

MINUTES OF MEETING OF THE  
BOARD OF COMMISSIONERS

March 26, 2024

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, March 26, 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; and Messrs. Matt Folsom, Jarrett Kenning and Brian Piatkowski and Ms. Brenna Saszkowiak. Others in attendance were: Ms. Meredith King, attorney, 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**

There were no service awards to present at the time.

## **APPROVAL OF THE MINUTES**

The Board considered approval of the February 27, 2024 special and regular meeting minutes. 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 approve the February 27, 2024 special and regular meeting minutes, as presented, and certified agenda for the regular meeting.

## **ADMINISTRATION, DISPATCH AND LOGISTICS FACILITIES CONSTRUCTION/ DEVELOPMENT REPORT, INCLUDING STATUS OF OUTSTANDING WARRANTY ITEMS**

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.). In response to a question from Ms. M. King, Mr. Chebra stated he anticipated the outstanding warranty items to be completed within the following two (2) months.

## **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 February 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 February 2024, the District's ambulance fleet drove a total of 108,013 miles.

Mr. Chebra reported that, in February, the District: 1) operated its ambulances with approximately 812 lost unit hours; 2) received 5,053 calls, of which 2,943 resulted in transports to hospitals; 3) provided mutual aid two (2) times and requested mutual aid three (3) times; 4) maintained an overall response time compliance of 88%; 5) experienced four (4) critical failures; and 6) 21 calls were held which were all low acuity Priority 4 calls.

Mr. Chebra noted that call-offs were high in February, but overtime had decreased.

REVIEW AND AUTHORIZE REPAIRS AND MAINTENANCE TO DISTRICT STATIONS, INCLUDING APPROVE PROPOSAL FROM COMMERCIAL FIRE PROTECTION ("CFP") FOR INSPECTION OF FIRE ALARM EQUIPMENT

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

Mr. Chebra then presented to and reviewed with the Board a proposal from CFP in the amount of \$4,187.00 for inspections of the District's fire alarm equipment, a copy of which is attached hereto. Ms. King stated that RAB reviewed the proposal and had prepared the necessary Addendum to same.

REVIEW AND APPROVE ACCESS TO ELECTRONIC HEALTH RECORDS FOR CLINICS/ORGANIZATIONS WITH ST. LUKE'S HEALTH (THE "ST. LUKE'S AGREEMENT")

Mr. Chebra then presented to and reviewed with the Board the proposed St. Luke's Agreement, a copy of which is attached hereto. A discussion ensued. Ms. King stated that RAB had reviewed and provided comments on the St. Luke's Agreement.

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 CEO's Report.

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 CFP for the inspection of fire alarm equipment, subject to receipt of a completed Form 1295 and executed Addendum, and approve and authorize execution of the St. Luke's Agreement.

**CFO REPORT**

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

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.

Mr. Farmer next requested that the Board consider Commissioner Plummer's fees of office and expense reimbursement requests from January 23, 2024 to February 27, 2024 totaling \$1,741.01 and \$2,676.00, a copy of which is attached hereto.

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, including the fees of office and expense reimbursement for Commissioner Plummer, with the exception of the JINCO invoices, which would be considered separately.

In response to a request from Commissioners Dunlap and Dalton, Mr. Farmer stated that he would provide them with a detailed breakdown of the legal fees paid by the District for February 2024.

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.

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

Ms. King reminded the Commissioners that RAB previously recommended that the Board amend the 2024 Budget to increase the May 4, 2024 Commissioners Election (the "Election") expense line item by \$100,000.00.

Mr. Farmer next presented to and reviewed with the Board the proposed amended 2024 Budget, a copy of which is attached hereto.

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 adopt the amended 2024 Budget, as discussed.

ADOPT RESOLUTION AUTHORIZING PARTICIPATION IN THE TEXPOOL INVESTMENT POOLS AND DESIGNATING AUTHORIZED REPRESENTATIVES (THE "TEXPOOL RESOLUTION") AND APPROVE TEXPOOL INVESTMENT POOLS PARTICIPATION AGREEMENT (THE "TEXPOOL PARTICIPATION AGREEMENT")

Mr. Farmer presented to and reviewed with the Board a memorandum regarding TexPool Prime, a copy of which is attached hereto. Mr. Farmer went on to review the difference between TexPool and TexPool Prime. Mr. Farmer then presented to and reviewed with the Board the proposed TexPool Resolution and the TexPool Participation Agreement, copies of which are attached hereto. Mr. Farmer stated the TexPool Resolution and the TexPool Participation Agreement were necessary in order to utilize TexPool Prime as an investment option for the District.

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 adopt the TexPool Resolution, approve the TexPool Participation Agreement and authorize execution of same.

Upon motion by Commissioner Dalton, seconded by Commissioner Williams, 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.

**TAX ASSESSOR/COLLECTOR'S REPORT**

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

**ATTORNEY'S REPORT, INCLUDING:**

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

Ms. King reported that RAB responded to three (3) PIA requests in the prior month.

**REVIEW RELEASE OF DISTRICT PATIENT PROTECTED HEALTH INFORMATION ("PHI") AND RELATED DEPOSITIONS, AND TAKE ANY NECESSARY ACTIONS ON SAME**

Ms. King stated that there was no update on this matter at the time.

**DISTRICT PERSONNEL MATTERS**

Messrs. Chebra and Farmer then presented to and reviewed with the Board a presentation regarding salary comparisons for 2021 through 2024 between the District's employees and the District's prior contracted service provider, Cypress Creek Emergency Medical Services ("CCEMS"), in response to an inaccurate 2021-2022 salary comparison recently posted by Commissioner Dunlap on social media. A copy of the inaccurate 2021-2022 salary comparison as well as the presentation are attached hereto. Mr. Farmer stated that, taking into account inflation and the District's 'in-house' billing structure versus CCEMS' 'outside' billing structure, the total salary totals for 2021 were: 1) \$3,564,035.00 for the District; and 2) \$3,238,663.00 for CCEMS. Mr. Chebra then emphasized that since the District's "start-up" phase in 2021, the District's salary totals have decreased to \$3,019,314.00 due to the District becoming fully operational and operating efficiencies having increased. A brief discussion ensued after which Commissioner Dunlap stated that he received the salary comparison information for 2021-2022 from the District's former Chief Administrative Officer. Mr. Chebra stated that the information that was posted was not accurate and he could not locate the salaries Commissioner Dunlap referenced in his research.

Mr. Chebra stated that there was an additional personnel matter to be discussed with the Board in Executive Session.

**DISTRICT REAL ESTATE MATTERS, INCLUDING REVIEW APPRAISAL OF DISTRICT PROPERTY AND TAKE ANY NECESSARY ACTIONS ON SAME**

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 the appraisal of the District property in Executive Session.

**ELECTION AGENDA:**

**UPDATE ON MAY 4, 2024 COMMISSIONERS ELECTION (THE "ELECTION") MATTERS, AND TAKE ANY NECESSARY ACTIONS ON SAME**

Ms. King 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. King 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. King went on to remind the Commissioners that they previously authorized leasing District election equipment to Sunbelt Fresh Water Supply District ("Sunbelt") for its Directors election on May 4, 2024. Ms. King reported that the Board approved the Interlocal Agreement for the Lease of Election Equipment (the "Interlocal Agreement"), which was recently approved and executed by Sunbelt. Ms. King then reviewed the Interlocal Agreement between the District and Sunbelt, a copy of which is attached hereto. Ms. King requested execution of the Interlocal Agreement by the Board President and Secretary.

Ms. Christensen next reported that, as of today, the District had received approximately 4,201 applications for ballot by mail ("BBM"). Ms. Christensen went on to report that, upon receipt of the District's absentee ballots, the District's Early Voting Clerk and Deputy Clerks would begin the BBM qualification process. Ms. Christensen stated that election official training for the 'Early Voting Ballot Board' and the 'Signature Verification Committee' would take place on Friday, April 5<sup>th</sup> from 9:00 a.m. to 3:00 p.m. and the general election official training, as well as the required 'Logic & Accuracy' testing of the District's election equipment, would take place on Friday, April 12<sup>th</sup> from 9:00 a.m. to 4:00 p.m.

In response to a question from Commissioner Dalton, Ms. Christensen stated that the District would realize additional cost savings through the sharing in the cost of the election official training and equipment manufacturer's technical support.

**ADOPT ELECTION POLICIES AND PROCEDURES**

Ms. King then reviewed with the Board the topics that were included in the District's statutorily required Election Policies and Procedures. A copy of the Policies and Procedures Table of Contents is attached hereto. A brief discussion ensued.

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 adopt the District's Election Policies and Procedures, as discussed.

Commissioner Plummer then stated that the Board would convene in Executive Session to deliberate real estate and personnel matters pursuant to Sections 551.072 and 551.074, Texas Government Code.

All members of the Board present, Mr. Chebra, Ms. B. King, Ms. Conn, Ms. M. King and Ms. Christensen convened into Executive Session at 5:40 p.m.

All other meeting attendees still present re-entered the meeting at 6:27 p.m.

**RECONVENE IN OPEN SESSION**

Commissioner Plummer reconvened the meeting in open session at approximately 6:27 p.m. at which time the following actions were taken by the Board:

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 amend the District's Organizational Chart, as discussed in Executive Session.

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 authorize the CEO to negotiate the sale of the District's Property for the fair market value, as discussed in Executive Session.

There being no further business to come before the Board, the meeting was adjourned at 6:28 p.m.

PASSED, APPROVED AND ADOPTED this 16<sup>th</sup> day of April, 2024.

  
Secretary, Board of Commissioners

