

MINUTES OF MEETING OF THE
BOARD OF COMMISSIONERS

January 28, 2025

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, January 28, 2025, at 5:00 p.m.; whereupon, the roll was called of the members of the Board, to-wit:

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|----------------|---------------------------|
| Karen Plummer | President |
| Dorothy Dalton | Vice President |
| Jared Adams | Secretary |
| Kofi Barkoh | Treasurer/Asst. Secretary |
| George Peckham | Asst. Treasurer |

All members of the Board were present, except Commissioners Adams and Barkoh, 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. Katie Conn, Director of Regulatory Affairs and Operations Support; Mr. Jordan Anderson, Chief Quality Officer ("CQO"); Ms. Miranda Sevcik, Public Information Officer ("PIO"); Ms. Karisa Wendt, Executive Assistant; and Mr. Matt Folsom, IT Manager; and Brian Piatkowski, Experience Coordinator. Others 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. Anthony Fetters 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 Commissioner Plummer 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 meritorious service awards at the time.

APPROVAL OF THE MINUTES

The Board considered approval of the December 6, 2024 special and December 17, 2024 regular meetings minutes. Upon motion by Commissioner Peckham, seconded by Commissioner Dalton, after full discussion and the question being put to the Board, the Board voted unanimously to approve the December 6, 2024 special and December 17, 2024 regular meetings minutes, as presented, and certified agendas for same.

CEO'S REPORT

Mr. Chebra presented to and reviewed with the Board the December 2024 CEO Report, which included the EMS Survey Team results for December 2024, copies of which are attached hereto. A discussion ensued.

Mr. Chebra then introduced Ms. Sevcik, who reported on her coordination of the District's public relations and recent and upcoming media engagements in connection with the District.

Mr. Chebra then reported on various service matters, including the status of the District's operations, ambulance fleet, communications and District staffing in December 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 December 2024, the District's ambulance fleet drove a total of 107,750 miles.

Mr. Chebra reported that, in December, the District: 1) operated its ambulances with approximately 790 lost unit hours; 2) received 4,948 calls, of which 67%, or 3,324, resulted in transports to hospitals; 3) provided mutual aid 13 times and requested mutual aid four (4) times; 4) maintained an overall response time compliance of 86%; and 5) experienced 14 critical failures.

Mr. Chebra went on to report that, in December 2024, the District had the following average response times: 1) eight minutes and 32 (8:32) seconds for Priority 1 ("P1") calls; 2) eight minutes and 55 seconds (8:55) for Priority 2 ("P2") calls; 3) ten minutes and two seconds (10:02) for Priority 3 ("P3") calls; and 4) 13 minutes and 29 seconds (13:29) for Priority 4 ("P4") calls. Mr. Chebra noted that the average response times for December 2024 were well within the District's goal times of: 1) less than ten (10) minutes for P1 calls; 2) less than 15 minutes for P2 calls; 3) less than 15 minutes for P3 calls; and 4) less than 20 minutes for P4 calls.

REVIEW AND APPROVE FIELD TRAINING AND EVALUATION PROGRAM AGREEMENT ("TRAINING AND EVALUATION AGREEMENT") WITH NATIONAL EMS MANAGEMENT ASSOCIATION ("NEMSMA")

Mr. Chebra then presented to and reviewed with the Board the proposed Training and Evaluation Agreement with NEMSMA, in the amount of \$9,000.00 for the training and evaluation of up to 32 students, a copy of which is attached hereto. A discussion ensued. Ms. Adams noted that RAB reviewed the proposed Training and Evaluation Agreement. Mr. Chebra stated that, in full disclosure, he then-currently served on the NEMSMA Board.

Upon motion by Commissioner Dalton, seconded by Commissioner Peckham after full discussion and the question being put to the Board, the Board voted unanimously to approve the CEO's Report and to approve the proposed Training and Evaluation Agreement with NEMSMA.

CFO REPORT

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

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

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.

Upon motion by Commissioner Dalton, seconded by Commissioner Peckham, after full discussion and the question being put to the Board, the Board voted unanimously to approve the CFO's Report, approve the payment of bills and issuance of checks, and authorize the required loan payments to Trustmark Bank, Regions, ZMFU and Signature (now Flagstar Public Funding Corp.).

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

ANNUAL REVIEW OF BOARD FEE OF OFFICE AND EXPENSE REIMBURSEMENT POLICY (THE "REIMBURSEMENT POLICY")

The Board then reviewed the District's Reimbursement Policy, which was amended on August 1, 2023, a copy of which is attached hereto. Ms. Adams stated that RAB was not recommending any changes to the District's Reimbursement Policy at the time but intended to provide an opportunity for the Commissioners to review and discuss the Reimbursement Policy prior to the SAFE-D Conference in February. No action was taken by the Board.

TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Adams then reviewed with the Board the Tax Assessor/Collector's Report for December 2024, 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 there were no PIA requests received in the previous month.

REVIEW RELEASE OF DISTRICT PATIENT PROTECTED HEALTH INFORMATION AND RELATED DEPOSITIONS, AND TAKE NECESSARY ACTIONS IN CONNECTION WITH SAME

Ms. Adams stated that she would provide an update on this matter in Executive Session.

DISTRICT PERSONNEL MATTERS, INCLUDING ANNUAL PERFORMANCE AND SALARY REVIEW OF CEO AND TAKE NECESSARY ACTIONS IN CONNECTION WITH SAME

Ms. Adams stated that personnel matters would be discussed with the Board in Executive Session.

DISTRICT REAL ESTATE MATTERS

Mr. Chebra reminded the Board that he had been coordinating with Harris County Municipal Utility District No. 24 ("MUD 24") to attempt to obtain water and sanitary sewer service for the District's administration property. Mr. Chebra reported that he was recently informed that MUD 24 has sufficient water capacity to serve the District's administration property, but did not have sufficient sanitary sewer capacity. Mr. Chebra added that the cost for the District to connect to MUD 24's water system was approximately \$1 million. A discussion ensued regarding tabling action on such matter until such time as MUD 24 has sufficient sanitary sewer capacity to serve the District's administration property. A discussion ensued after which Mr. Chebra indicated he would obtain the then-current cost to install only a water connection to MUD 24.

Commissioner Plummer then stated that the Board would convene in Executive Session to deliberate matters of attorney client privilege, pending or contemplated litigation and personnel pursuant to Sections 551.071 and 551.074, Texas Government Code.

All members of the Board present, Ms. Adams, Ms. King and Ms. Christensen convened into Executive Session at 5:34 p.m.

Mr. Chebra entered Executive Session at 5:59 p.m.

All other meeting attendees still present re-entered the meeting at 6:08 p.m.

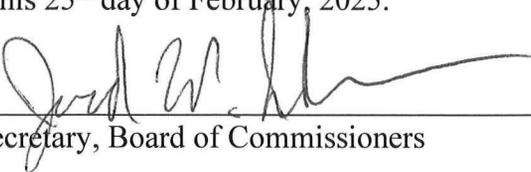
RECONVENE IN OPEN SESSION

Commissioner Plummer reconvened the meeting in open session at approximately 6:09 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 6:09 p.m.

PASSED, APPROVED AND ADOPTED this 25th day of February, 2025.




Secretary, Board of Commissioners