chebra has accepted the position of Chief Operating Officer (the "COO") for the District; 2) Mr. Robert Farmer has accepted the position of Chief Administrative Officer for the District; 3) Mr. Dave Snavely has accepted the position of CFO

for the District and 4) Ms. Shirely Ware has accepted the position of Executive Assistant for the District. Mr. Hooten also reported that the Board previously approved the Contract for Medical Director with Dr. Casey Patrick.

Mr. Hooten then stated that Mr. Chebra, the District's COO, will begin work officially on January 11th. Mr. Hooten also noted that any interested persons can submit employment applications via the District website.

STATUS OF PROCUREMENT OF REAL ESTATE FOR DISTRICT ADMINISTRATION OFFICES AND STATION

Ms. Adams next reported that the keys to the property that the District is leasing and is in the process of purchasing have been provided to Mr. Hooten. Ms. Adams reported that closing on the District's purchase of such property is scheduled for January 14th.

AUTHORIZE PUBLICATION OF NOTICE OF DISTRICT ADMINISTRATION OFFICE ADDRESS

Ms. Adams next reported that, pursuant to Section 775.036(f), Texas Health and Safety Code, RBAP will schedule the annual publication of the District's administrative office location in the *Houston Chronicle* by January 31, 2021. A discussion ensued regarding updating the Administration Office Location from that of the District's General Counsel to the new District Administration Building at 18334 Stuebner Airline, Spring, Texas 77379. Upon motion by Commissioner Pinard, seconded by Commissioner Brost, after full discussion and the question being put to the Board, the Board voted unanimously to authorize the publication of the Notice of District Administration Office, with such address being 18334 Stuebner Airline, Spring, Texas 77379.

REVIEW MATTERS RELATED TO SERVICE AGREEMENT WITH CCEMS, INCLUDING STATUS OF CYPRESS CREEK EMERGENCY MEDICAL SERVICES VS. THE DISTRICT, ET AL (THE "LITIGATION") AND TAKE NECESSARY ACTION REGARDING SAME

It was noted that this matter would be discussed during Executive Session.

STATUS OF DISTRICT EMPLOYEE PROCUREMENT AND TAKE ANY NECESSARY ACTION ON SAME, CNTD.

Commissioner Williams then stated that the Board would be going into Executive Session at this time on these two items to discuss matters of attorney-client privilege, pending or contemplated litigation and personnel matters pursuant to Sections 551.071 and 551.074, Texas Government Code respectively.

All meeting attendees, with the exception of all members of the Board present, Ms. Adams, Ms. Garza, Ms. Christensen, Mr. Trachtenberg (via teleconference), Ms. Phillips (via teleconference) and Mr. Hooten exited the meeting at 9:18 a.m.

Pursuant to the provisions of the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended, specifically Sections 551.071 and 551.074 regarding matters of attorney-client privilege, pending or contemplated litigation and personnel matters,

Commissioner Williams convened the Board in Executive Session at 9:25 a.m., to consult with the District's attorney regarding the Litigation and Mr. Hooten regarding District personnel matters. The persons present in the Executive Session at various times were Commissioners Plummer (via teleconference), Williams, Pinard, Grundmeyer and Brost, Ms. Adams, Ms. Garza, Ms. Christensen, Mr. Trachtenberg (via teleconference), Ms. Phillips (via teleconference) and Mr. Hooten.

RECONVENE IN OPEN SESSION

After the conclusion of Executive Session, all meeting attendees still present re-entered the meeting at 10:57 a.m.

Commissioner Williams then reconvened the meeting in open session at approximately 11:01 a.m. at which time the following action was taken by the Board:

STATUS OF DISTRICT EMPLOYEE PROCUREMENT AND TAKE ANY NECESSARY ACTION ON SAME

Upon motion by Commissioner Brost, seconded by Commissioner Grundmeyer, after full discussion and the question being put to the Board, the Board voted unanimously to authorize the District's Executive-level staff to proceed with the hiring process for District middle-management positions.

REVIEW MATTERS RELATED TO SERVICE AGREEMENT WITH CCEMS, INCLUDING STATUS OF CYPRESS CREEK EMERGENCY MEDICAL SERVICES VS. THE DISTRICT, ET AL (THE "LITIGATION") AND TAKE NECESSARY ACTION REGARDING SAME

Upon motion by Commissioner Grundmeyer, seconded by Commissioner Pinard, after full discussion and the question being put to the Board, the Board voted unanimously to authorize the District's special counsel to direct implementation of Phase 2 of the forensic examination by Pannell Kerr Forster of Texas, P.C.

There being no further business to come before the Board, the meeting was adjourned at 11:02 a.m.

PASSED, APPROVED AND ADOPTED this 25th day of February, 2021.


Secretary, Board of Commissioners

