

MINUTES OF MEETING OF THE  
BOARD OF COMMISSIONERS

November 18, 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, November 18, 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. 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. Kevin Crocker, Chief Quality Officer; Ms. Kim Graham, Human Resources ("HR") Manager; Ms. Miranda Sevcik, Public Information Officer ("PIO"); Ms. Karisa Wendt, Executive Assistant; Ms. Gayle Jernstrom, Messrs. Brian Piatowski, Matt Folsom, Harry Fair, Michael Bailey, Bobby Lane, Darren Wojcik, Timothy Schreiner, Adam Reshkovsk and Spencer Tabor. Others in attendance were: Ms. Regina D. Adams 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 October 28, 2025 regular meeting minutes. 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 the October 28, 2025 regular meeting minutes and related certified agenda.

## **CONFIRM ENGAGEMENT OF AUDITOR FOR FISCAL YEAR ENDING ("FYE") DECEMBER 31, 2025 (THE "2025 AUDIT")**

A discussion ensued regarding confirmation of McCall Gibson Swedlund Barfoot Ellis PLLC's ("McCall") engagement for preparation of the 2025 Audit.

## **CEO'S REPORT**

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

Mr. Anderson presented to and reviewed with the Board the October 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 October, the District: 1) operated its ambulances with approximately 1,180 total lost unit hours and 0 lost unit hours due to "truck flips"; 2) received 5,955 calls, 68% (3,376) of which resulted in hospital transports; 3) provided mutual aid on eight (8) occasions and received mutual aid nine (9) times; 4) maintained an overall response time compliance rate of 81%; and 5) experienced seven (7) critical failures.

Mr. Anderson further reported that the District's average response times for October 2025 were as follows: 1) eight minutes and 38 seconds (8:38) for Priority 1 ("P1") calls; 2) nine minutes and seven seconds (9:07) for Priority 2 ("P2") calls; 3) ten minutes and 13 seconds (10:13) for Priority 3 ("P3") calls; and 4) 15 minutes and 40 seconds (15:40) for Priority 4 ("P4") calls. Mr. Anderson noted that the average response times for October 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 110,556 miles in October 2025.

The IT, HR, 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.

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 approve the CEO's Report.

**CONFIRM ENGAGEMENT OF AUDITOR FOR THE 2025 AUDIT (-CONTINUED-)**

Ms. Adams then presented to and reviewed with the Board the confirmation of McCall's engagement for preparation of the 2025 Audit, a copy of which is attached hereto. Ms. Adams noted that the estimated fee range would be between \$38,000 and \$42,000 for preparation of the 2025 Audit. 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 confirm McCall's engagement to prepare the 2025 Audit.

**REVIEW AND APPROVE AMENDED AND RESTATED LEASE AGREEMENT WITH HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 13 ("ESD 13")**

Mr. Anderson then presented to and reviewed with the Board the proposed a Lease Agreement with ESD 13 for housing facilities for use by the District at ESD 13/Cypress Creek Fire Station No. 25. A discussion ensued. Ms. Adams stated that RAB prepared the proposed Lease Agreement.

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 and authorize execution of the Lease Agreement with ESD 13, subject to finalization.

Messrs. Schreiner, Reschkovsk and Tabor entered the meeting at this time.

**REVIEW AND APPROVE AMENDMENT TO INTERLOCAL AGREEMENT ("ILA") WITH HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 7 ("ESD 7")**

Mr. Anderson then presented to and reviewed with the Board the proposed Amendment to the ILA with ESD 7 in connection with updating the ESD 7/Spring Fire Stations from which the District may house vehicles and personnel. Ms. Adams stated that RAB prepared the proposed Amendment to the ILA.

Upon motion by Commissioner Peckham, 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 Amendment to the ILA with ESD 7, subject to finalization.

**PRESENTATION OF SERVICE AND MERITORIOUS AWARDS**

Mr. Anderson reviewed correspondence from a District resident regarding a recent service call responded to by Messrs. Schreiner, Reschkovsk and Tabor. Mr. Anderson then recognized Messrs. Schreiner, Reschkovsk and Tabor and presented them with a Meritorious Service Award in recognition of their extraordinary efforts during such service call.

Messrs. Schreiner, Reshkocsk and Tabor exited the meeting at this time.

**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 Adams, seconded by Commissioner Peckham, 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. 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 approve the Investment Report.

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 CFO's Report.

**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 still coordinating with Gallagher regarding the insurance renewal and that he anticipated receipt of the renewal proposal(s) prior to the December Board meeting. Mr. Farmer noted that he expected an approximately eight percent (8%) cost increase in the insurance renewal proposal.

**DISCUSS 2026 EMPLOYEE INSURANCE/BENEFITS AND TAKE NECESSARY ACTIONS ON SAME**

The CEO reminded the Commissioners that they previously authorized renewal of the District's employee health insurance through Everyhealth and employee dental and vision insurance through United Healthcare.

**TAX ASSESSOR/COLLECTOR'S REPORT**

Ms. Adams reviewed with the Board the Tax Assessor/Collector's Report for October 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 one (1) PIA request and was working on the response to same.

**ANNUAL REVIEW OF DISTRICT COVERED APPLICATION PROHIBITION POLICY**

Ms. Adams stated that the Board previously adopted an Amended Covered Application Prohibition Policy, which it was required to review annually. Ms. Adams noted that RAB was not recommending any changes to such policy at the time.

**DISTRICT REAL ESTATE MATTERS, INCLUDING STATUS OF REQUEST FOR QUALIFICATIONS ("RFQ") FOR ENGINEERING SERVICES IN CONNECTION WITH THE POTENTIAL SALE OF REMAINDER OF ADMINISTRATIVE PROPERTY**

Ms. Adams reported that RAB sent the RFQ to four (4) civil engineers and requested that they submit their Statement of Qualifications ("SOQ") to RAB by December 8<sup>th</sup> for the Board's consideration at the December 16, 2025 regular meeting. A discussion ensued after which the Commissioners concurred that District staff and Commissioner Peckham would preliminarily review the SOQs received prior to the December 16<sup>th</sup> Board meeting.

Ms. Adams then reviewed her recent conversations with Mr. Terry Lynch of JT Lynch Company regarding possible installation of an emergency light on Stuebner Airline Road at the Administration Complex ambulance exit.

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

Ms. Adams stated that personnel matters, including any 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 and Ms. Adams convened into Executive Session at 5:42 p.m.

All other meeting attendees still present re-entered the meeting at 6:40 p.m.

**RECONVENE IN OPEN SESSION**

Commissioner Plummer reconvened the meeting in open session at approximately 6:40 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 6:41 p.m.

PASSED, APPROVED AND ADOPTED this 16<sup>th</sup> day of December, 2025.



Secretary, Board of Commissioners

