

MINUTES OF MEETING OF THE
BOARD OF COMMISSIONERS

February 25, 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, February 25, 2025, at 5:00 p.m.; whereupon, the roll was called of the members of the Board, to-wit:

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, 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; Mr. Jordan Anderson, Chief Quality Officer ("CQO"); Ms. Miranda Sevcik, Public Information Officer ("PIO"); Ms. Karisa Wendt, Executive Assistant; Mr. Matt Folsom, IT Manager; and Mr. Brian Piatkowski, Experience Coordinator. Others in attendance were: Mr. Ruben Gonzales, District resident and Director of Harris County Municipal Utility District No. 24 ("MUD 24"); Ms. Regina D. Adams and Ms. Fazile Kepadia, 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 January 28, 2025 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 January 28, 2025 regular meetings minutes, as presented, and certified agenda for same.

CEO'S REPORT

Mr. Chebra presented to and reviewed with the Board the January 2025 CEO Report, which included the EMS Survey Team results for the month, copies of which are attached hereto. A discussion ensued.

Mr. Chebra then provided updates on various service matters, including the status of the District's operations, ambulance fleet, communications and District staffing as of January 2025.

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 also reviewed the following with the Board: 1) critical failures; 2) fleet updates; and 3) the 24-hour unit consumption time, copies of which are attached hereto. Additionally, Mr. Chebra reported that the District's ambulance fleet drove a total of 118,853 miles in January 2025.

Mr. Chebra reported that, in January, the District: 1) operated its ambulances with approximately 928 lost unit hours; 2) received 4,820 calls, of which 72% (3,316) resulted in transports to hospitals; 3) provided mutual aid four (4) times and requested mutual aid three (3) times; 4) maintained an overall response time compliance of 86%; and 5) experienced 11 critical failures.

Mr. Chebra went on to report that, in January 2025, the District had the following average response times: 1) eight minutes and 42 seconds (8:42) for Priority 1 ("P1") calls; 2) nine minutes and 20 seconds (9:20) for Priority 2 ("P2") calls; 3) ten minutes and 17 seconds (10:17) for Priority 3 ("P3") calls; and 4) 12 minutes and 54 seconds (12:54) for Priority 4 ("P4") calls. Mr. Chebra noted that the average response times for January 2025 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 AMENDED BASIC TO PARAMEDIC PROGRAM STUDENT AGREEMENT ("B2P STUDENT AGREEMENT")

Mr. Chebra next presented to and reviewed with the Board a draft of the Amended B2P Student Agreement in connection with paramedic training for 2025-2026, a copy of which is attached hereto. Ms. Adams noted that she was coordinating with Mr. Chebra to revise the Amended B2P Student Agreement. A discussion ensued regarding same.

Upon motion by Commissioner Adams, seconded by Commissioner Barkoh, after full discussion and the question being put to the Board, the Board voted unanimously to approve and authorize use of the Amended B2P Student Agreement, subject to finalization of same.

REVIEW AND APPROVE SYSAID SUBSCRIPTION AGREEMENT

Mr. Chebra then reviewed with the Board a proposed three (3)-year Subscription Agreement with SysAid for IT service automation in the amount of \$49,900.00, a copy of which is attached hereto. Ms. Adams noted that RAB would review the updated proposal and provide comments on the proposed SysAid Subscription Agreement. Mr. Folsom explained the SysAid program and addressed questions related to same.

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 accept the proposal from SysAid and authorize the CEO's execution of the SysAid Subscription Agreement, subject to finalization of same.

REVIEW AND ACCEPT NARCOTICS SAFE PROPOSAL FROM MEDIXSAFE

Mr. Chebra then reviewed with the Board the MedixSafe Agreement and cost estimate for two (2) controlled substance (narcotic) medication safe retrofit kits for biometric access control, copies of which are attached hereto. Ms. Adams stated that RAB reviewed the proposed MedixSafe Agreement and provided comments on same. A discussion ensued.

Upon motion by Commissioner Barkoh, seconded by Commissioner Adams, after full discussion and the question being put to the Board, the Board voted unanimously to approve and authorize execution of the MedixSafe Agreement and authorize payment to MedixSafe in the amount of \$7,483.20 for the two (2) medication safe retrofit kits.

AUTHORIZE REQUESTS FOR PROPOSALS ("RFP") FOR NON-EMERGENT CALL CENTER PROGRAM

Mr. Chebra next reviewed the proposed RFP for a non-emergent call center program, a copy of which is attached hereto. Ms. Adams stated that RAB reviewed the proposed RFP and provided comments on same. A discussion ensued.

Upon motion by Commissioner Adams, seconded by Commissioner Dalton, after full discussion and the question being put to the Board, the Board voted unanimously to approve the RFP and authorize its dissemination with a proposal submission deadline of March 14, 2025.

REVIEW AND APPROVE AS-BUILT PLANS AND TAKE ANY OTHER NECESSARY ACTIONS CONCERNING TEXAS COMMISSION ON ENVIRONMENTAL QUALITY ("TCEQ") APPROVAL OF DISTRICT WATER WELL ("WW") NOS. 1 AND 2

Mr. Chebra then requested the Board's approval of the WW Nos. 1 and 2 as-built plans and authorization to take the necessary actions to obtain TCEQ approval of the District's WW Nos. 1 and 2. A discussion ensued.

Upon motion by Commissioner Dalton, seconded by Commissioner Adams, after full discussion and the question being put to the Board, the Board voted unanimously to approve the WW Nos. 1 and 2 as-built plans and authorize District staff to take necessary actions to obtain TCEQ approval of the District's WW Nos. 1 and 2, including WW testing.

Upon motion by Commissioner Adams, seconded by Commissioner Dalton, after full discussion and the question being put to the Board, the Board voted unanimously to accept the CEO's Report.

CFO REPORT

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

Mr. Farmer 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 Barkoh, after full discussion and the question being put to the Board, the Board voted unanimously to approve the payment of bills and issuance of checks.

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

REVIEW AND APPROVE AMENDMENT TO IMPLEMENT SECURE ACT AND OTHER LAW CHANGES (THE "AMENDMENT") FOR DISTRICT'S 457B PLAN

Mr. Farmer then presented to and reviewed with the Board an Amendment to Implement SECURE Act and Other Law Changes to the District's 457B Plan. Mr. Farmer did not recommend any changes to the District's 457B Plan at the time. A discussion ensued. Upon motion by Commissioner Adams, seconded by Commissioner Barkoh, after full discussion and the question being put to the Board, the Board voted unanimously to: 1) adopt the Amendment to the District's 457B Plan and authorize the CEO to execute same, a copy of which is attached hereto; and 2) accept the CFO's Report.

TAX ASSESSOR/COLLECTOR'S REPORT, INCLUDING ADOPT RESOLUTION CONCERNING EXEMPTIONS FROM TAXATION FOR 2025 TAX YEAR

Ms. Adams reviewed with the Board the Tax Assessor/Collector's Report for January 2025, 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 related to the District's property tax levy. The Board next considered approval of tax exemptions for the 2025 tax year, including a general homestead exemption and exemptions for property owners who were disabled or 65 years of age or older. Ms. Adams explained that in 2024, the Board did not grant a general residential homestead tax exemption but did grant a \$50,000 homestead exemption for those property owners who were disabled or 65 years of age or older.

In the absence of Mr. John Howell of GMS Group, LLC, the District's financial advisor, Ms. Adams stated that RAB did not recommend any changes to the District's previously approved tax exemptions at the time. A discussion ensued.

Upon motion by Commissioner Adams, seconded by Commissioner Barkoh, 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 2025 Tax Year reflecting a \$50,000 homestead exemption for property owners who were disabled or 65 years of age or older, 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 had responded to one (1) PIA request received in the prior month.

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

Ms. Adams noted that Mr. Brian Trachtenberg had provided the Commissioners with an update on this matter earlier in the day via electronic mail.

ADOPT RESOLUTION ADOPTING AMENDED COVERED APPLICATION PROHIBITION POLICY (THE "AMENDED POLICY")

Ms. Adams then presented to and reviewed with the Board the Amended Policy, a copy of which is attached hereto. A discussion ensued regarding the Exhibit "1" updates to the prohibited software/applications/developers list as determined by the Texas Department of Information Resources as of January 31, 2025. Upon motion by Commissioner Dalton, seconded by Commissioner Adams, after full discussion and the question being put to the Board, the Board voted unanimously to adopt the Amended Policy, as discussed.

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

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

DISTRICT REAL ESTATE MATTERS

Mr. Chebra stated that he had nothing to report at the time.

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 convened into Executive Session at 5:53 p.m.

Ms. Adams entered Executive Session at 5:59 p.m. and exited Executive Session at 6:03 p.m.

Mr. Chebra entered Executive Session at 6:28 p.m. and exited Executive Session at 6:40 p.m.

Mr. Chebra re-entered Executive Session at 6:45 p.m.

All other meeting attendees still present re-entered the meeting at 6:48 p.m.

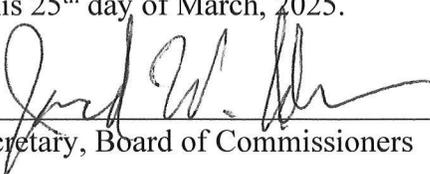
RECONVENE IN OPEN SESSION

Commissioner Plummer reconvened the meeting in open session at approximately 6:48 p.m. at which time the following action was taken by the Board:

Upon motion by Commissioner Barkoh, seconded by Commissioner Dalton, after full discussion and the question being put to the Board, the Board voted unanimously to authorize the CEO's 2024 performance bonus and 2025 base salary, retroactive to January 1, 2025, as discussed in Executive Session.

There being no further business to come before the Board, the meeting was adjourned at 6:49 p.m.

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



Secretary, Board of Commissioners

