

MINUTES OF MEETING OF THE
BOARD OF COMMISSIONERS

February 4, 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 District's Administration Building, 18334 Stuebner Airline Road, Spring, Texas 77379, a meeting place inside the boundaries of the District, on Thursday, February 4, 2021, 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, thus constituting a quorum. Also attending the meeting were: Mr. Douglas Hooten, Executive Director of the District; Mr. Dave Snavelly, Chief Financial Officer of the District; Mr. Rob Farmer, Chief Administrative Officer of the District; Mr. Ricardo Martinez of Martinez Architects ("Martinez"); Ms. Regina D. Adams, Mr. Elliot M. Barner and Ms. Sholeh Abedinzadeh, attorneys, 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. Andi Li of *The Community Impact*; Mr. Wren Nealy, Cypress Creek Emergency Medical Services ("CCEMS") Chief Executive Officer; Mr. Steven Beesley, CCEMS Interim Public Information Officer; Mr. George Vie of Feldman & Feldman, P.C., attorney for CCEMS; and numerous members of the public and CCEMS employees. A copy of the sign-in sheets are attached hereto.

There were numerous 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 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 Mr. Beesley 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 President then recognized Mr. Shay McGarr, a resident of the District and President of the Gleannloch Farms Community Association, who expressed his concerns regarding the District's transition to a self-operating model of emergency medical services ("EMS"), the District's budget and the funds previously withheld from CCEMS. Mr. McGarr requested that an item to hear from him be added to the next Board meeting agenda since his comments exceed the two (2) minute time limit.

At this time, an unidentified male stated that he would like to see the District's budget and hear what Mr. Nealy has to say about CCEMS' current funding needs.

Next, an unidentified female stated that she would like to know what the District is doing with taxpayer money.

There were no additional public comments at this time.

EXECUTIVE DIRECTOR'S REPORT, INCLUDING:

STATUS OF INTERVIEWS AND OFFERS OF EMPLOYMENT, INCLUDING MIDDLE-MANAGEMENT POSITIONS

Mr. Hooten then reported that he has received and is reviewing applications in connection with the middle-management positions.

STATUS OF ESTABLISHING THE NECESSARY VENDOR ACCOUNTS FOR DISTRICT ADMINISTRATION PURPOSES

Mr. Hooten reported that he is coordinating with various vendors to establish District administration accounts as well as for the District's supply chain.

STATUS OF PROCUREMENT OF TEXAS DEPARTMENT OF STATE HEALTH SERVICES ("DSHS") EMS PROVIDER LICENSE AND ANY RELATED ACTIONS

Mr. Hooten next reported that he continues to coordinate with Mr. Zavadsky of Metropolitan Area EMS Authority dba MedStar Consulting in connection with the preparation of the District's application to obtain a DSHS EMS Provider license. Mr. Hooten stated that he plans to submit the application to DSHS within the next week.

AUTHORIZE ENROLLMENT AS A MEDICARE PROVIDER, AS NECESSARY

Mr. Hooten then stated that, in the near future, the District will need to enroll as a Medicare provider.

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

Mr. Hooten then reported that he is working to identify a company that can provide the District with employee benefits/insurance package options. Mr. Hooten went on to state that he

has narrowed down to two (2) companies and plans to present proposals for employee benefits/insurance plans to the Board at the February 18th meeting. Mr. Hooten also reported that he has submitted an application for the District's participation in Texas County and District Retirement System.

STATUS OF PROCUREMENT OF ADDITIONAL AMBULANCES AND TAKE ANY NECESSARY ACTIONS ON SAME

Mr. Hooten reminded the Commissioners that they previously authorized him to negotiate through one (1) of the District's cooperative purchasing partners to purchase 30 F-450 extended cab chassis for a cost not to exceed \$1.7 million. Mr. Hooten explained that with the 'fleet status' discount, the District will be able to procure ten (10) additional F-450 extended cab chassis at no additional cost.

STATUS OF ESTABLISHMENT OF DISPATCH/COMMUNICATIONS CENTER ("DISTRICT COMM CENTER")

Mr. Hooten reminded the Board that he and Commissioners Brost and Pinard have had preliminary meetings with the chiefs of the fire departments located within the District in connection with future plans for a District Comm Center.

Mr. Hooten went on to state that he informed the chiefs of the fire departments and associated emergency services districts within the District's boundaries that the Board's intent is to construct and own a communications center for 911 District EMS calls and that the fire departments will have the option to participate, for a fee, in the District Comm Center with the possibility of allowing joint control/ownership in a future back-up 911 communications center within the District.

Further discussion ensued regarding the proposed District Comm Center and ownership/participation in same. Mr. Hooten stated that he will continue to coordinate with the Board's Communications Committee regarding the District Comm Center and any additional meetings with the fire department chiefs and other emergency services districts located within the District.

REVIEW AND APPROVE PURCHASE ORDERS FOR VEHICLES, SUPPLIES, FURNITURE, FIXTURES AND EQUIPMENT FOR THE DISTRICT AND AUTHORIZE PROCUREMENT OF FINANCING FOR SAME, AS NECESSARY, INCLUDING:

LOGIS SOLUTIONS PROPOSAL FOR COMPUTER AIDED DISPATCH ("CAD") SYSTEM

Mr. Hooten then presented to and reviewed with the Board a proposal from VLI Tech/Logis Solutions ("VLI Tech") for implementation of a CAD System for the District, a copy of which is attached hereto. A discussion ensued.

Upon motion by Commissioner Williams, seconded by Commissioner Grundmeyer, after full discussion and the question being put to the Board, the Board voted unanimously to accept the proposal from VLI Tech for preparation and implementation of a CAD System for the District, subject to receipt of a completed Form 1295 from VLI Tech.

DIALPAD PROPOSAL FOR TELEPHONE SYSTEM

Mr. Hooten then presented to and reviewed with the Board a proposal from DialPad for the purchase and maintenance of a telephone system for the District, a copy of which is attached hereto. A discussion ensued.

Upon motion by Commissioner Williams, seconded by Commissioner Grundmeyer, after full discussion and the question being put to the Board, the Board voted unanimously to accept the proposal from and authorize execution of the Service Agreement with DialPad for the purchase and maintenance of a telephone system for the District, subject to receipt of a completed Form 1295 from DialPad.

Mr. Hooten next presented to and reviewed with the Board a memorandum regarding the proposed costs and vendors researched in connection with his recommendation to the Board for the District to contract with ADP, a cloud-based outsourced payroll vendor, a copy of which is attached hereto. A discussion ensued. 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 and authorize execution of a Service Agreement with ADP for payroll vendor services for the District, subject to RBAP's review and comment on same.

Ms. Adams then requested Board authorize the District's financial advisor to procure the necessary financing options for the District's acquisition of vehicles and additional capital expenditures. Ms. Adams stated that, if authorized, the District's financial advisor would make a recommendation regarding same at an upcoming Board meeting.

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 authorize the District's financial advisor to procure the necessary financing options for the District's acquisition of vehicles and additional capital expenditures.

ADMINISTRATION FACILITIES REPORT, INCLUDING:

STATUS OF DESIGN/ARCHITECTURAL SERVICES IN CONNECTION WITH REDEVELOPMENT OF DISTRICT PROPERTY AND TAKE NECESSARY ACTIONS ON SAME

Mr. Martinez then reported that he has been coordinating with Mr. Hooten and the District's staff regarding the redevelopment of the District's newly-acquired property and Martinez is proceeding with the design for the phased redevelopment project. Mr. Martinez added that the District's property is being surveyed. A discussion ensued.

STATUS OF SOLICITATION OF PROPOSALS FOR CONSTRUCTION MANAGER AT RISK AND ESTABLISH DISTRICT CONSTRUCTION COMMITTEE

Mr. Martinez next reported that Martinez has solicited the Request for Proposals ("RFP") for construction manager at risk for the construction of the Phase I redevelopment of the District's property. A discussion ensued regarding appointing a Construction Committee to coordinate with Martinez regarding the design and construction of the redevelopment of the District's property.

Upon motion by Commissioner Williams, seconded by Commissioner Grundmeyer, after full discussion and the question being put to the Board, the Board voted unanimously to appoint Commissioners Brost and Pinard to the District's Construction Committee.

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 District's financial advisor to procure the necessary financing options for the District's construction of phase I of the redevelopment of the District's property.

REVIEW MAINTENANCE AND REPAIR ITEMS FOR DISTRICT FACILITIES AND TAKE NECESSARY ACTIONS ON SAME

Mr. Hooten stated that he has no District maintenance or repairs items for consideration at this time.

STATUS REPORT ON INTERVIEWS AND OFFERS OF EMPLOYMENT

REVIEW MATTERS RELATED TO THE SERVICE AGREEMENT WITH CCEMS, INCLUDING STATUS OF CCEMS VS. THE DISTRICT, ET AL (THE "CCEMS LITIGATION"), AND TAKE NECESSARY ACTION ON SAME

Commissioner Plummer then stated that the Board would be going into Executive Session at this time 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 regarding these agenda items.

All meeting attendees, with the exception of all members of the Board present, Ms. Adams, Ms. Abedinzadeh, Mr. Trachtenberg, Ms. Phillips (via teleconference) and Mr. Hooten exited the meeting at 7:03 p.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 Plummer convened the Board in Executive Session at 7:04 p.m., regarding personnel matters and CCEMS Litigation. The persons present in the Executive Session at various times were Commissioners Plummer, Williams, Pinard, Grundmeyer and Brost, Ms. Adams, Ms. Abedinzadeh, Mr. Trachtenberg, Ms. Phillips (via teleconference) and Mr. Hooten.

RECONVENE IN OPEN SESSION

All meeting attendees still present re-entered the meeting at 8:52 p.m.

Commissioner Plummer then reconvened the meeting in open session at approximately 8:53 p.m. at which time the following action was taken by the Board:

Upon motion by Commissioner Williams, seconded by Commissioner Brost, after full discussion and the question being put to the Board, the Board voted unanimously to authorize the District's special counsel to proceed with necessary actions pertaining to the CCEMS Litigation,

as discussed in Executive Session.

There being no further business to come before the Board, the meeting was adjourned at 8:54 p.m.

PASSED, APPROVED AND ADOPTED this 18th day of March, 2021.



Secretary, Board of Commissioners