

MINUTES OF MEETING OF THE
BOARD OF COMMISSIONERS

April 25, 2023

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 regular 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 Tuesday, April 25, 2023, at 5:00 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, except Commissioner Dalton, thus constituting a quorum. Also attending the meeting were the following District employees: Mr. Jamie Chebra, Chief Executive Officer ("CEO"); Mr. Tony Farmer, Chief Financial Officer ("CFO"); Ms. Katie Conn, Compliance Manager; Ms. Dan Wang, Financial Controller; Dr. Casey Patrick, Medical Director; Mr. Xavier De La Rosa, Chief Clinical Officer; and Messrs. Carlo DiBonaventura, Steven Ray, Jordan Anderson, Kevin Nutt and Mark Price and Ms. Dana Hogue and Ms. Brandi King. District consultants in attendance were: Mr. Rene Aviles of J.E. Dunn Construction Co. ("J.E. Dunn"); Ms. Regina D. Adams and Ms. Meredith King, attorneys, and Ms. Carla Christensen, paralegal, of Radcliffe Adams Barner PLLC ("RAB"), general counsel for the District; and Mr. Xander Kannick of 62 Digital, LLC ("62 Digital"), the District's communications coordinator. Numerous 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 moment of silence for prayer and reflection.

PUBLIC COMMENTS

There were no public comments at this time.

PRESENTATION OF SERVICE AND MERITORIOUS AWARDS

Mr. Chebra then recognized Mr. DiBonaventura, an in-charge paramedic, and presented him with a Meritorious Service Award in recognition of his dedication and outstanding service to the District.

APPROVAL OF THE MINUTES

The Board considered approval of the March 14, 2023 special and April 4, 2023 regular meetings minutes. Upon motion by Commissioner Williams, seconded by Commissioner Dunlap, after full discussion and the question being put to the Board, the Board voted unanimously to approve the March 14, 2023 special and April 4, 2023 regular meetings minutes and certified agendas for same.

ADMINISTRATION, DISPATCH AND LOGISTICS FACILITIES CONSTRUCTION/ DEVELOPMENT REPORT, INCLUDING:

STATUS OF CONSTRUCTION OF PHASE II OF DISTRICT ADMINISTRATION COMPLEX BY J.E. DUNN AND TAKE NECESSARY ACTION ON SAME

In the absence of Mr. Ricardo Martinez of Martinez Architects, Mr. Aviles reported that the only outstanding item for the Phase II Project was delivery and installation of the Administration Complex signage. Mr. Aviles stated that the signage was scheduled to be installed the week of May 22nd.

CONSIDER CONSTRUCTION PAY APPLICATIONS ("PA") AND/OR CHANGE ORDERS ("CO")

Mr. Aviles then presented to and reviewed with the Board PA No. 25 from J.E. Dunn in the amount of \$202,726.00 for the Phase II Project, a copy of which is attached hereto. Mr. Aviles noted that the remaining construction contract balance on the Phase I and II Projects was \$1,757,371.00. A discussion ensued.

In response to a question, Mr. Aviles stated that J.E. Dunn anticipated presenting the final PA for the Phase II Project within the following two (2) months.

Upon motion by Commissioner Dunlap, seconded by Commissioner Pinard, after full discussion and the question being put to the Board, the Board voted unanimously to authorize payment to J.E. Dunn in the amount of \$202,726.00 for PA No. 25.

STATUS OF SURVEY OF DISTRICT ADMINISTRATION PROPERTY AND TAKE ANY NECESSARY ACTIONS ON SAME

Mr. Chebra then reminded the Board that it previously accepted a proposal from South Texas Surveying Associations, Inc. ("South TX Survey") for the surveying of the District's properties at 18334 and 18126 Stuebner Airline Road (the "District Property"). Mr. Chebra reported that he was still coordinating with South TX Survey regarding completion of an accurate survey of the District Property.

CEO REPORT

Mr. Chebra then reported on various service matters, including the status of the District's operations, ambulance fleet, communications, District staffing and hospital wall times during March 2023.

REVIEW COMPLIANCE, COMMUNICATIONS, CLINICAL MATTERS AND OPERATIONS

Mr. Chebra next presented to and reviewed with the Board the monthly Operations, Information Technology and Compliance Reports, copies of which are attached hereto.

Mr. Chebra then reviewed with the Board: 1) critical failures; 2) fleet updates; 3) the IT Report; and 4) the 24 hour unit consumption time, copies of which are attached hereto. Mr. Chebra also reported that, during the month of March 2023, the District's ambulance fleet had driven a total of 110,481 miles.

Mr. Chebra reported that in the previous month, the District: 1) operated its ambulances with approximately 154 lost unit hours; 2) received 4,807 calls, of which 3,094 resulted in transports to hospitals; 3) provided mutual aid 12 times and requested mutual aid 6 times; and 4) maintained an overall response time compliance of 88% for March.

Mr. De La Rosa then presented to and reviewed with the Board the Clinical Report for March 2023, a copy of which is attached hereto. Mr. Nutt next reviewed with the Board the "low level" availability report. A discussion ensued. Mr. De La Rosa and Dr. Patrick then answered questions from the Board.

REVIEW PROPOSAL AND MAINTENANCE AGREEMENT FROM CUMMINS, INC. ("CUMMINS") FOR GENERATOR PREVENTATIVE MAINTENANCE AND TAKE NECESSARY ACTIONS ON SAME

Mr. Chebra then presented to and reviewed with the Board a proposal from Cummins and the related Maintenance Agreement for preventative maintenance of the District's generators, copies of which are attached hereto. Ms. Adams noted that RAB reviewed and commented on the Cummins Maintenance Agreement. Mr. Chebra stated that the proposed cost for generator maintenance by Cummins over a five (5) year period was \$30,696.14. Upon motion by Commissioner Williams, seconded by Commissioner Dunlap, after full discussion and the question being put to the Board, the Board voted unanimously to accept the Cummins proposal and approve and authorize the CEO to execute the Cummins Maintenance Agreement, copies of which are attached hereto.

AUTHORIZE REQUESTING PROPOSALS FOR CLEANING SERVICES FOR DISTRICT FACILITIES

Mr. Chebra stated that Spark Clean, the current cleaning service for the District, recently informed him that they would be increasing their fees substantially due to the substantial increase in size of the District facilities to be cleaned. Mr. Chebra next requested Board authorization to

request proposals from cleaning service companies for the Board's review at the May 23rd Board meeting. A discussion ensued.

Upon motion by Commissioner Pinard, seconded by Commissioner Williams, after full discussion and the question being put to the Board, the Board voted unanimously to authorize Mr. Chebra to explore internal District personnel options for cleaning the District's facilities and obtain proposals from cleaning service companies for the Board's review.

DISPATCH AND BILLING LICENSING UPDATES AND TAKE NECESSARY ACTIONS ON SAME

Mr. Farmer reminded the Board that it accepted the proposal from Zoll/RescueNet (hosted by Zoll) for the purchase of the billing software licenses for a five (5)-year term for \$322,712.04. A discussion ensued. Mr. Farmer noted that District staff anticipated implementation of the new billing software on May 1st to be effective for transports beginning on June 1st.

CFO REPORT

APPROVE PAYMENT OF BILLS AND ISSUANCE OF CHECKS, AND REVIEW INVESTMENT REPORT

The President then recognized Mr. Farmer, who presented to and reviewed with the Board the summary of activity, profit and loss statement, budget comparison, statement of cash flows, debt service payment schedule, list of checks and related invoices being presented for payment and the Investment Report, copies of which are attached hereto. A discussion ensued.

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 approve payment of the bills as submitted, with the exception of the JINCO invoices, which would be considered separately.

Commissioner Plummer stated that she had a conflict of interest in connection with the JINCO invoice(s) and payment of same and would be abstaining from any discussion or action on such matter.

Upon motion by Commissioner Williams, seconded by Commissioner Pinard, after full discussion and the question being put to the Board, the Board voted three (3) votes in favor with one (1) abstention by Commissioner Plummer, to authorize payment of the JINCO invoices.

A discussion ensued regarding current staffing shortages and training opportunities for in-charge paramedics.

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 approve the CFO's Report and Investment Report.

TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Adams then reviewed with the Board the Tax Assessor/Collector's Report for March 2023, a copy of which is attached hereto.

Ms. Adams also stated that the Houston Housing Authority had acted to potentially acquire and convert certain multi-family properties in the District to public facility corporations thereby making them tax exempt, and noted the impact of such conversions would have on the District and ad valorem tax base.

ATTORNEY'S REPORT, INCLUDING:

REVIEW RECENT PUBLIC INFORMATION ACT ("PIA") REQUESTS AND RESPONSES TO SAME

Ms. Adams reported that there had not been any PIA requests received since the April 4th Board meeting.

REVIEW MATTERS PERTAINING TO TEXAS SECRETARY OF STATE'S ("SOS") RANDOMIZED AUDIT OF THE DISTRICT'S MAY 7, 2022 ELECTION (THE "ELECTION")

Regarding the SOS randomized audit of the Election, Ms. Adams reported that RAB had not received any additional communications from the SOS since the last Board meeting.

In response to a previous question from the Commissioners, Mr. Farmer noted that the legal fees in connection with responding to the SOS Forensic Audit requests thus far totaled approximately \$9,000.00.

REVIEW DISTRICT PERSONNEL MATTERS, INCLUDING REVIEW AND AMEND DISTRICT ORGANIZATIONAL CHART

Mr. Chebra and Ms. Adams stated that they had some personnel matters to discuss with the Board in Executive Session.

Commissioner Plummer then stated that the Board would convene in Executive Session to deliberate the items listed above as matters of attorney-client privilege pursuant to Section 551.071, Texas Government Code and personnel matters pursuant to Section 551.074, Texas Government Code.

All members of the Board present, Ms. Adams, Ms. King and Ms. Christensen convened into Executive Session at 6:13 p.m.

Mr. Chebra entered Executive Session at 6:56 p.m.

All other meeting attendees still present re-entered the meeting at 7:06 p.m.

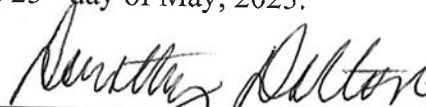
RECONVENE IN OPEN SESSION

Commissioner Plummer reconvened the meeting in open session at approximately 7:06 p.m. at which time the following action was taken by the Board:

Upon motion by Commissioner Williams, seconded by Commissioner Dunlap, after full discussion and the question being put to the Board, the Board voted unanimously to amend the District's Organizational Chart, as discussed in Executive Session.

There being no further business to come before the Board, the meeting was adjourned at 7:07 p.m.

PASSED, APPROVED AND ADOPTED this 23rd day of May, 2023.



Secretary, Board of Commissioners

