

MINUTES OF MEETING OF THE
BOARD OF COMMISSIONERS

August 26, 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, August 26, 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, except Commissioner Adams, thus constituting a quorum. Also attending the meeting were the following District employees: Mr. Jordan Anderson, 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. Miranda Sevcik, Public Information Officer ("PIO"); Ms. Karisa Wendt, Executive Assistant; and Mr. Matt Folsom, IT Manager. Others in attendance were: Ms. Regina D. Adams, attorney, 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. 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.

APPROVAL OF THE MINUTES

The Board considered approval of the July 22, 2025 regular meeting minutes. 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 approve the July 22, 2025 regular meeting minutes and related certified agenda.

CEO'S REPORT

REVIEW COMPLIANCE, CLINICAL, IT, FLEET, SAFETY AND OPERATIONS MATTERS

Mr. Anderson presented to and reviewed with the Board the July 2025 CEO's Report, which included the EMS Survey Team Patient Experience Report for the month, copies of which are attached hereto.

Mr. Anderson then provided updates regarding the status of the District's operational performance. Mr. Anderson reported that, in July, the District: 1) operated its ambulances with approximately 965 total lost unit hours and 12 lost unit hours due to "truck flips"; 2) received 5,596 calls, 71% (3,369) of which resulted in hospital transports; 3) provided mutual aid on eight (8) occasions and received mutual aid five (5) times; 4) maintained an overall response time compliance rate of 86%; and 5) experienced three (3) critical failures.

Mr. Anderson further reported that the District's average response times for July 2025 were as follows: 1) eight minutes and 14 seconds (8:14) for Priority 1 ("P1") calls; 2) nine minutes and three seconds (9:03) for Priority 2 ("P2") calls; 3) nine minutes and 58 seconds (9:58) for Priority 3 ("P3") calls; and 4) 13 minutes and 12 seconds (13:12) for Priority 4 ("P4") calls. Mr. Anderson noted that the average response times for July 2025 were well within the District's response goals of: 1) < ten (10) minutes for P1 calls; 2) < 15 minutes for P2 calls; 3) < 15 minutes for P3 calls; and 4) < 20 minutes for P4 calls.

Mr. Anderson next presented to and reviewed with the Board the District's clinical public information and outreach activity reports, copies of which are attached hereto.

Mr. Anderson went on to review with the Board the fleet activity updates and information technology ("IT") initiatives, including system performance reports, copies of which are attached hereto. Additionally, Mr. Anderson reported that the District's ambulance and support vehicle fleet drove a total of 96,305 miles in July 2025. Mr. Anderson then provided an update on the District's vehicle procurements: 1) three (3) new supervisor SUVs were placed in service; 2) three (3) new ambulances were in the build-out process; 3) two (2) regular cab ambulances were being remounted and two (2) extended cab ambulances recently arrived at the remount facility; and 4) two (2) extended cab ambulances were awaiting build-out dates.

Mr. Anderson then reviewed the following reports with the Board: 1) IT; 2) safety programs; 3) compliance; and 4) critical failures, copies of which are attached hereto. Mr. Anderson noted that there was a direct lightning strike to the District's communications tower on the afternoon of July 13th, which damaged some secondary and redundant systems. Mr. Anderson stated that, overall, the damage was relatively limited compared to previous lightning strikes. A discussion ensued.

PUBLIC RELATIONS

Mr. Anderson next presented the District's public relations and media engagement report, a copy of which is attached hereto.

REVIEW AND APPROVE MENTAL HEALTH SERVICES AGREEMENTS WITH GRACE & GUIDANCE, PLLC ("GRACE & GUIDANCE") AND TANIA GLENN & ASSOCIATES, PA ("TANIA GLENN")

Mr. Anderson then presented to and reviewed with the Board Agreements with Grace & Guidance and Tania Glenn for mental health services for District employees. Ms. Adams stated that RAB had reviewed the proposed service agreements and provided comments on same. An extensive discussion ensued regarding same. Mr. Anderson then addressed questions from Commissioner Peckham regarding the proposed agreements. In response to a question, Mr. Farmer noted that \$25,000.00 was budgeted in Fiscal Year Ending December 31, 2026 for mental health services.

Upon motion by Commissioner Barkoh, seconded by Commissioner Peckham, after full discussion and the question being put to the Board, the Board voted unanimously to approve and authorize execution of the Mental Health Services Agreements with Grace & Guidance and Tania Glenn, as discussed. Copies of the agreements are attached hereto.

REVIEW AND APPROVE PRIORITY ONE AGREEMENT FOR IT SERVICES

Mr. Anderson next presented to and reviewed with the Board a proposed Statement of Work ("SOW") Agreement with Priority One for IT Services, including preparation of custom reports, for \$1,995.00 per month. Ms. Adams stated that RAB had reviewed the proposed SOW Agreement and provided comments on same. A discussion ensued.

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 and authorize execution of the SOW Agreement with Priority One and authorize payment for same. A copy of the SOW Agreement is attached hereto.

REVIEW AND APPROVE AGREEMENT WITH GULF COAST REGIONAL BLOOD CENTER ("GULF COAST")

Mr. Anderson then presented to and reviewed with the Board a Master Service Agreement ("MSA") and fee schedule with Gulf Coast for the District's use of blood products. Ms. Adams stated that RAB had reviewed the proposed MSA with Gulf Coast and provided comments on same. An extensive discussion ensued regarding whether a whole blood transfusion program would be beneficial to the District. In response to a question, Mr. Anderson stated that it would cost anywhere between \$4,000.00 to \$30,000.00 annually for the purchase of whole blood. Mr. Anderson also noted that it would cost \$4,000.00 to purchase one (1) blood cooler. Further discussion ensued after which the Commissioners agreed that the CEO should further explore the benefits, disadvantages and costs for the implementation of a whole blood program for the District.

Upon motion by Commissioner Barkoh, seconded by Commissioner Peckham, after full discussion and the question being put to the Board, the Board voted unanimously to approve and authorize execution of the MSA with Gulf Coast and authorize the purchase of two (2) blood coolers for a total cost of \$8,000.00. A copy of the MSA with Gulf Coast is attached hereto.

STATUS OF PROCUREMENT AND REVIEW OF PROPOSALS FOR WEBSITE SERVICES

Mr. Anderson went on to report that, at the July 22nd Board meeting, the Board approved and authorized execution of the 62 Digital Agency Services Agreement for public website management, hosting, broadcasting/recording and design services, as well as termination of all prior agreements with 62 Digital, subject to: 1) confirmation of District staff's access to the District's website; 2) confirmation that District staff can modify content on the District's website; and 3) receipt of two (2) additional proposals for website services. Mr. Anderson stated that it had been confirmed that District staff had access to, could modify and manage the content on the District's website and he had executed the 62 Digital Agency Services Agreement, as previously authorized.

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 accept the CEO Report.

CFO'S REPORT

APPROVE PAYMENT OF BILLS AND ISSUANCE OF CHECKS

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 and 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.

REVIEW INVESTMENT REPORT

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

REVIEW AND ADOPT RESOLUTION AUTHORIZING/ESTABLISHING ACCOUNTS WITH FROST BANK

Mr. Farmer next presented to and reviewed with the Board a Resolution Authorizing/Establishing Accounts with Frost Bank, a copy of which is attached hereto. A discussion ensued regarding opening investment accounts at Frost Bank pursuant to the District's Investment Policy.

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 CFO's Report and Investment Report and adopt the Resolution Authorizing/Establishing Accounts with Frost Bank.

TAX ASSESSOR/COLLECTOR'S REPORT

Ms. Adams reviewed with the Board the Tax Assessor/Collector's Report for July 2025, a copy of which is attached hereto.

ATTORNEY'S REPORT, INCLUDING:

REVIEW RECENT PUBLIC INFORMATION ACT ("PIA") OR SUBPOENA REQUESTS AND STATUS OF RESPONSES TO SAME, IF ANY

Ms. Adams reported that, in the prior month, RAB responded to one (1) subpoena request. Ms. Adams went on to report that RAB would be responding to a PIA request received earlier in the day.

REVIEW MEMORANDUM ON 89TH LEGISLATIVE SESSION

Ms. Adams then presented to and reviewed with the Board a comprehensive 89th Legislative Session Update Memorandum. A discussion ensued regarding the various legislative changes.

Further discussion ensued regarding the passage of Senate Bill 1494, which allowed certain political subdivisions, including the District, to move its general election from the May uniform election date in even-numbered years to the November uniform election date in odd-numbered years. Ms. Adams noted that the deadline to move the general election date(s) was December 31, 2025. A discussion ensued, after which the Commissioners asked to consider such matter at the September 23rd Board meeting.

AMEND DISTRICT PURCHASING POLICY, AS NECESSARY

Ms. Adams then stated that due to the passage of Senate Bill 2778, Section 775.073(b), Texas Health and Safety Code, which increased the amount of an employee's expenditure that may be paid without being presented to the Board for prior approval from \$2,000 to \$50,000, the Board may amend the District's Purchasing Policy to increase the expenditure threshold. A discussion ensued.

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 adopt an Amended District Purchasing Policy, thereby increasing the amount of requisite staff expenditure that may be made on behalf of the District without prior Board approval from \$2,000.00 to \$25,000.00.

DISTRICT REAL ESTATE MATTERS

Mr. Anderson stated that there were no District real estate matters to be discussed at the time.

DISTRICT PERSONNEL MATTERS, INCLUDING ANY PENDING CLAIMS, AND TAKE NECESSARY ACTIONS ON SAME

Ms. Adams and Mr. Anderson stated that there were no personnel and/or employment matters to be discussed at the time.

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

PASSED, APPROVED AND ADOPTED this 23rd day of September, 2025.


Secretary, Board of Commissioners

