

MINUTES OF MEETING OF THE
BOARD OF COMMISSIONERS

August 22, 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, August 22, 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 Plummer, 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; Mr. Jordan Anderson, Chief Quality Officer ("CQO"); Ms. Stephanie Michalski, Communications Center Coordinator for the District; Mr. Juan Rodriguez, Communications Manager; and Messrs. Matt Folsom and Brian Piatkowski. District consultants in attendance were: 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 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 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.

APPROVAL OF THE MINUTES

The Board considered approval of the August 1, 2023 regular meeting 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 August 1, 2023 regular meeting minutes and certified agenda 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") and Mr. Rene Aviles of J.E. Dunn, Ms. Conn reported that the only outstanding issue in connection with the Phase II Project related to the function of the HVAC units. Ms. Conn stated that Mr. Aviles was still scheduled to meet with the HVAC manufacturer's representative regarding the necessary replacement units and find a resolution to the ongoing HVAC issues.

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

Ms. Conn 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

It was noted 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 September 26, 2023 Board meeting.

PRESENTATION OF SERVICE AND MERITORIOUS AWARDS

STATUS OF ACCREDITED CENTER OF EXCELLENCE ("ACE") REVIEW OF ACCREDITATION APPLICATION

Mr. Chebra then reported that the District's ACE application was approved. Mr. Chebra next introduced Mr. Rodriguez and Ms. Michalski of the District's communications/dispatch center.

Mr. Chebra went on to recognize Ms. Michalski and presented her with a Meritorious Service Award in recognition of her dedication and outstanding service to the District in connection with obtaining the District's ACE accreditation.

Mr. Rodriguez and Ms. Michalski exited the meeting at this time.

CEO REPORT

Mr. Chebra then reported on various service matters, including the status of the District's operations, ambulance fleet, communications and District staffing in July 2023.

Ms. Adams entered the meeting at this time.

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"), Safety, HR and Clinical Reports, copies of which are attached hereto.

Mr. Chebra then reviewed with the Board: 1) critical failures; 2) fleet updates; and 3) the 24-hour unit consumption time, copies of which are attached hereto. Mr. Chebra also reported that, in July 2023, the District's ambulance fleet drove a total of 107,752 miles.

Mr. Chebra reported that in July, the District: 1) operated its ambulances with approximately 181 lost unit hours; 2) received 5,439 calls, of which 3,317 resulted in transports to hospitals; 3) provided mutual aid five (5) times and requested mutual aid five (5) times; and 4) maintained an overall response time compliance of 89%.

Mr. Chebra next reported that District staff concluded the interviews for a Medical Director and was ready to extend an offer of employment.

REVIEW AND AUTHORIZE SUBMISSION OF APPLICATION FOR .GOV DOMAIN NAME

Mr. Chebra then presented to and reviewed with the Board correspondence to .gov Domain Registration requesting permission to utilize ".gov", instead of ".com", for the District's website and email domain, a copy of which is attached hereto. In response to a question, Mr. Folsom stated that, if the application was approved, the District's website domain would change to HarrisCountyESD11.gov. A discussion ensued.

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

Mr. Chebra reminded the Board that it previously accepted a proposal from Champion Nash HVAC in the amount of \$30,172.94 to replace two (2) HVAC units at Station No. 402. Mr. Chebra reported that the new HVAC units were installed at Station No. 402, but the Station No. 402 generator failed during the load test. Mr. Chebra stated that District staff was in the process of obtaining estimates for repairs or replacement of the generator.

HEAR PRESENTATION ON RETAIL ELECTRICITY PROVIDER ("REP") INFORMATION, AUTHORIZE CEO TO EXECUTE ANY RELATED LETTERS OF AUTHORIZATION ("LOA") RELATED TO PROCUREMENT OF NEW REP SERVICES AND AUTHORIZE OBTAINING ANY BIDS RELATED TO SAME

Mr. Farmer next reported that the District was currently under contract with Reliant Energy for its electricity, until December 31, 2024.

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: 1) accept the CEO's Report; and 2) authorize submission of the application to .gov Domain Registration for the District's website and email domain and authorize execution of such application by the presiding Commissioner.

CFO REPORT

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

The Vice 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: 1) the Investment Report; and 2) payment of the bills, as submitted.

ANNUAL REVIEW AND APPROVE DISTRICT CHARGE MASTER AND TAKE NECESSARY ACTIONS ON SAME

Mr. Farmer then presented to and reviewed with the Board the proposed, updated District Charge Master, which outlines the rates to be charged for the District's provision of emergency medical services ("EMS"), a copy of which is attached hereto. Mr. Farmer recommended to increase the rates by 3.36%. A discussion ensued. Upon motion by Commissioner Pinard, seconded by Commissioner Dalton, after full discussion and the question being put to the Board, the Board voted unanimously to approve the amendments to the District's Charge Master, as presented.

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

Mr. Farmer next presented to the Board the proposed amended 2023 Budget, a copy of which is 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 the amended 2023 Budget, as discussed.

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 deferring this item until the September 26, 2023 Board meeting.

AUTHORIZE LOAN PAYMENTS TO TRUSTMARK BANK, REGIONS CAPITAL ADVANTAGE ("REGIONS"), ZMFU, II/ZIONS BANCORPORATION ("ZMFU") AND SIGNATURE PUBLIC FUNDING CORP. ("SIGNATURE")

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 authorize the required loan payments to Trustmark Bank, Regions, ZMFU and Signature.

TAX ASSESSOR/COLLECTOR'S REPORT

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

PRELIMINARY DISCUSSION REGARDING PROPOSING A 2023 TAX RATE

Ms. Adams reported that the District received the 2023 Certified Estimated Taxable Values from the Harris Central Appraisal District, but the District's 2023 Certified Taxable Values would not be released until August 28th. A discussion ensued regarding holding a special Board meeting in early September to review the 2023 Certified Taxable Values and propose a 2023 tax rate if such information was received in time.

ATTORNEY'S REPORT, INCLUDING:

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

Ms. Adams reported on the status of the one (1) PIA related matter had occurred since the August 1st 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, AND TAKE NECESSARY ACTIONS IN CONNECTION WITH SAME

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

REVIEW MEMORANDUM ON 88TH LEGISLATIVE SESSION

Ms. Adams then presented to and reviewed with the Board a comprehensive 88th Legislative Session Update Memorandum.

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

Mr. Chebra stated that he had no personnel matters to discuss with the Board in Executive Session.

DISTRICT REAL ESTATE MATTERS

Mr. Chebra reminded the Board that it previously—authorized him to: 1) request qualifications for preparation and submittal of a re-plat application for 18126 Stuebner Airline Road (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. Mr. Chebra stated that he and District staff were in the process of issuing such requests.

There being no further business to come before the Board, the meeting was adjourned at 6:32 p.m.

PASSED, APPROVED AND ADOPTED this 26th day of September, 2023.



Secretary, Board of Commissioners

