

MINUTES OF MEETING OF THE
BOARD OF COMMISSIONERS

August 1, 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 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, August 1, 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 Williams, 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. Karisa Wendt, Executive Assistant; Mr. Jordan Anderson, Chief Quality Officer ("CQO"); Ms. Brandi King, Human Resources Manager; and Messrs. Steven Ray, Brian Piatkowski and Kevin Nutt. District consultants in attendance were: Dr. Casey Patrick, Medical Director; 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

There were none at this time.

APPROVAL OF THE MINUTES

The Board considered approval of the June 6, 2023 special and June 27, 2023 regular meetings minutes. Upon motion by Commissioner Dalton, seconded by Commissioner Dunlap, after full discussion and the question being put to the Board, the Board voted unanimously to approve the June 6, 2023 special and June 27, 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 ("PHASE II PROJECT"), INCLUDING CONSTRUCTION/INSTALLATION CORRECTIONS, AND TAKE NECESSARY ACTION ON SAME

In the absence of Mr. Ricardo Martinez of Martinez Architects ("MA"), Mr. Aviles reported that the only outstanding issues in connection with the Phase II Project related to the function of the HVAC units. Mr. Aviles reported that three (3) HVAC units needed to be replaced due to faulty parts. Mr. Aviles stated that J.E. Dunn was scheduled to meet with the HVAC manufacturer's representative regarding the necessary replacement units and to find a resolution to the ongoing HVAC issues. A discussion ensued.

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

Mr. Aviles noted that there were no PAs or COs due at the time.

STATUS OF PREPARATION OF PHASE II PROJECT CONSTRUCTION AUDIT ("PHASE II PROJECT AUDIT") AND CONSIDER FINAL PAY APPLICATION FOR PHASE II PROJECT EXPENDITURES, AS NECESSARY

Mr. Aviles stated that J.E. Dunn was in the process of compiling all of the invoices in connection with the Phase II Project Audit and anticipated presenting the final PA and any COs for the Phase II Project at the August 22, 2023 Board meeting.

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 June 2023.

REVIEW COMPLIANCE, COMMUNICATIONS, HUMAN RESOURCES ("HR"), CLINICAL MATTERS AND OPERATIONS

Mr. Chebra next presented to and reviewed with the Board the monthly Operations, Information Technology ("IT"), HR and Clinical Reports, copies of which are attached hereto.

Mr. Chebra then introduced Mr. Anderson, the new CQO, to the Board. Mr. Anderson reminded the Board that since Dr. Patrick's resignation, the District had interviewed eight (8) potential replacements for the District's Medical Director.

Dr. Patrick next thanked the Board and District staff for the opportunity to serve as the District's Medical Director for the previous two (2) years and for the Board's support. Dr. Patrick went on to review his tenure with the Board and how he came to the decision to depart as Medical Director.

Mr. Anderson then reviewed the status of various District clinical programs such as the 'Basic to Paramedic' program and upcoming continuing education opportunities.

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, in June 2023, the District's ambulance fleet had driven a total of 109,935 miles.

Mr. Chebra reported that in the previous month, the District: 1) operated its ambulances with approximately 181 lost unit hours; 2) received 4,988 calls, of which 3,198 resulted in transports to hospitals; 3) provided mutual aid 12 times and requested mutual aid 4 times; and 4) maintained an overall response time compliance of 88%.

REJECT PREVIOUSLY SUBMITTED PROPOSALS FOR CLEANING AND JANITORIAL SERVICES FOR DISTRICT FACILITIES AND AUTHORIZE REQUESTING NEW PROPOSALS FOR SAME

Mr. Chebra reported that District staff previously coordinated with RAB to finalize the request for proposals ("RFP") for cleaning and janitorial services for District facilities. Mr. Chebra stated that the RFP was then disseminated and five (5) proposals had been received to-date. A brief discussion ensued after which Mr. Chebra requested that the Board authorize dissemination of an updated RFP, which would include emergency on-call janitorial services.

Upon motion by Commissioner Dalton, seconded by Commissioner Pinard, after full discussion and the question being put to the Board, the Board voted unanimously to: 1) reject the five (5) proposals for cleaning and janitorial services for District facilities received to-date; and 2) authorize dissemination of an updated RFP for cleaning and janitorial services for District facilities, which would include emergency on-call janitorial services.

A discussion ensued regarding recent plumbing issues in a women's restroom in the Administration Building.

DISCUSS CURRENT INSURANCE POLICIES (PROPERTY, GENERAL LIABILITY, WORKERS' COMPENSATION AND CYBER LIABILITY) AND BROKER AND TAKE NECESSARY ACTIONS ON SAME

Mr. Farmer next reminded the Board that the District's Property, General Liability, Workers' Compensation and Cyber Liability insurance coverages through the District's insurance broker, Arthur J. Gallagher & Co., would expire December 31, 2023. Mr. Farmer explained that he would meet with the brokers to start marketing underwriters for insurance proposals.

ANNUAL REVIEW OF DISTRICT CHARGEMASTER AND TAKE NECESSARY ACTIONS ON SAME

Mr. Farmer requested that this item be postponed until the August 22, 2023 Board meeting.

REVIEW AND APPROVE NATIONAL AUTOMOTIVE SERVICE TASK FORCE REGISTRY ("NASTFR") AGREEMENT

Mr. Chebra next presented to and reviewed with the Board the proposed NASTFR Agreement in connection with obtaining access to security-related service information on the District's vehicles. Ms. Adams noted that RAB reviewed and commented on the NASTFR Agreement and prepared the required Addendum. A discussion ensued.

Upon motion by Commissioner Dalton, seconded by Commissioner Dunlap, after full discussion and the question being put to the Board, the Board voted unanimously to approve the NASTFR Agreement and related Terms and Conditions.

ADOPT ORDER DECLARING PROPERTY AS SURPLUS OR SALVAGE AND AUTHORIZING SALE OR DISPOSAL OF SAME ("SURPLUS PROPERTY ORDER")

Ms. Adams and Mr. Chebra next presented to and reviewed with the Board the Surplus Property Order. Mr. Chebra reported that the surplus property consisted of excess dirt from the Phase II Construction Project. Ms. Adams noted that once the Surplus Property Order was adopted, the Board could authorize District staff to sell the surplus property. In response to a question, Mr. Chebra stated that he would provide the amount of excess dirt to RAB.

Upon motion by Commissioner Dunlap, seconded by Commissioner Dalton, after full discussion and the question being put to the Board, the Board voted unanimously to adopt the Surplus Property Order, thereby approving and authorizing the sale or disposal of the surplus property and authorizing District staff as appointed by the CEO, to sell or dispose of such surplus property in accordance with the applicable terms of Section 775.0735, Texas Health and Safety Code.

REVIEW AND AUTHORIZE REPAIRS AND MAINTENANCE TO DISTRICT STATIONS, AS NECESSARY

Mr. Chebra then presented to and reviewed with the Board three (3) proposals for the replacement of two (2) HVAC units at Station No. 402, copies of which are attached hereto. An extensive discussion ensued. In response to a question, Mr. Chebra noted that the proposal from

Champion Nash HVAC included a one (1) year warranty on parts and labor and a factory warranty on the parts.

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 accept the proposal in the amount of \$30,172.94 from Champion Nash HVAC to replace two (2) HVAC units at Station No. 402.

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 Dalton, seconded by Commissioner Dunlap, 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 Dalton, seconded by Commissioner Dunlap, 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.

Upon motion by Commissioner Dalton, seconded by Commissioner Pinard, after full discussion and the question being put to the Board, the Board voted unanimously to approve the Investment Report.

RESOLUTION ADOPTING AMENDED DISTRICT FEES OFFICE AND REIMBURSEMENT POLICY (THE "AMENDED REIMBURSEMENT POLICY")

Ms. Adams reviewed the Amended Reimbursement Policy with the Board and reviewed the statutorily required amendments. Ms. Adams reported that recently enacted legislation allowed for the District to increase the maximum daily amount of the fees of office payable to Commissioners at an amount not greater than the amount of the per diem set by the Texas Ethics Commission for members of the Texas Legislature, which was then-currently \$221.00. Ms. Adams stated that the annual limit of \$7,200 on the fees of office had not changed. A discussion ensued. Upon motion by Commissioner Dalton, seconded by Commissioner Dunlap, after full discussion and the question being put to the Board, the Board voted unanimously to adopt the Amended Reimbursement Policy, as presented. A copy of the Amended Reimbursement Policy is attached hereto.

AMEND BUDGET FOR FISCAL YEAR ENDING ("FYE") DECEMBER 31, 2023 (THE "2023 BUDGET"), IF NECESSARY

Mr. Farmer requested that this item be postponed until the August 22, 2023 Board meeting.

REVIEW DRAFT BUDGET FOR FYE DECEMBER 31, 2024 (THE "2024 BUDGET")

Mr. Farmer next reported that District staff was preparing the department budgets. Mr. Farmer recommended holding a Budget Committee meeting prior to the August 22, 2023 Board meeting.

REVIEW STATUS OF PAYROLL SERVICES TRANSITION AND TAKE NECESSARY ACTIONS ON SAME

Mr. Farmer reported that the new payroll system with Paycor, Inc. went live at the beginning of June and the District's payroll process was more effective.

Mr. Farmer went on to report that the Zoll billing software system was implemented on June 1st and the 'backlog' had since been reduced to 15 days with the ultimate goal of reducing such backlog to three (3) to five (5) days.

TERMINATE CURRENT \$25 MILLION STELLAR BANK IRREVOCABLE LETTER OF CREDIT ("LOC") AND ACCEPT NEW \$5 MILLION STELLAR BANK LOC

In light of the seasonal fluctuations associated with tax collections, Mr. Farmer recommended that the Board terminate the current \$25 million LOC with Stellar Bank and accept a new \$5 million LOC with Stellar Bank. A discussion ensued. In response to a question, Mr. Farmer stated that both he and Stellar Bank would closely monitor the District's account balance during the high tax collection months of November through January.

Upon motion by Commissioner Pinard, seconded by Commissioner Dunlap, after full discussion and the question being put to the Board, the Board voted unanimously to terminate the \$25 million LOC with Stellar Bank and accept a new \$5 million LOC with Stellar Bank.

TAX ASSESSOR/COLLECTOR'S REPORT

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

ATTORNEY'S REPORT, INCLUDING:

REVIEW RECENT PIA REQUESTS AND RESPONSES TO SAME

Ms. Adams reported on the status of the two (2) PIA requests that were received since the June 27th Board meeting.

STATUS OF CYPRESS CREEK EMERGENCY MEDICAL SERVICES ("CCEMS") VS. THE DISTRICT, ET AL (THE "CCEMS LITIGATION"), AND RELATED LEGAL MATTERS AND TAKE NECESSARY ACTION ON SAME

Ms. Adams stated that there were no updates on this matter at the time.

REVIEW RELEASE OF DISTRICT PATIENT PROTECTED HEALTH INFORMATION ("PHI"), INCLUDING INTERIM DATA SHARING AGREEMENT REGARDING SAME WITH TEXAS EMERGENCY COMMUNICATIONS CENTER, AND TAKE NECESSARY ACTIONS IN CONNECTION WITH SAME

Ms. Adams reported that the District's special counsel was still interviewing witnesses in connection with the PHI release and planned to update the Commissioners on the status of the related investigation at a future special Board meeting.

DISTRICT PERSONNEL MATTERS, INCLUDING REVIEW AND AMEND HOLIDAY POLICY, AS NECESSARY

Mr. Chebra stated that he had personnel matters to discuss with the Board in Executive Session.

Mr. Chebra next reported that, during recent town hall employee meetings, there were several requests that the District consider Juneteenth as a District holiday. A discussion ensued after which Mr. Chebra stated he would continue discussions with employees regarding the District's holiday schedule.

DISTRICT REAL ESTATE MATTERS, INCLUDING:

AUTHORIZE REQUESTING PROPOSALS FOR A PLANNER TO PREPARE AND SUBMIT A REPLAT OF THE DISTRICT ADMINISTRATION PROPERTY

AUTHORIZE REQUESTING QUALIFICATIONS FOR PREPARATION OF A REAL ESTATE APPRAISAL OF THE DISTRICT'S ADMINISTRATION PROPERTY

Ms. Adams reviewed with the Board the history of the District's acquisition of 18334 and 18126 Stuebner Airline Road (the "District Property") and potential sale of a portion of same.

Commissioner Pinard stated that he had a potential conflict of interest in connection with the District Property and would be abstaining from any discussion or action on such matter.

Mr. Chebra then reminded the Board that it previously accepted a proposal from South Texas Surveying Associations, Inc. for surveying the District Property. Mr. Chebra reported that the survey was complete and that the District Property needed to be re-platted. An extensive discussion ensued regarding the platting process and obtaining a real estate appraisal of the District Property.

Upon motion by Commissioner Dalton, seconded by Commissioner Dunlap, 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 Pinard, to authorize Mr. Chebra to: 1) obtain proposals for preparation and submittal of a re-plat of the District Property to the City of Houston Planning Commission; and 2) request qualifications for preparation of a real estate appraisal of the District's Property.

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

All members of the Board present and Mr. Chebra convened into Executive Session at 6:20 p.m.

Ms. Adams, Ms. King and Ms. Christensen entered Executive Session at 6:35 p.m.

All other meeting attendees still present re-entered the meeting at 6:40 p.m.

RECONVENE IN OPEN SESSION

Commissioner Plummer reconvened the meeting in open session at approximately 6:41 p.m. at which time the following action was taken by the Board:

Upon motion by Commissioner Dalton, seconded by Commissioner Dunlap, after full discussion and the question being put to the Board, the Board voted unanimously to authorize employee relocation expense reimbursement for an amount not to exceed the amount discussed in Executive Session, subject to receipt of all applicable receipts for such relocation expenses.

There being no further business to come before the Board, the meeting was adjourned at 6:41 p.m.

PASSED, APPROVED AND ADOPTED this 22nd day of August, 2023.



Anthony Dalton
Secretary, Board of Commissioners