

MINUTES OF MEETING OF THE
BOARD OF COMMISSIONERS

February 20, 2023

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 Monday, February 20, 2023, at 6:00 p.m.; whereupon, the roll was called of the members of the Board, to-wit:

Karen Plummer	President
Steve Williams	Vice President
Dorothy Dalton	Secretary
Robert Pinard	Treasurer/Asst. Secretary
Zach Dunlap	Asst. Treasurer

All members of the Board were present, thus constituting a quorum. Also attending the meeting were the following District employees: Mr. Jamie Chebra, Interim Chief Executive Officer ("CEO"); Mr. Tony Farmer, Chief Financial Officer ("CFO"); Ms. Shirley Ware, Executive Assistant; Ms. Katie Conn, Compliance Manager; Ms. Ana Ishaq, Messrs. Nadeem Ishaq, Justin Pike, and Andrew Currier and Ms. Brenna Jaskowiak. District consultants in attendance were: Ms. Regina D. Adams of Radcliffe Bobbitt Adams Polley PLLC ("RBAP"), general counsel for the District; and Mr. Zach Karrenbrock of 62 Digital, LLC ("62 Digital"), the District's communications coordinator. Members of the public were also in attendance. A copy of the sign-in sheet is attached hereto.

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 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 recognized Ms. Tiffany Howard, who stated that it was her opinion that the District does not need a CEO and the CEO's salary would be better spent towards educational programs.

There were no additional public comments at this time.

REVIEW PROPOSAL FROM SOUTH TEXAS SURVEYING ASSOCIATIES INC. ("SOUTH TX SURVEYING") FOR SURVEYING DISTRICT PROPERTY AND TAKE NECESSARY ACTIONS REGARDING SAME

Mr. Chebra then presented to and reviewed with the Board a proposal from South TX Surveying for the surveying of the District's properties at 18334 and 18126 Stuebner Airline Road, Spring, Texas 77379 (the "Property"), a copy of which is attached hereto. Mr. Chebra noted that the estimated cost to survey the Property was \$3,600.00. Ms. Adams stated that her office had reviewed and provided comments on such proposal. A discussion ensued.

Upon a motion by Commissioner Williams, seconded by Commissioner Dalton, after full discussion and the question being put to the Board, the Board voted unanimously to accept the proposal from South TX Surveying and authorize Mr. Chebra to execute same.

REVIEW ADP SERVICE MATTERS AND TAKE ANY NECESSARY ACTIONS REGARDING SAME

Mr. Chebra next reminded the Board that the District previously approved a Master Services Agreement with ADP for payroll and related services (the "ADP Agreement"). Mr. Chebra stated that ADP was failing to meet the terms of the ADP Agreement. A discussion ensued. Upon motion by Commissioner Williams, seconded by Commissioner Dalton, after full discussion and the question being put to the Board, the Board voted unanimously to terminate the ADP Agreement the timing of which would be as deemed necessary by relevant District staff.

REVIEW PROPOSALS FOR PAYROLL SERVICES AND TAKE ANY NECESSARY ACTIONS ON SAME

Mr. Chebra then reported that the District recently received three (3) proposals from payroll vendors. Mr. Chebra stated that, after the District staff's review of the proposals, he recommended that the Board accept the proposal from Paycor, Inc. ("Paycor") and approve the Paycor Service Agreement for payroll and related services, a copy of which is attached hereto. Ms. Adams noted that RBAP had reviewed and commented on the Paycor Service Agreement and prepared the necessary Addendum to same. A discussion ensued regarding same.

Upon motion by Commissioner Williams, seconded by Commissioner Dalton, after full discussion and the question being put to the Board, the Board voted unanimously to accept the Paycor proposal and approve and authorize the CEO to execute, the Paycor Service Agreement and related Addendum, subject to finalization of same.

REVIEW AND CONSIDER CEO EMPLOYMENT AGREEMENT

Commissioner Plummer then stated that the Board would be going into Executive Session to deliberate personnel matters pursuant to Section 551.074, Texas Government Code.

All members of the Board present and Ms. Adams convened into Executive Session at 6:08 p.m.

Commissioner Pinard entered Executive Session at 6:12 p.m.

Mr. Chebra entered Executive Session at 7:16 p.m., exited Executive Session at 8:10 p.m. and re-entered Executive Session at 8:15 p.m.

All other meeting attendees still present re-entered the meeting at 8:20 p.m.

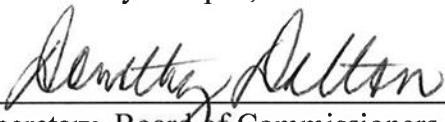
RECONVENE IN OPEN SESSION

Commissioner Plummer reconvened the meeting in open session at approximately 8:21 p.m. at which time the following action was taken by the Board:

Upon motion by Commissioner Williams, seconded by Commissioner Pinard, after full discussion and the question being put to the Board, the Board voted unanimously to appoint Mr. Chebra as CEO, effective immediately at the salary discussed in Executive Session and subject to the finalization of an employment agreement for same.

There being no further business to come before the Board, the meeting was adjourned at 8:22 p.m.

PASSED, APPROVED AND ADOPTED this 4th day of April, 2023.


Secretary, Board of Commissioners

