

MINUTES OF MEETING OF THE  
BOARD OF COMMISSIONERS

September 23, 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, September 23, 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. Jordan Anderson, Chief Executive Officer ("CEO"); Mr. Tony Farmer, Chief Financial Officer ("CFO"); Ms. Katie Conn, Director of Regulatory Affairs and Operations Support; Ms. Miranda Sevcik, Public Information Officer ("PIO"); and Mr. Matt Folsom, IT Manager. Others in attendance were: Mr. John Howell of The GMS Group, L.L.C., the District's financial advisor; Mr. Tom Holt of HCA Northwest; Mr. Kevin Crocker; 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 August 26, 2025 regular meeting minutes. 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 August 26, 2025 regular meeting minutes.

## **HEAR PRESENTATION ON ANNUAL COMPREHENSIVE REVIEW REPORT (THE "ANNUAL REPORT") BY EVO AND TAKE ANY NECESSARY ACTIONS ON SAME**

Ms. Adams stated that EVO would provide the electronic version of the Annual Report later in the week and planned to review same with the Commissioners at the October 28, 2025 Board meeting.

## **CEO'S REPORT**

### **REVIEW COMPLIANCE, CLINICAL, IT, FLEET, PUBLIC RELATIONS, SAFETY AND OPERATIONS MATTERS**

Mr. Anderson presented to and reviewed with the Board the August 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 August, the District: 1) operated its ambulances with approximately 1,047 total lost unit hours and 18 lost unit hours due to "truck flips"; 2) received 5,825 calls, 70% (3,439) of which resulted in hospital transports; 3) provided mutual aid on 13 occasions and received mutual aid eight (8) times; 4) maintained an overall response time compliance rate of 84%; and 5) experienced eight (8) critical failures.

Mr. Anderson further reported that the District's average response times for August 2025 were as follows: 1) eight minutes and 20 seconds (8:20) for Priority 1 ("P1") calls; 2) eight minutes and 57 seconds (8:57) for Priority 2 ("P2") calls; 3) ten minutes and 19 seconds (10:19) for Priority 3 ("P3") calls; and 4) 14 minutes and 19 seconds (14:19) for Priority 4 ("P4") calls. Mr. Anderson noted that the average response times for August 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 111,972 miles in August 2025. Mr. Anderson then provided an update on the District's vehicle procurements: 1) two (2) regular cab ambulances had been remounted and were awaiting registration; 2) two (2) extended cab ambulances recently arrived at the remount facility; and 3) two (2) extended cab ambulances were awaiting build-out dates.

The IT, safety programs, compliance, PIO and critical failures reports are attached hereto.

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

REVIEW AND APPROVE AMENDED AND RESTATED INTERLOCAL AGREEMENT ("ILA") WITH HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 28 ("ESD 28")

Mr. Anderson noted that ESD 28 requested an amendment to the ILA to no longer require lease invoicing prior to payment by the District. Ms. Adams added that RAB prepared the Amended and Restated ILA. A discussion ensued.

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 Amended and Restated ILA with ESD 28, subject to finalization.

AUTHORIZE CEO TO ENTER INTO VENDOR AGREEMENTS UNDER A CERTAIN VALUE ON BEHALF OF THE DISTRICT

Ms. Adams reminded the Commissioners that they previously adopted an Amended District Purchasing Policy, thereby increasing the amount of an expenditure that may be made on behalf of the District by the CEO without prior Board approval from \$2,000.00 to \$25,000.00. A discussion ensued regarding allowing the CEO to enter into and execute necessary vendor agreements on behalf of the District under the same purchasing authority.

Upon motion by Commissioner Peckham, seconded by Commissioner Barkoh, after full discussion and the question being put to the Board, the Board voted unanimously to authorize the District's CEO to enter into necessary vendor agreements valued under \$25,000.00 on behalf of the District.

DISCUSS PROPOSED 2025 TAX RATE, HEAR FINANCIAL ADVISOR'S RECOMMENDATION, SET PUBLIC HEARING DATE AND AUTHORIZE PUBLICATION OF APPLICABLE NOTICE OF PUBLIC HEARING REGARDING SAME

Mr. Howell distributed for Board review and discussion the financial advisor's tax rate analysis and recommendation for the proposed 2025 tax rate, a copy of which is attached hereto. Mr. Howell reminded the Board that the District's 2024 tax rate was \$0.038294 per \$100 assessed valuation. Mr. Howell reported that the average taxable value of a residence in the District increased from \$317,783 in 2024 to \$318,561 in 2025. Mr. Howell then reported that the District's 2024 certified taxable value was \$77.1 billion and the District's 2025 certified taxable value was \$80.8 billion. Mr. Howell noted that a \$0.038078 total tax rate – the voter approval rate – would result in the average homeowner paying approximately \$1.66 less in 2025 taxes than in 2024 and would generate approximately \$30,768,743 million in tax revenues for the District.

Mr. Howell stated that the highest tax rate that could be proposed for 2025, as calculated on the 2025 alternate-6 tax rate calculation worksheet attached hereto, without being required to hold an election was \$0.038078 per \$100 assessed valuation, comprised of \$0.031087 for

maintenance and operations, and \$0.006991 for debt service. Mr. Howell recommended that the Board publish a proposed 2025 tax rate of \$0.038078 per \$100 assessed valuation.

A discussion ensued regarding the tax rate recommendation. The Board thanked Mr. Howell for his recommendation and noted that the recommended rate would lower the amount of taxes to be paid by the average taxpayer.

Upon motion by Commissioner Peckham, seconded by Commissioner Dalton, and after full discussion and the question being put before the Board, the Board voted unanimously to propose a 2025 total tax rate in the amount of \$0.038078 per \$100 assessed valuation, comprised of \$0.031087 for maintenance and operations and \$0.006991 for debt service, authorize the publication of the appropriate notice regarding the public hearing on a proposed 2025 tax rate of \$0.038078 per \$100 assessed valuation in the *Houston Chronicle* and schedule the public tax hearing on same to be held on October 28, 2025 at 5:00 p.m. at the District's Administration Building.

## **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. Mr. Farmer stated that a check to Commissioner Adams was added to the list of checks in the amount of \$1,326.00 for fees of office and expenses. Mr. Farmer then addressed questions regarding various invoices from Commissioner Peckham.

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 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 FISCAL YEAR ENDING ("FYE") DECEMBER 31, 2026 BUDGET ("2026 BUDGET")**

Mr. Farmer next presented to the Board the proposed 2026 Budget, a copy of which is attached hereto. Mr. Farmer noted that he and the CEO met with the Budget Committee to preliminarily review same. In response to a question from Ms. Adams, Mr. Farmer stated that he would review the legal expense line item in the budget and advise what sub-categories were included in same. Action on this item was deferred until the October 28<sup>th</sup> Board meeting.

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 the Investment Report.

Mr. Howell exited the meeting at this time.

**DISCUSS PROPERTY, LIABILITY, WORKERS' COMPENSATION AND CYBER LIABILITY INSURANCE RENEWAL THROUGH GALLAGHER (EXPIRES DECEMBER 31<sup>ST</sup>)**

Mr. Farmer then stated that the District's Property, General Liability, Workers' Compensation and Cyber Liability insurance coverages were due for renewal as the then-current policy would expire December 31, 2025. Mr. Farmer reported that District staff was coordinating with Gallagher regarding the insurance renewal and noted that he expected to receive renewal proposals prior to the November 25<sup>th</sup> Board meeting.

**ADOPT ORDER DECLARING PROPERTY AS SURPLUS OR SALVAGE PROPERTY AND AUTHORIZING SALE OR DISPOSAL OF SAME ("SALVAGE PROPERTY ORDER")**

Mr. Anderson and Ms. Adams next presented to and reviewed with the Board the Salvage Property Order. Mr. Anderson reported that the salvage property consisted of a number of AEDs and related batteries and cases for same. Ms. Adams noted that the adoption of the Salvage Property Order granted District staff the authority to properly dispose of the property. The CEO stated that the salvage property was intended be donated to the Harris County Fire Marshal's Office. A discussion ensued.

Upon motion by Commissioner Adams, seconded by Commissioner Peckham, after full discussion and the question being put to the Board, the Board voted unanimously to adopt the Salvage Property Order, a copy of which is attached hereto, thereby authorizing the appropriate disposal of same and authorizing District staff, as designated by the CEO, to handle same in accordance with the applicable terms of Section 775.0735, Texas Health and Safety Code.

**TAX ASSESSOR/COLLECTOR'S REPORT**

Ms. Adams reviewed with the Board the Tax Assessor/Collector's Report for August 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, the District received three (3) PIA requests. Ms. Adams stated that Ms. Conn responded to one (1) of the requests and requested clarification on another of the requests. Ms. Adams went on to report that RAB was in the process of responding to one (1) of the PIA requests.

**ELECTION AGENDA, INCLUDING:**

**ADOPT RESOLUTION ADOPTING NEW UNIFORM ELECTION DATE FOR GENERAL ELECTION, IF NECESSARY**

Ms. Adams next reminded the Commissioners that Senate Bill 1494, 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. Ms. Adams then presented to and reviewed with the Board the proposed Resolution Adopting New Uniform Election Day for General Election, a copy of which is attached hereto. A discussion ensued.

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 adopt the Resolution Adopting New Uniform Election Day for General Election.

**DISTRICT REAL ESTATE MATTERS, INCLUDING:**

**PRESENTATION REGARDING PRELIMINARY SITE CONFIGURATION OF REMAINDER OF ADMINISTRATIVE PROPERTY FOR POTENTIAL SALE**

**AUTHORIZE REQUESTING QUALIFICATIONS FOR ENGINEERING SERVICES FOR SAME**

Mr. Anderson stated that there were no District real estate matters to be discussed at the time, but that there would be a presentation regarding same at the October 28<sup>th</sup> Board meeting.

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

Ms. Adams stated that pending attorney-client privileged employment claim matters would be discussed in Executive Session.

**EXECUTIVE SESSION**

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

All members of the Board present, Mr. Anderson, Ms. Conn, Ms. Adams and Ms. Christensen convened into Executive Session at 6:08 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 Peckham, seconded by Commissioner Dalton, after full discussion and the question being put to the Board, the Board voted unanimously to authorize the CEO to negotiate settlement of a pending employment claim up to the amount discussed in Executive Session and authorize the CEO to execute any related documentation regarding same.

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

PASSED, APPROVED AND ADOPTED this 28<sup>th</sup> day of October, 2025.



*Asst.*   
Secretary, Board of Commissioners