

MINUTES OF MEETING OF THE  
BOARD OF COMMISSIONERS

February 27, 2024

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, February 27, 2024, 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, thus constituting a quorum. Also attending the meeting were the following District employees: Mr. Jamie Chebra, Chief Executive Officer ("CEO"); Mr. Kevin Nutt, Chief Operating Officer ("COO"); Mr. Tony Farmer, Chief Financial Officer ("CFO"); Ms. Dan Wang, Financial Controller; Ms. Katie Conn, Director of Regulatory Affairs and Operations Support; Ms. Karisa Wendt, Executive Assistant; Ms. Brandi King, Human Resources Manager; Dr. Sarah McClure, Medical Director for the District; Mr. Jordan Anderson, Chief Quality Officer ("CQO"); and Messrs. Matt Folsom, Israel Rivera, Michael Smith, William Chapman III and Colin King and Ms. Brandi Richardson. Others in attendance were: Mr. Ron Welch and Ms. Cadence Dwyer of Municipal Information Systems ("MIS"); Mr. Brian Trachtenberg and Ms. Anna Phillips of Greathouse Holloway McFadden Trachtenberg, PLLC ("Greathouse"), special counsel to the District; 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. 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 the time.

## **PRESENTATION OF SERVICE AND MERITORIOUS AWARDS**

Dr. McClure then recognized Messrs. Smith, Rivera and Chapman along with employees of Klein Fire Department and presented them with a Clinical Meritorious Service Award in recognition of their outstanding service to the District on a critical call in December 2023.

## **APPROVAL OF THE MINUTES**

The Board considered approval of the January 23, 2024 regular meeting minutes. Upon motion by Commissioner Dalton, seconded by Commissioner Williams, after full discussion and the question being put to the Board, the Board voted four (4) votes in favor and one (1) abstention with Commissioner Pinard abstaining, to approve the January 23, 2024 regular meeting minutes, as presented, and certified agenda for same.

## **HEAR PRESENTATION ON ANNUAL COMPREHENSIVE REVIEW REPORT BY MIS AND TAKE ANY NECESSARY ACTIONS ON SAME**

Commissioner Plummer then recognized Mr. Welch, who presented to and reviewed with the Board the Annual Comprehensive Review Report for December 2023, a copy of which can be found in the District's files. Mr. Welch explained that he reviewed the District's assessed valuation trends, population projections and property account verifications. Mr. Welch noted that the District's certified taxable value for the 2022 tax year was \$65.8 billion, which was expected to increase to an estimated \$79.13 billion by 2027. Mr. Welch stated that the District's anticipated certified taxable value for 2023 was \$74.68 billion. Mr. Welch went on to state that the District's population was expected to increase from 610,964 in 2022 to 640,779 by 2025. Mr. Welch's extensive presentation continued. Mr. Welch then answered various questions from 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 accept the Annual Comprehensive Review Report from MIS.

Mr. Welch and Ms. Dwyer exited the meeting at this time.

## **ADMINISTRATION, DISPATCH AND LOGISTICS FACILITIES CONSTRUCTION/ DEVELOPMENT REPORT, INCLUDING CONSIDER RELEASE OF FINAL PAY APPLICATION RETAINAGE AND APPROVE CERTIFICATE OF ACCEPTANCE AND COMPLETION**

Mr. Chebra reported that Phase II of the District Administration Complex Project (the "Phase II Project") was substantially complete and J.E. Dunn Construction Company was still coordinating with Martinez Architects to address the few outstanding warranty items (i.e. faulty light fixtures, building surface and flooring cracks, etc.).

## 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 January 2024.

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

Mr. Chebra next presented to and reviewed with the Board the monthly Operations, 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 January 2024, the District's ambulance fleet drove a total of 109,683 miles.

Mr. Chebra reported that, in January, the District: 1) operated its ambulances with approximately 774 lost unit hours; 2) received 5,548 calls, of which 3,296 resulted in transports to hospitals; 3) provided mutual aid three (3) times and requested mutual aid three (3) times; 4) maintained an overall response time compliance of 87%; 5) experienced seven (7) critical failures; and 6) 48 calls were held and all were low acuity Priority 4 calls.

In response to a previous request from Commissioner Dunlap, Mr. Chebra noted that the number of monthly held calls was included in the Operations Report.

In response to Commissioner Dunlap's previous statements about the use of whole blood products, Mr. Chebra presented to and reviewed with the Board a presentation regarding options for Blood Program Simulations and related costs, a copy of which is attached hereto. An extensive discussion ensued. Mr. Chebra reviewed three (3) options for the District to create and operate a blood program which were included in the presentation.

An extensive discussion ensued. In response to a question, Mr. Chebra stated that there had been no known deaths to any patients as a result of the District not having a supply of whole blood on scene. Mr. Chebra and Dr. McClure then addressed a number of questions from Commissioner Dunlap. Dr. McClure then reviewed her findings in connection with her research on the provision of whole blood on ambulances. Dr. McClure noted that, from a clinical standpoint, the "save rate" with an available supply of whole blood was relatively low and, with the current critical blood shortages, she did not believe it would be in the best interest of the District to implement a whole blood program at the time. Mr. Chebra and Dr. McClure agreed to continue discussions and research regarding the possible future implementation of such program for the District.

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

Mr. Chebra stated that there were no District station repairs or maintenance matters for the Board to consider at the time.

REVIEW AND ACCEPT PROPOSAL FROM SAMSARA, INC. ("SAMSARA") FOR DASH CAMERAS AND ACCESSORIES

Mr. Chebra then presented to and reviewed with the Board a proposal from Samsara for the purchase of dash cameras and related accessories, a copy of which is attached hereto. Mr. Chebra stated that the cost to purchase the licenses, cameras, software and accessories from Samsara was \$38,490.05 for the first (1<sup>st</sup>) year and \$38,245.05 each year thereafter. Ms. Adams stated that RAB was in the process of reviewing the terms of the agreement with Samsara. In response to a question, Mr. Chebra stated that, once the cameras were installed, the District would receive an insurance discount.

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 proposal from Samsara for the purchase of dash cameras and accessories, authorize payment for same, and approve the Services Agreement(s) and Business Associate Agreement with Samsara, subject to RAB's review.

REVIEW AND ACCEPT PROPOSAL FROM CHASTANG FORD FOR 2025 FORD EXPLORER

Mr. Chebra next presented to and reviewed with the Board a purchase order ("PO") for the purchase of three (3) 2025 Ford Explorer vehicles from Chastang Ford for \$146,364.00, which were procured through the District's Cooperative Purchasing Agreement with BuyBoard, a copy of which is attached hereto. 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 authorize the generation of the PO for three (3) 2025 Ford Explorer vehicles for a cost not to exceed \$146,364.00 but not the actual outlay of funds for same at the time.

REVIEW AND APPROVE MEDICAL DIRECTOR EMPLOYMENT AGREEMENT

Mr. Chebra then reminded the Board that District staff previously recommended that the Board approve and authorize execution of a Medical Director Agreement with Dr. McClure. Mr. Chebra stated that RAB reviewed the proposed Medical Director Agreement, but the District was awaiting receipt of Dr. McClure's attorney's comments.

**CFO REPORT**

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

Mr. Farmer next requested that the Board consider Commissioner Williams' 2023 fees of office and expense reimbursement request totaling \$884.00, a copy of which is attached hereto. 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 payment to Commissioner Williams in the amount of \$884.00 for his 2023 fees of office and expenses.

Mr. Farmer then 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, copies of which are attached hereto.

Commissioner Williams exited the meeting at this time.

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

In response to a request from Commissioner Dunlap, Mr. Farmer stated that the total legal fees paid by the District in connection with the release of District protected health information ("PHI") in 2023 was approximately \$95,000.00.

Commissioner Williams re-entered the meeting at this time.

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 Pinard, after full discussion and the question being put to the Board, the Board voted four (4) votes in favor, with one (1) abstention by Commissioner Plummer, to authorize payment of the JINCO invoices.

Mr. Farmer then presented to and reviewed with the Board the Investment Report, a copy of which is attached hereto.

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 CFO's Report and the Investment Report.

**REVIEW AND APPROVE AMENDED FISCAL YEAR ENDING DECEMBER 31, 2024 BUDGET (THE "2024 BUDGET")**

Ms. Adams reminded the Commissioners that she previously recommended that the Board amend the 2024 Budget to increase the May 4, 2024 Commissioners Election (the "Election") expense line item from \$450,000.00 to \$550,000.00.

Mr. Farmer requested that such item be tabled until the March 26<sup>th</sup> Board meeting.

**TAX ASSESSOR/COLLECTOR'S REPORT, INCLUDING ADOPT RESOLUTION CONCERNING EXEMPTIONS FROM TAXATION FOR 2024 TAX YEAR**

Ms. Adams then reviewed with the Board the Tax Assessor/Collector's Report for January 2024, a copy of which is attached hereto.

Ms. Adams then explained that pursuant to the Texas Tax Code, as amended, the District was authorized to grant exemptions relative to the District's property tax levy. The Board next considered approval of tax exemptions for the 2024 tax year, including general homestead exemptions and exemptions for property owners who are 65 years of age and older or disabled. Ms. Adams explained that in 2023, the Board did not grant a general residential homestead tax exemption but granted a homestead exemption of \$50,000 for those property owners who are 65 years of age and older or disabled.

In the absence of Mr. John Howell of GMS Group, LLC, the District's financial advisor, Ms. Adams noted that Mr. Howell was not recommending any changes to the District's previously approved tax exemptions.

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 adopt the Resolution Concerning Exemptions from Taxation for the 2024 Tax Year reflecting a homestead exemption of \$50,000 for property owners who are 65 years of age and older or disabled, a copy of which is attached hereto.

#### **ATTORNEY'S REPORT, INCLUDING:**

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

Ms. Adams reported that RAB partially responded to the one (1) PIA request received in the prior month and requested a ruling from the Attorney General regarding the remainder of requested information.

##### **REVIEW CONFLICT OF INTEREST QUESTIONNAIRE ("CIQ") AND CONFLICT OF INTEREST STATEMENT ("CIS") PROCESS**

In connection with the discussion at the January Board meeting regarding a potential conflict of interest between Spark Clean ("Spark") and Commissioner Pinard in connection with the District's Work For Hire Agreement with Spark, Ms. Adams reported that Commissioner Pinard submitted a CIS and Spark submitted a CIQ regarding such conflict but that a conflict did not exist for purposes of abstention from deliberation or voting on related matters because Commissioner Pinard did not have an "interest" in Spark that required such abstention.

Ms. Adams went on to review the varying types of conflicts of interest in Texas and the appropriate processes for disclosure of such conflicts.

##### **REVIEW RELEASE OF DISTRICT PHI AND RELATED DEPOSITIONS, AND TAKE ANY NECESSARY ACTIONS ON SAME**

Mr. Trachtenberg reported that the evidentiary hearing on the release of District PHI and the District's Petition to Take Pre-Suit Depositions (the "Petition") was held on February 16, 2024. Mr. Trachtenberg went on to report that the Judge had not yet ruled on the case, but did note that the Judge verbally recognized that the requests for pre-suit depositions was not a "political hitjob by the District."



Mr. Trachtenberg stated that he would provide a more detailed update on the recent hearing and subsequent filings regarding the release of PHI in Executive Session.

**DISTRICT REAL ESTATE MATTERS, INCLUDING STATUS OF PLATTING DISTRICT PROPERTY AND REVIEW AND APPROVE APPRAISAL OF DISTRICT PROPERTY**

Mr. Chebra reminded the Board that Meta Planning + Design was previously engaged to plat the of District-owned property located at 18126 and 18334 Stuebner Airline Road (the "District Property") and Integra Realty Resources ("Integra") was previously engaged to appraise the District's Property. Mr. Chebra stated that he would review Integra's appraisal of the District's Property with the Board in Executive Session.

**ELECTION AGENDA:**

**UPDATE ELECTION MATTERS, AND TAKE ANY NECESSARY ACTIONS ON SAME**

Ms. Adams reminded the Commissioners that the Election would be held on Saturday, May 4, 2024, and noted that the terms of office of Commissioners Plummer, Williams and Pinard were expiring at such time. Ms. Adams added that, as of the application and write-in deadlines, there were a total of seven (7) candidates on the ballot and one (1) write-in candidate.

Ms. Adams then presented to and reviewed with the Board a proposal from AMG Printing and Mailing, LLC ("AMG") in the amount of \$26,200.00 for printing and compiling the English/Spanish ballot by mail ("BBM") packets for the Election, a copy of which is attached hereto. 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 accept the proposal from AMG for printing and compiling the English/Spanish BBM packets for the Election.

**REVIEW PROCUREMENT OF ELECTION OFFICIALS FOR THE ELECTION, INCLUDING THE APPOINTMENT OF PRESIDING ELECTION JUDGES, ALTERNATE PRESIDING ELECTION JUDGES, PRESIDING JUDGE OF EARLY VOTING BALLOT BOARD ("EVBB") AND SIGNATURE VERIFICATION COMMITTEE ("SVC")**

Ms. Adams next requested that the Board appoint the Presiding Election Judges, Alternate Presiding Election Judges, the Presiding Judge and Alternate Presiding Judge of the EVBB and the five (5) members of the SVC.

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 appoint the following Election officials, as required:

Presiding Judges

Cindy Adamek (Main)  
Pamela Hudson  
Mike Guillory  
Sharon Finney  
Peter Craney

Alternate Presiding Judges

Gwendolyn Wright (Main)  
Candy Jennings  
Ethel Sanders  
Larry Davis  
Debra Hudson

EVBB

Presiding Judge  
Alternate Presiding Judge  
Members:

Linda Wadsworth  
Mildred Conley  
Sylvia Burleson  
Joe Duenas  
Connie LeDay  
Faye Taylor  
William Taylor  
Joseph Arceneaux

SVC

Chair – Pearlette Thompson  
Margie Bradford  
Maria Ortega  
Sylvia Collins  
  
Rosalind Johnson  
Belinda Johnson

**DISTRICT PERSONNEL MATTERS,**

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

Commissioner Plummer then stated that the Board would convene in Executive Session to deliberate attorney-client privilege and real estate matters pursuant to Sections 551.071 and 551.072, Texas Government Code.

All members of the Board present, Mr. Chebra, Ms. Conn, Ms. Adams, Ms. M. King and Ms. Christensen convened into Executive Session at 6:53 p.m.

Commissioner Dunlap and Ms. Conn exited Executive Session at 7:10 p.m.

Mr. Trachtenberg and Ms. Phillips entered Executive Session at 7:11 p.m.

All other meeting attendees still present re-entered the meeting at 7:47 p.m.

**RECONVENE IN OPEN SESSION**

Commissioner Plummer reconvened the meeting in open session at approximately 7:49 p.m. at which time no action was taken by the Board.

There being no further business to come before the Board, the meeting was adjourned at 7:49 p.m.



PASSED, APPROVED AND ADOPTED this 26<sup>th</sup> day of March, 2024.

  
Secretary, Board of Commissioners

