



HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1

**BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – January 28, 2014**

RECEIVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 3/25/14 (Date)
Shirley Reed President of ESD-1
Fred Scibuola Secretary of ESD-1

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:08 am.
2. **Invocation:** Fred Scibuola led the invocation.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Secretary/Treasurer Fred Scibuola, Assistant Secretary Lisa Bellar and At Large Commissioner Richard Vestewig along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Operations Heath White and Chivas Guillote, Vice President of Clinical Services. Visitor Regina Adams of Johnson Radcliffe Petrov and Bobbit was present as well.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion seconded by Richard Vestewig. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Lisa Bellar announced that she will be resigning from the Board effective on the February meeting. Cathy Sunday noted that the HCESD-1 commissioners went to the Safe-D meeting in Galveston. Ms. Sunday stated that the classes were good and the commissioners learned a lot at the meeting. Ms. Sunday asked Richard Vestewig to head up a planning session in the future. She also asked to analyze the insurance with VFIS at the next meeting. Fred Scibuola stated that the conference was educational and he brought back a book of ESD laws. Ms. Bellar stated that she would provide Mr. Vestewig with a book of ESD laws as well. Mr. Vestewig stated that he thought the conference was valuable.
7. **Review and possibly approve all Meeting Minutes:** Fred Scibuola made a motion to accept the Minutes of December 17, 2013. Richard Vestewig seconded the motion. Motion carried.
8. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Fred Scibuola made a motion to table the approval of The Morton Accounting Services' monthly report and authorized payment of bills. The commissioners would like Melissa Morton to clarify the wording in the second paragraph of her monthly report. Motion was seconded by Richard Vestewig. Motion carried.
9. **Possible action on The Morton Accounting Services' monthly report:** No action required.
10. **Discuss and possibly approve Commissioner voting on reassignment of Officer Positions to the Board of Commissioners and/or the Assignment of an Assistant Treasurer:** Item tabled.
11. **Discuss and possibly approve engaging Carr, Riggs & Ingram, LLC for HCESD-1 Audit:** Caryn Papantonakis stated that she and Melissa Morton have reviewed the engagement letter and it seems similar to last year's letter. Motion by Richard Vestewig to approve engaging Carr, Riggs & Ingram, LLC (formerly known as Gainer Donnelly) for the HCESD-1 Audit. Second by Lisa Bellar. Motion Carried.

12. **Discuss and possibly approve lease agreement between HCESD-1 and HCEC:** Caryn Papantonakis noted that the amount of the lease was already approved at a prior Board meeting. Ms. Papantonakis also noted that both she and Mark Smith have reviewed this agreement and merely itemized it on the agenda to put the lease into a formal agreement. Motion by Fred Scibuola to approve the lease agreement between HCESD-1 and HCEC. Seconded by Lisa Bellar. Motion carried.
13. **Discuss and possibly approve amending Ambulance and Emergency Services Agreement between HCESD-1 and HCEC:** Caryn Papantonakis stated that there are changes that need to be made to this agreement. She said that the commissioners should review and discuss the agreement prior to approval. Cathy Sunday said that she would like to reduce the amount of ambulances purchased by HCESD-1 down to two (2) units/year. Jeremy Hyde stated that it would actually be easier for HCEC if HCESD-1 did not buy any ambulances, but he would be fine with two (2) units/year. Ms. Papantonakis stated that she and Mark Smith will meet and make the necessary changes to the agreement. Item tabled.
14. **Harris County Emergency Corps Report:** Jeremy Hyde issued his President's Report to the Board in the handouts, which included his chart and status report. Mr. Hyde pointed out that there were no major incidents during the ice accumulation last week and that the non-essential employees were given the today off due to the possible accumulation of ice on the roads this afternoon. Mr. Hyde also stated that during these types of events, HCEC normally puts one to two additional ambulances in service to handle the increased call volume.
15. **Possible action on Harris County Emergency Corps Report:** No action required.
16. **Adjourn to closed session:** Adjourned to closed session at 9:54am.
17. **Possible action on closed session:** No action required.
18. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, February 25, 2014 at 9:00 am.
19. **Adjourn:** Fred Scibuola made a motion to adjourn. Shirley Reed seconded. Motion carried. Meeting adjourned at 10:02 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
SUPPLEMENTAL MEETING
MINUTES – January 28, 2014**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:01 am.
2. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Secretary/Treasurer Fred Scibuola, Assistant Secretary Lisa Bellar and At Large Commissioner Richard Vestewig along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, and Vice President of Operations Heath White. Visitors Regina Adams of Johnson Radcliffe Petrov and Bobbit and Chivas Guillote were present as well.
3. **Election Agenda:** Regina Adams asked if the ESD had any possible election officials. Cathy Sunday and Shirley Reed said that they know of some possible candidates. Ms. Adams said that they will be needed if an election is required. Regina Adams stated that she had some quotes for electronic voting machines and that an election would need to be called at the next meeting. She also reminded the ESD Commissioners that 2/28/14 is the last day to file an election application. If there are no contested elections, the election will be canceled at the March meeting.
4. President Cathy Sunday adjourned the meeting at 9:07am.

APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 2/25/14 (Date)
Shirley Reed Secretary of ESD-1
[Signature] President of ESD-1



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – February 25, 2014**

APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 3/25/14 (Date)

President of ESD-1

Secretary of ESD-1

1. **Call to Order:** Shirley Reed called the meeting to order at 9:04 am.
2. **Invocation:** Deborah Guidry led the invocation.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: Vice President Shirley Reed, Secretary/Treasurer Fred Scibuola, and At Large Commissioner Richard Vestewig along with Legal Counsel Caryn Papantonakis. President Cathy Sunday was absent and Assistant Secretary Lisa Bellar resigned from the Board of Commissioners at the last meeting but was effective today. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Operations Heath White, Vice President of Administration and Accounting Janice Metzger, Vice President of Clinical Services Chivas Guillote, and Administrative Assistant Deborah Guidry, along with Legal Counsel Mark Smith. Guests Regina Adams of Johnson Radcliffe Petrov & Bobbit, and Glenn Hastings of VFIS of Texas were present as well.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion seconded by Richard Vestewig. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** None.
7. **Review and possibly approve all Meeting Minutes:** Fred Scibuola made a motion to accept the Minutes of the Regular meeting of January 28, 2014 as well as the supplemental meeting of January 28, 2014. Richard Vestewig seconded the motion. Motion carried.
8. **Approve The Morton Accounting Services' January and February monthly reports and authorize payment of bills:** Melissa Morton noted that she made the correction on the summary page for January's report, which Secretary/Treasurer Fred Scibuola said looked good. She gave her report for February in detail, according to her handouts. Ms. Morton also said that she has a check for the monthly debt payment but has yet to receive an invoice. While she is requesting the Board sign the check, it will not be issued until the invoice has been received, which she will forward to the Board upon receipt. Additionally, Ms. Morton noted HCESD-1 will have an audit, beginning March 10, 2014. She said that she is still doing a clean-up of balances from her predecessor. Lastly, the annual payment for Wells Fargo of \$41,406.00 is due on April 1, 2014 and since the Board will not meet again until March 25th, it would be very close to the due date. Therefore, the check needs to be written now and held until the due date is near. It was agreed for Ms. Morton to write and hold the payment to Wells Fargo until it is due. Richard Vestewig made a motion to approve the monthly reports for January and February 2014 and to pay all outstanding bills as presented in the handouts, including the payment to Wells Fargo. Motion seconded by Fred Scibuola. Motion carried.
9. **Possible action on The Morton Accounting Services' monthly report:** No action required.

10. **Discuss and possibly approve amending Ambulance and Emergency Services Agreement between HCESD-1 and HCEC:** Caryn Papantonakis said the Board discussed the issues at last month's Board Meeting which included reduction of the amount of ambulances purchased from three (3) units down to two (2) per year. She and Mark Smith worked together to make the changes as previously discussed. She noted that the amount of coverage was decreased from \$3M aggregate to \$2M aggregate. Ms. Papantonakis said that it is currently at \$2M and has been working well. Mark Smith said to increase it would cost an additional \$25k. She and Mr. Smith agreed that \$2M aggregate would be enough and wanted to reflect that change in the agreement. Fred Scibuola made a motion to approve the amendments to the Ambulance and Emergency Services Agreement between HCESD-1 and HCEC, seconded by Richard Vestewig. Motion carried.
11. **Discuss and possibly approve changing HCESD-1 Insurance carrier:** Glenn Hastings introduced himself as Account Executive of VFIS of Texas, an insurance carrier that HCESD-1 has considered commissioning instead of TML. Mr. Hastings noted he was aware that, if approved, coverage would not begin until October 2014. However, he indicated that although he could give a quote as soon as possible, it would only be good for 90 days. Mr. Hastings said his office would go out and perform a building survey where they would take pictures and measurements of the properties and determine a cost estimate to rebuild them in case they were destroyed. Jeremy Hyde stated that he edited a copy of the current policy from TML and forwarded it to VFIS. Fred Scibuola inquired as to how soon a budgetary number could be assessed. Mr. Hastings responded that once his office performed the survey, it would take approximately two (2) weeks for a quote. Caryn Papantonakis said there was no hurry for a quote due to the renewal date of October; however, she did ask if VFIS gave a quote early would it stay the same after the 90 days expired. Mr. Hastings said that unless there was some sort of catastrophe, there should not be any significant changes. After the discussion, it was determined that no motion was needed at this time. As the time for renewal approaches, Mr. Hyde will bring Mr. Hastings back to meet with the Board. Vice President Reed thanked Mr. Hastings for the consultation and said the Board would look forward to meeting with him again.
12. **Harris County Emergency Corps Report:** Jeremy Hyde issued his President's Report to the Board in the handouts, which included his chart and status report. He then introduced Chivas Guillote saying that he has worked for HCEC for the past year and informed the Board that Mr. Guillote has been promoted to Vice President of Clinical Services. Mr. Hyde noted that three (3) medics were promoted to supervisor this month, something that has not been done during his tenure with HCEC. He said the candidates were long-time employees, very intelligent and deserved the promotion. Other highlights of the report were:
 - HCEC had its first Community Health Patient. As of February 10th, this patient had called 911 six (6) times this year. We are going to work together as a team with the patient's physicians, case workers and the hospital to implement a care plan.
 - HCEC awarded its first Corps Value Award, which is similar to an employee of the month award. Employee must be nominated from within the organization. There were 12 nominations which made it difficult to decide.
 - Marketing has assembled our 2013 Annual Report. It was well designed and looks great, giving a snapshot of all accomplishments for 2013.
13. **Possible action on Harris County Emergency Corps Report:** Mr. Hyde pointed out that in reading the Emergency Services contract with The District, it states that no ambulance can operate with over 200k miles on it. Recently, HCEC had a chassis come back with a blown engine. The chassis and box are in good condition but has over 200k miles. Our mechanics would like to repair it for approximately \$5k. HCEC requested a waiver for Shop 40 to put a new engine in it where it would possibly run for an additional 200k miles. Richard Vestewig made a motion to approve the waiver of the "200k mile rule" for Shop 40 to exceed 200k miles with a new engine. Seconded by Fred Scibuola. Motion carried.

SUPPLEMENTAL AGENDA: Regina Adams of Johnson Radcliffe Petrov & Bobbit reviewed the agenda:

1. Election Agenda
 - a. Update on May 10, 2014 Commissioners Election – have not received any applications for the ballot and the deadline is Friday, February 28, 2014.
 - b. Adopt Order Calling Commissioners Election – even if election is cancelled, it must still be called. Fred Scibuola made a motion to adopt order calling Commissioners Election, seconded by Richard Vestewig. Motion carried.
 - c. Determine canvassing date for May 10, 2014 Commissioners Election – may not need canvassing date. Item tabled.
 - d. Discuss rental of iVotronic election equipment and approve and authorize execution of Rental Equipment and Sales of Service Contract with ES&S. Richard Vestewig made a motion to approve and authorize the execution of Rental Equipment and Sales of Service Contract with ES&S in the amount of \$4,986.00. Fred Scibuola seconded the motion. Motion carried.
14. **Adjourn to closed session:** No session required.
15. **Possible action on closed session:** No action required.
16. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, March 25, 2014 at 9:00 am.
17. **Adjourn:** Fred Scibuola made a motion to adjourn. Richard Vestewig seconded. Motion carried. Meeting adjourned at 9:45 am.



APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
09 4/29/14 (Date)
[Signature]
President of ESD-1
[Signature]
Secretary of ESD-1

Harris County Emergency Services District 1
2800 Aldine Bender Road
Houston, Texas 77032
Page 1 of 3

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – March 25, 2014**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:00 am.
2. **Invocation:** Cathy Sunday led the invocation.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Secretary/Treasurer Fred Scibuola, and At Large Commissioner Richard Vestewig along with Legal Counsel Caryn Papantonakis and CPA Melissa Morton of The Morton Accounting Services (TMAS). Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Administration and Accounting Janice Metzger, Joseph Le, along with Legal Counsel Mark Smith. Guest Regina Adams of Johnson Radcliffe Petrov & Bobbit, and Pat Hall of Equitax.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion seconded by Shirley Reed. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Cathy Sunday thanked Dr. George Kiss of HCEC for helping her when she had an accident to her hand. Also, Cathy Sunday reported that she spoke with an HCSO officer who stated that they enjoy working with HCEC on scenes. Cathy also stated that she would like to modify the HCESD-1 logo and present it to the ESD Commissioners at a future meeting. Fred Scibuola said that he knows Ron Welch who does comprehensive updates for ESD's. Fred stated he would like Mr. Welch to present his services at a future meeting. Shirley Reed asked if it was necessary to take the upcoming SAFE-D class for commissioners. Cathy Sunday said it was not required but acceptable if anyone wished to do so.
7. **Review and possibly approve all Meeting Minutes:** Fred Scibuola made a motion to accept the Minutes of the Regular meeting of February 25, 2014. Shirley Reed seconded the motion. Motion carried.
8. **Approve The Morton Accounting Services' March monthly report and authorize payment of bills:** Melissa Morton presented the monthly accounting report as written. Ms. Morton stated that it has been difficult to close the Wells Fargo account completely. She also stated that although Wells Fargo emptied the account of funds, they left it open and it accrued monthly fees against it. Ms. Morton is trying to get those fees reversed. In addition, she noted that the HCESD-1 auditors were here for about a week. Both Melissa Morton and Janice Metzger remarked how much more difficult it has been working with the new audit firm than in previous years. Fred Scibuola made the motion to approve the Morton Accounting Services report and authorize the payment of bills. Shirley Reed seconded the motion. Motion carried.
9. **Possible action on The Morton Accounting Services' monthly report:** No action required.
10. **Discuss and possibly approve action regarding tax rolls:** Pat Hall of Equitax presented their findings on the audit of HCESD-1's tax rolls. Ms. Hall stated that \$14,288,072 in property value was not on our tax roll. The value to HCESD-1 was \$280,257 in 2013. Ms. Hall also stated that the Pine Terrace North subdivision was added to HCESD-1 tax roll. Those changes have been made with the CAD and HCESD-1 should now receive the appropriate funds. Cathy Sunday asked Ms. Hall to make sure the follow-up work would be done.

Fred Scibuola made a motion that Ms. Hall create a proposal to evaluate HCESD-1 tax rolls annually. Shirley Reed asked if that was necessary yearly. Melissa Morton stated that if reviewed annually it should be less work. Richard Vestewig amended Fred Scibuola's motion to add that Ms. Hall's proposal include a schedule and list of deliverables attached to it. Fred Scibuola seconded the amended motion. Motion Carried.

11. **Discuss and possibly approve cancelling of elections:**

SUPPLEMENTAL AGENDA: Regina Adams of Johnson Radcliffe Petrov & Bobbit reviewed the agenda:

1. Election Agenda

- a. Update on May 10, 2014 Commissioners Election matters, and take any necessary action on the same; and
- b. Adopt Order Declaring Unopposed Candidates Elected to Office and Cancelling Election.

Regina Adams stated there were no opposed candidates for election and that the Board could elect to vote to cancel the election. Fred Scibuola made a motion to cancel the upcoming election. Richard Vestewig seconded the motion. Motion carried. The Commissioners signed the order to Adopt Order Declaring Unopposed Candidates Elected to Office and Canceling Election.

12. **Discuss and possibly approve joining NAEMT:** Cathy Sunday stated that it was HCESD-1's option to join NAEMT. Ms. Sunday remarked that it would be expensive to join and probably unnecessary. Ms. Sunday stated that it would offer some benefits and education opportunities such as 'EMS On The Hill', which is still available even if the Board decides not to join. Ms. Sunday asked Jeremy Hyde if HCEC was a member to which he replied HCEC was not. Cathy Sunday said that she does not believe it would be advantageous for HCESD-1. It was agreed that the Board would not join.

13. **Harris County Emergency Corps Report:** Jeremy Hyde issued his President's Report to the Board in the handouts, which included his chart and status report. Mr. Hyde said HCEC has been busy with Rodeo, but otherwise considered it a normal month. Mr. Hyde noted that our call volume was low this month, which affected our finances. Mr. Hyde did point out that February only had 28 days. He also said that March has been busy so far, requiring some mutual aid help from our neighboring agencies. Shirley Reed asked if we were adequately staffed and Mr. Hyde said that he believes HCEC to be adequately staffed, if not a little overstaffed. He also remarked that Emily Terry will begin as a full-time Community Health Paramedic beginning April 1.

14. **Possible action on Harris County Emergency Corps Report:** No action required.

15. **General Council Quarterly Presentation:** Caryn Papantonakis presented her quarterly report to the Board. Ms. Papantonakis stated she compared a flat rate to an hourly rate for her services and concluded that it was more cost-effective for HCESD-1 to compensate her with a flat rate. She also mentioned that she does not charge HCESD-1 for some of the minor fees she incurs for them.

16. **Review and possibly approve HCESD1 Contract with General Council:** Caryn Papantonakis stated that the contract price and conditions have not changed. This is just a renewed yearly contract. Shirley Reed made a motion to approve the contract with the General Council. Richard Vestewig Seconded the motion. Motion carried.

17. **Adjourn to closed session:** No session required.

18. **Possible action on closed session:** No action required.

19. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, April 29, 2014 at 9:00 am.

20. **Adjourn:** Shirley Reed made a motion to adjourn. Richard Vestewig seconded. Motion carried. Meeting adjourned at 9:55 am.



APPROVED

Document approved by Harris County ESD-1
Board of Commissioners

By a Majority Vote

on 5/20/14 (Date)

Harris County Emergency Services District 1

2800 Aldine Bender Road

Houston, Texas 77032

Page 1 of 2

[Signature]
President of ESD-1

[Signature]
Secretary of ESD-1

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – April 29, 2014**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:01 am.
2. **Invocation:** Deborah Guidry led the invocation.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Secretary/Treasurer Fred Scibuola, and At Large Commissioner Richard Vestewig along with Legal Counsel Caryn Papantonakis and CPA Melissa Morton of The Morton Accounting Services (TMAS). Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Operations Heath White, Director of Finance Amro Darwish and Administrative Assistant Deborah Guidry along with Legal Counsel Mark Smith. Guests were Ronald Welch, Economist for Municipal Information Services and Auditors Alyssa Hill and Jose Cañas of Carr, Riggs & Ingram (CRI). Absent was Vice President of Administration Janice Metzger.
4. **Adoption of Agenda:** The Commissioners agreed to move agenda items 12 and 10 (in that order) above item 5. Fred Scibuola made a motion to adopt the agenda as amended. Motion seconded by Richard Vestewig. Motion carried.
12. **Presentation by Ron Welch:** Fred Scibuola introduced Ron Welch who gave a presentation regarding his business, Municipal Information Services. He has a PhD in economics and, over the years, has discovered misappropriated funds that were incorrectly distributed in other taxing entities. Mr. Welch said he has worked with every ESD in Harris County and his first contact with HCESD-1 was in 1992, where he was able to locate and assist in the redistribution of tax monies that belonged to HCESD-1. He performed another review 1995, 1996 and 1999 and found hundreds of millions of dollars that were misappropriated. Mr. Welch has worked for District 11 (Cypress Creek EMS) and District 9 (Cy-Fair) since 1984. He proposed to do an audit of tax roll for HCESD-1 and based upon that audit perform a comprehensive review of The District. He also proposed to go through all the MUD in The District to determine projected population through 2028. Mr. Welch believes himself to be the least expensive in this field because he has done this type of work for over 30 years and is well versed in the process. Cathy Sunday said HCESD-1 was currently under a contract very recently with another company. She said the Board would assess how well the company performs and may use Mr. Welch's services in the future. Ms. Sunday also noted that she was well aware of Mr. Welch's expertise because of his previous work with The District in the early 1990s. Jeremy Hyde suggested the possibility of Mr. Welch performing an assessment of next year's tax roll to ensure that we are receiving all monies. Richard Vestewig inquired as to whether or not Mr. Welch's projections were correct and Ms. Sunday confirmed that his past projections were on target. Ms. Papantonakis said once the other company presents their finding, we could then request that Mr. Welch verify what they submit. Ms. Sunday thanked him for his presentation and said that it would be under review.
10. **Presentation/Report by auditors Carr, Riggs & Ingram, LLC:** Alyssa Hill, a partner with Carr, Riggs & Ingram, LLC (CRI) came to address the Board regarding the audit on behalf of Leslie Berardo, along with José Cañas. Ms. Hill distributed copies of the audit and explained the changes with regard to the financial statement. She said when HCESD-1 was originally providing ambulance services, their financial statement was reported as an enterprise or business-world basis of accounting. However, once HCESD-1 outsourced the service to HCEC, it was no longer operating as it had in the past and therefore, the Governmental Accounting

info@hcesd-1.org

Phone: 281-449-3131

Fax: 281-227-3335

Standards Board (GASB) required HCESD-1 to change how it presented its financial statement. Ms. Hill said that it would still be presented the way it had been but there would be an additional basis in which it would be reported, called the Fund Financial Statement basis. She said in the report was the unmodified opinion and the management discussion and analysis. She then guided them through the changes that were made in the financial statement. José Cañas, CPA for CRI, gave his presentation, thanking Melissa Morton of The Morton Accounting Service for bringing HCESD-1's books current and providing them in much better condition than the previous firm. He then reviewed the financials in detail. He noted that HCEC did not submit their invoices for payment for the last two months of 2013 to capture all the available resources to meet the 96% of capital according to the contract. Also he mentioned the law change that caused the termination of the capital leases for the ambulances. The loss had to be shown as a liability for gain and then amortize that gain. There was an item regarding fees for the collection agency providing services but was titled 'commissions'. Fred Scibuola requested a change in verbiage from 'commissions' to 'collection fees'.

5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** None.
7. **Review and possibly approve all Meeting Minutes:** Fred Scibuola made a motion to accept the Minutes of March 25, 2014 as presented. Shirley Reed seconded the motion. Motion carried.
8. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton of TMAS said that there were two additions to the report for the month which were reimbursements to Shirley Reed and Fred Scibuola. Mr. Scibuola made a motion to approve monthly report and authorize payment of bills. Motion was seconded by Richard Vestewig. Motion carried.
9. **Possible action on The Morton Accounting Services' monthly report:** No action required.
11. **Possible action on presentation/report by Carr, Riggs & Ingram, LLC:** Fred Scibuola moved to accept CRI's audit report as corrected. Seconded by Richard Vestewig. Motion Carried.
13. **Discuss and possibly approve new logo for HCESD-1:** Motion by Fred Scibuola to approve new logo for HCESD-1. Seconded by Shirley Reed. Motion carried.
14. **Harris County Emergency Corps Report:** Jeremy Hyde issued his President's Report to the Board in the handouts, which included his chart and status report. Cathy Sunday referred to the handouts stating that the HCEC Employee Award pictures should have been included in the Northeast News local newspaper. Mr. Hyde said that they publish some of our articles and not others but he was unsure if this one was submitted. Shirley Reed gave him a contact person at the paper (Mr. Hoffman) to ensure our articles get published. Mr. Hyde pointed out that HCEC is transitioning all events from EMCORPS to HCEC and it will be complete tomorrow (4/30/14). He also noted that HCEC received a grant to do a Bike Rodeo. Lastly, he quickly reviewed the first-quarter financials in Janice Metzger's absence.
15. **Possible action on Harris County Emergency Corps Report:** No action required.
16. **Adjourn to closed session:** No adjournment necessary.
17. **Possible action on closed session:** No action required.
18. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, May 20, 2014 at 9:00 am. Jeremy Hyde asked Ms. Papantonakis to post an agenda for May 21, 2014 so that Board members could attend the EMS Banquet. She agreed.
19. **Adjourn:** Richard Vestewig made a motion to adjourn. Fred Scibuola seconded. Motion carried. Meeting adjourned at 10:03 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – May 20, 2014**

APPROVED


Document approved by Harris County ESD-1

Board of Commissioners

By a Majority Vote

on 6/24/14 (Date)


President of ESD-1


Secretary of ESD-1

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:05 am.
2. **Invocation:** Cathy Sunday led the invocation.
3. **Roll Call of Commissioners:** Supplemental Agenda: Prior to roll call, there were three (3) Commissioners who were required to reaffirm their oath of office. Regina Adams of Johnson Radcliffe Petrov and Bobbit (guest) issued the certificates of election and administered the oaths of office to Commissioners Cathy Sunday, Shirley Reed, and Richard Vestewig. They were all congratulated and will remain on the Board of Commissioners for a term of four (4) years.

Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, and At Large Commissioner Richard Vestewig along with Legal Counsel Caryn Papanonakis and CPA Melissa Morton of The Morton Accounting Services (TMAS). Secretary/Treasurer Fred Scibuola was absent. Also present were Harris County Emergency Corps (HCEC) personnel: Vice President of Operations Heath White, and Administrative Assistant Deborah Guidry along with Legal Counsel Mark Smith. President Jeremy Hyde and Vice President of Administration Janice Metzger were absent. Guests were Regina Adams of Johnson Radcliffe Petrov and Bobbit and Pat Hall of Equitax.
4. **Adoption of Agenda:** Shirley Reed made a motion to adopt the agenda for the regular meeting on May 20, 2014 and the special meeting agenda for May 21, 2014 (the HCEC EMS Banquet) as presented. Motion seconded by Richard Vestewig. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Richard Vestewig said he spoke with three (3) people regarding the possibility of becoming a commissioner to fill the vacant position but each of them were unable to meet consistently at the 9:00 am meeting time. He said he would continue his search. President Sunday said that the Board could consider meeting at a different time if it would assist in the search.
7. **Review and possibly approve all Meeting Minutes:** Shirley Reed made a motion to accept the Minutes of April 29, 2014 as presented. Richard Vestewig seconded the motion. Motion carried.
8. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Motion by Shirley Reed to approve monthly report and authorize payment of bills. Motion was seconded by Richard Vestewig. Motion carried.
9. **Possible action on The Morton Accounting Services' monthly report:** Melissa Morton of TMAS said that Wells Fargo contacted her regarding the debt payment check that was sent to them but was never received. Since it had not cleared the bank, Ms. Morton suggested issuing a 'stop payment' on that check and reissue the payment. Shirley Reed made a motion to stop payment and reissue to Wells Fargo. Richard Vestewig seconded the motion. Motion carried.

10. **Discuss and possibly approve Equitax proposal:** Cathy Sunday introduced Pat Hall of Equitax to give a synopsis of their proposal. Ms. Sunday said she did have a chance to review Equitax's proposal and while the numbers looked favorable, she preferred to have the Secretary/Treasurer, Fred Scibuola, present prior to any decision being made. Item TABLED.
11. **Discuss and possibly approve Resolution authorizing the collection of tax penalties:** Caryn Papantonakis said the agreement was made with Linebarger and was self-perpetual; therefore, it is still current. She said the Resolution that was issued in 2009 also stated that the agreement was continuous. However, because Linebarger was unable to locate a physical copy of the agreement issued in 2009 and to ensure that everyone has a current agreement, Ms. Papantonakis created a resolution, replicating the original, but changing the dates. Motion by Richard Vestewig to approve Resolution authorizing the collection of tax penalties. Seconded by Shirley Reed. Motion carried. Mark Smith said that Linebarger would be willing to give a presentation on the status of collections. Ms. Papantonakis to arrange the presentation in the upcoming months.
12. **Harris County Emergency Corps Report:** Heath White said Jeremy Hyde and Janice Metzger send their apologies for being unable to attend the Board meeting. Mr. White referenced the President's Report that was issued to the Board in the handouts, which included the chart and status report. He noted that the CAAS accreditation is on schedule, almost complete and will be ready to submit by the deadline during the first week of June. Mr. White also mentioned that it was EMS Week and that HCEC would be acknowledging our EMS professionals throughout the week, honoring them with a breakfast on Monday as well as an awards banquet ceremony on Wednesday evening. He reminded the Board that they are invited to attend.
13. **Possible action on Harris County Emergency Corps Report:** No action required.
14. **Adjourn to closed session:** No adjournment necessary.
15. **Possible action on closed session:** No action required.
16. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, June 24, 2014 at 9:00 am.
17. **Adjourn:** Shirley Reed made a motion to adjourn. Richard Vestewig seconded. Motion carried. Meeting adjourned at 9:40 am.



APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 7/23/14 (Date)
 President of ESD-1
 Secretary of ESD-1

Harris County Emergency Services District 1
2800 Aldine Bender Road
Houston, Texas 77032
Page 1 of 2

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – June 24, 2014**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:06 am.
2. **Invocation:** Cathy Sunday led the invocation.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Secretary/Treasurer Fred Scibuola and At Large Commissioner Richard Vestewig along with Legal Counsel Caryn Papantonakis. CPA Melissa Morton of The Morton Accounting Services (TMAS) was absent. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde and Vice President of Administration Janice Metzger and Administrative Assistant Deborah Guidry. Vice President of Operations Heath White and Legal Counsel Mark Smith were absent. Guests were Ronald Welch, Economist for Municipal Information Services and Victoria Lightfoot.
4. **Adoption of Agenda:** Shirley Reed made a motion to adopt the agenda as presented. Motion seconded by Fred Scibuola. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Fred Scibuola introduced his granddaughter, Victoria Lightfoot, who attended the meeting to observe and to chat with Jeremy Hyde after the meeting because she plans to attend Texas A&M, Mr. Hyde's alma mater.
7. **Review and possibly approve all Meeting Minutes:** Fred Scibuola made a motion to accept the Minutes of May 20, 2014 as presented. Shirley Reed seconded the motion. Motion carried.
8. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** In Melissa Morton's absence, Legal Counsel, Caryn Papantonakis said that Ms. Morton wanted the Board to know that she completed the investment officer training last month. Also, if the Board had any questions regarding her report, Ms. Morton could be contacted by phone. Ms. Papantonakis requested that the Board review the TMAS report. Motion by Shirley Reed to approve monthly report and authorize payment of bills. Motion was seconded by Fred Scibuola. Motion carried.
9. **Possible action on The Morton Accounting Services' monthly report:** Ms. Papantonakis said that Ms. Morton would need approval to renew the SAFE-D membership. Richard Vestewig made a motion to renew the SAFE-D membership at \$1,100/year. Shirley Reed seconded the motion. Motion carried.
10. **Discuss and possibly approve Equitax proposal:** Cathy Sunday said that Equitax presented their proposal at the last Board meeting. Ron Welch, Economist for Municipal Information Services, returned to review his proposal again and to give some comparisons between his company and Equitax. Mr. Welch said that he actually goes out drives around the Districts to if any new properties have been built, which would raise the tax roll. Equitax will only compare the current tax roll to the certified tax roll. Also, Equitax maintains their focus on School Districts rather than ESDs because they pay more, while Mr. Welch's focus is strictly ESDs. Mr. Welch's proposal is for a five-year contract. He said if he were to make it a one-year contract, he would have to charge \$20k. Commissioner Reed wanted clarification that the first year's payment would be \$10k and subsequent years two through five would be \$6k per year, which was correct. Discussion continued but no motion was made at this time.

11. **Harris County Emergency Corps Report:** Jeremy Hyde issued his President's Report to the Board in the handouts, which included his chart and status report. Highlights were that HCEC did submit the CAAS application the first week of June. He said once they provided the deficiency report, HCEC would make the necessary corrections. He also said that the Reliant and the Houston Texans renewed their contract. In addition, Mr. Hyde reported that HCEC would be implementing a new electronic patient care report call ImageTrend and would be moving away from using the Intermedix (IMX) care reports; however, IMX would still continue to provide billing services for us. Lastly, he mentioned that HCEC has assembled a backup Communications location at Station 95 – the Airline location.
12. **Possible action on Harris County Emergency Corps Report:** No action required.
13. **Adjourn to closed session:** No adjournment necessary.
14. **Possible action on closed session:** No action required.
15. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Wednesday, July 23, 2014 at 9:00 am.
16. **Adjourn:** Shirley Reed made a motion to adjourn. Fred Scibuola seconded. Motion carried. Meeting adjourned at 9:53 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – July 23, 2014**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:04 am.
2. **Invocation:** Cathy Sunday led the invocation.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Secretary/Treasurer Fred Scibuola and At Large Commissioner Richard Vestewig along with Legal Counsel Caryn Papantonakis and CPA Melissa Morton of The Morton Accounting Services (TMAS). Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Operations Heath White, Vice President of Administration Janice Metzger and Administrative Assistant Deborah Guidry. Legal Counsel Mark Smith was absent. Guest was A'Shunte Cashaw of Linebarger, Goggan, Blair & Sampson, LLP.
4. **Adoption of Agenda:** Items 8 and 9 to be TABLED due to VFIS being unable to attend meeting. Fred Scibuola made a motion to adopt the agenda as amended. Motion seconded by Richard Vestewig. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** None.
7. **Review and possibly approve all Meeting Minutes:** Fred Scibuola made a motion to accept the Minutes of June 24, 2014 as presented. Richard Vestewig seconded the motion. Motion carried.
8. **Presentation by VFIS:** Item TABLED.
9. **Discuss and possibly approve VFIS proposal:** Item TABLED.
10. **Presentation by Linebarger, Goggan, Blair & Sampson, LLP:** Ms. A'Shunte Cashaw, Client Relations Manager for Linebarger, Goggan, Blair & Sampson, LLP, giving apologies for her boss being unable to attend. Ms. Cashaw spoke with Caryn Papantonakis back in May 2014 and was asked to give a presentation regarding tax collections over the last two years. Her report was issued in the handouts. Ms. Cashaw explained that she did a summary from July 2012 to June 2013 as well as running a report from July 2013 through May 2014; the time of the request from Ms. Papantonakis. She said that for the complete collection year, they collected over \$419k, sent out thousands of delinquent notices and received \$171k from filing over 400 lawsuits. From the lawsuits that were filed, 138 were dismissed because the outstanding taxes were paid. In addition, Ms. Cashaw said her office conducts Tax Sales every month and for that year, \$52k was collected. Currently, there are 15k delinquent accounts, with only 210 that owe more \$1000, totaling \$399k. Approximately 5% are uncollectible. Ms. Cashaw said that she can send out special letters to the delinquent accounts in the District at no cost to HCESD1. Cathy Sunday expressed concern as to citizens in the community over 65 years of age and how they may be affected because of delinquencies. To which Ms. Cashaw assured the Board that they are protected and are not required to pay the delinquencies, however, their heirs would be responsible. Ms. Papantonakis requested a report of the 210 delinquencies that are over \$1000. The Board thanked Ms. Cashaw for her presentation.

info@hcesd-1.org
Phone: 281-449-3131
Fax: 281-227-3335

APPROVED

Document approved by Harris County ESD-1
Board of Commissioners

By a Majority Vote

on 8/26/14 (Date)

Shirley Reed
President of ESD-1

A. J. [Signature]
Secretary of ESD-1

11. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton of TMAS reported that for the month of June 2014, the starting balance was \$6,345,237. Revenue received was \$103,974 from tax collections; disbursements were \$898,454. She said that 98% of that expense was for HCEC contract and \$39,848 was monthly debt to De Lage Laden. The ending balance for June was \$5,550,757. We also received the refund money from Wells Fargo. Motion by Shirley Reed to approve monthly report and authorize payment of bills. Motion was seconded by Richard Vestewig. Motion carried.
12. **Possible action on The Morton Accounting Services' monthly report:** None.
13. **Discuss and possibly approve Equitax and/or Ron Welch proposal:** Caryn Papantonakis said that Fred Scibuola requested she put together a report regarding Equitax and Ron Welch, but she decided to refrain because during her investigation, she spoke with David Proctor from the Tax Assessor's office and while Mr. Proctor raved about Equitax, he had not heard of Ron Welch, not taking anything away from Mr. Welch. He suggested, as an additional option to check, we request a presentation from Ed Robuck from MIS; also suggesting that she contact Celeste Kelly of HCAD for her professional opinion of Equitax and Ron Welch. Jeremy Hyde commented that with regard to Ron Welch's proposal, The District has not had a comprehensive analysis of its demographics in quite a while and believed what Mr. Welch proposed had added value. Ms. Papantonakis suggested that the Board invited Mr. Robuck to give a presentation and proposal at the next Board Meeting, if available. Fred Scibuola asked Ms. Papantonakis to issue a letter to both Equitax and Ron Welch informing them that HCESD1 is still in negotiations. Ms. Papantonakis said she would give them a courtesy call. No motion was made at this time.
14. **Harris County Emergency Corps Report:** Jeremy Hyde issued his President's Report to the Board in the handouts, which included his chart and status report. Highlights were that CAAS is going well. HCEC is purchasing approximately \$30k of crew safety gear, like safety glasses and safety vests, etc. Medic 94 achieved an all-time record with Memorial Hermann Northeast of the shortest time of intervention for a cardiac arrest patient. From the time our medics preformed care and got the patient to the hospital and into surgery, it took 35 minutes. Mr. Hyde said response time was good, along with our state-of-the-art technology that allows the medics to transmit information directly to the cardiologist; the patient was taken to the hospital and into surgery on HCECs stretcher. The Board was impressed. Lastly, Mr. Hyde said that the quarterly financial reports were included in the packet.

Cathy Sunday added that she was transported from her doctor's office by HCEC and her doctor was so impressed with the crew and the way they were able to assess and handle the situation that he wants HCEC to solely transport his patients from his office to the hospital.
15. **Possible action on Harris County Emergency Corps Report:** No action required.
16. **Adjourn to closed session:** No adjournment necessary.
17. **Possible action on closed session:** No action required.
18. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, August 26, 2014 at 9:00 am.
19. **Adjourn:** Fred Scibuola made a motion to adjourn. Shirley Reed seconded. Motion carried. Meeting adjourned at 9:46 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
 BOARD OF COMMISSIONERS
 REGULAR MEETING
 MINUTES – August 26, 2014**

APPROVED
 Document approved by Harris County ESD-1
 Board of Commissioners
 By a Majority Vote
 on 9/30/14 (Date)

 President of ESD-1 Secretary of ESD-1

1. **Call to Order:** Shirley Reed called the meeting to order at 9:01 am.
2. **Invocation:** Deborah Guidry led the invocation.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: Vice President Shirley Reed, Secretary/Treasurer Fred Scibuola and At Large Commissioner Richard Vestewig along with Legal Counsel Caryn Papantonakis and CPA Melissa Morton of The Morton Accounting Services (TMAS). Absent was President Cathy Sunday. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Administration Janice Metzger and Administrative Assistant Deborah Guidry, along with Legal Counsel Mark Smith. Vice President of Operations Heath White was absent. Guest was Glenn Hastings with VFIS.
4. **Adoption of Agenda:** Item 10 to be TABLED. Fred Scibuola made a motion to adopt the agenda as amended. Motion seconded by Richard Vestewig. Motion carried.
5. **Open Forum:** Glenn Hastings of VFIS presented his proposal regarding possibly providing insurance for HCESD-1. Jeremy Hyde had previously given Mr. Hastings a copy the policy HCESD-1 currently has to review what was covered and to determine if any other areas needed coverage or could be eliminated. He began by stating that VFIS and TML are two different types of companies. And while TML is not an insurance company per se, they have provided good coverage for the counties and cities. VFIS has been providing coverage for EMS, Fire Dept's and ESD's since 1969 and has specialized in this coverage for many years. After his review, he said there were a few things that stood out;
 - On property coverage, HCESD-1 currently has a \$25k deductible on property damage due to flood, and therefore if flooding did occur, HCESD-1 would incur the first \$25k of any repair/rebuild.
 - With VFIS coverage, if a Commissioner was using their personal vehicle to conduct HCESD-1 business and was in an accident, once their personal policy was used, anything left unpaid would be covered by VFIS – up to \$1M.
 - VFIS would provide the bond for the Treasurer as well as a separate bond for all Commissioners; therefore, if a new treasurer was elected, there would be no lapse in coverage.
 - The management liability policy also includes 'cyber coverage' in case of a breach of information. The coverage is \$1M plus \$250k privacy management expense coverage that will pay the cost to disseminate information to those affected by the breach.

In conclusion, Mr. Hastings encouraged the Commissioners to contact him with any questions they may have once they had an opportunity to review his proposal and should they need him to attend any future Board meeting, he would be happy to do so.

6. **Open Comments from the Board of Commissioners:** None.
7. **Review and possibly approve all Meeting Minutes:** Fred Scibuola made a motion to accept the Minutes of July 23, 2014 as presented. Richard Vestewig seconded the motion. Motion carried.

8. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton of TMAS reported that for the month of July 2014, the starting balance was \$5,550,300. Revenue received was \$68,038 from tax collections; disbursements were \$757,462. She said that 99% of that expense was for HCEC contract and \$39,848 was monthly debt to De Lage Laden. The ending balance for July was \$4,860,907. Ms. Morton said the checks that were generated were nothing out of the ordinary. She did note that Chase showed a fee of \$102 but Chase agreed to reduce fees and should see a credit on the next statement. Also, Wells Fargo attempted to charge fees on an old account but Ms. Morton returned it inquiring as to why the fee was being charged. Lastly, Ms. Morton mentioned that she had received the tax roll and wanted to know if there needed to be a meeting regarding the tax rate. Mark Smith said that if property values increase then the rates can increase automatically. If there is no rate increase, there will only need to be a 'notice' given at a regular meeting. If there is an increase, there will need to be two hearings and one meeting, as well as a notification in the newspaper regarding the increase. Caryn Papantonakis suggested that the following dates be 'penciled in' of October 7th, 14th, and 21st in case there is a need for the hearings. Motion by Fred Scibuola to approve monthly report and authorize payment of bills. Motion was seconded by Richard Vestewig. Motion carried.
9. **Possible action on The Morton Accounting Services' monthly report:** None.
10. **Discuss and possibly approve HCEC 2015 Budget:** Item TABLED.
11. **Discuss and possibly approve HCESD-1 records retention, storage and destruction policy:** Jeremy Hyde said that there are secured storage rooms at the Isom location that are full to the ceiling with documentation. He said it's currently being sorted out to determine what has been stored. Ms. Papantonakis said that in 2011, there were some significant changes in the law regarding records retention. Janice Metzger said there needs to be some discussion on what documentation must be permanently retained or the length of time to retain it prior to destruction as well as what can be destroyed immediately. Mr. Hyde added that while there is some storage space, any documentation that must be kept permanently could be scanned and saved digitally. Vice President Shirley Reed inquired as to the possibility of hiring temporary employees to assist with record destruction, to which Mr. Hyde said there were medics currently on 'light duty' that have been given the task. Ms. Papantonakis indicated that the State should be notified of which records meet the retention limit and could be destroyed. She then said that this item would be added to next month's agenda to discuss retention/ destruction policy. Item TABLED.
12. **Discuss and possibly approve Equitax and/or Ron Welch proposal:** Caryn Papantonakis conducted an investigation and spoke with several different people, including those suggested by David Proctor from the Tax Assessor's Office, Ed Robuck from MIS and Celeste Kelly from HCAD. Mr. Robuck said that he had some experience in this field but was not as qualified as Equitax. When asked for his opinion, Mr. Robuck stated that he believed Harris County does their evaluations differently than they had in the past, using better technology and HCESD-1 already pays them. Also, retaining the services of Equitax, based on what they achieved last year and the monies they captured for HCESD-1, coupled with HCAD, there would be no need for additional services from Ron Welch. This was confirmed when Ms. Papantonakis discussed the situation with Celeste Kelly as well. Ms. Papantonakis relayed this information to President Cathy Sunday, who also agreed with these findings and would submit her vote by proxy. Ms. Papantonakis stated the motion two-fold: Motion to approve to retain the services of Equitax. Cathy Sunday (by proxy), Shirley Reed and Richard Vestewig voted "Aye" to retain Equitax. Fred Scibuola abstained. Motion carried. Motion to approve Ron Welch proposal. Cathy Sunday (by proxy), Shirley Reed and Richard Vestewig voted "Nay". Fred Scibuola abstained. Motion denied. Mr. Welch's proposal was not approved.
13. **Harris County Emergency Corps Report:** Jeremy Hyde issued his President's Report to the Board in the handouts, which included his chart and status report. Highlights were that HCEC hired a new Medical Director, Dr. Cameron Decker from Ben Taub, to replace Dr. Kiss. Also, HCEC is currently searching for a new Events Director to replace Kevin Jones. Qualifications for the position have been posted to the website
14. **Possible action on Harris County Emergency Corps Report:** No action required.

15. **Adjourn to closed session:** Adjourned to closed session at 9:53 am. Resumed Board meeting at 9:55 am.
16. **Possible action on closed session:** No action required.
17. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, September 23, 2014 at 9:00 am.
18. **Adjourn:** Fred Scibuola made a motion to adjourn. Richard Vestewig seconded. Motion carried. Meeting adjourned at 9:56 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
SPECIAL MEETING – PUBLIC HEARING
MINUTES – October 14, 2014**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:05 am.
2. **Invocation:** Cathy Sunday led the invocation.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed and Secretary/Treasurer Fred Scibuola. Absent was At Large Commissioner Richard Vestewig. Mr. Royce Sunday was in attendance as a member of the public.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion seconded by Shirley Reed. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** None.
7. **Adjourn:** Fred Scibuola made a motion to adjourn. Shirley Reed seconded. Motion carried. Meeting adjourned at 9:31 am.

APPROVED

Document approved by Harris County ESD-1

Board of Commissioners

By a Majority Vote

on 10/14/14 (Date)




President of ESD-1


Secretary of ESD-1



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
SPECIAL MEETING – PUBLIC HEARING
MINUTES – October 7, 2014**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:15 am.
2. **Invocation:** Cathy Sunday led the invocation.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Secretary/Treasurer Fred Scibuola and At Large Commissioner Richard Vestewig. Mr. Royce Sunday was in attendance as a member of the public.
4. **Adoption of Agenda:** Richard Vestewig made a motion to adopt the agenda as presented. Motion seconded by Shirley Reed. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** None.
7. **Adjourn:** Fred Scibuola made a motion to adjourn. Richard Vestewig seconded. Motion carried. Meeting adjourned at 9:30 am.

APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
by a Majority Vote
04 10/21/14 (Date)
 
President of ESD-1 Secretary of ESD-1



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – September 30, 2014**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:07 am.
2. **Invocation:** Deborah Guidry led the invocation.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Secretary/Treasurer Fred Scibuola and At Large Commissioner Richard Vestewig along with Legal Counsel Caryn Papantonakis and CPA Melissa Morton of The Morton Accounting Services (TMAS). Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Operations Heath White, Vice President of Administration Janice Metzger and Administrative Assistant Deborah Guidry, along with Legal Counsel Mark Smith. Guest was Wilson Orr.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion seconded by Shirley Reed. Motion carried.
5. **Open Forum:** Mr. Wilson Orr introduced himself as an interested party to become a Commissioner on the HCESD-1 Board of Directors. He stated that he has sat on the Fall Creek Neighborhood Crime Watch with Mr. Scibuola for the past two years. He also said that in most of his employment positions (NASA, School, Oil/Gas) he has been involved in 'problem solving' and would like to apply for a seat on the Board.
6. **Open Comments from the Board of Commissioners:** Shirley Reed thanked HCEC for their participation in the 10th Annual Family Strengthening Conference held on September 13, 2014, hosted by Grandparent Raising Grandchildren along with Aldine ISD. Commissioner Reed said there were 42 vendors present, including the healthcare industry from Harris County, Montgomery County and other entities. She also stated there were over 300 people in attendance. The guest speaker was one of the retired judges from family court. Lastly, she told of how the children loved the HCEC ambulance and the medics who set up a mock call to let the children experience what happens when someone calls 9-1-1.
7. **Review and possibly approve all Meeting Minutes:** Fred Scibuola made a motion to accept the Minutes of August 26, 2014 as presented. Shirley Reed seconded the motion. Motion carried.
8. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton of TMAS reported that for the month of August 2014, the starting balance was \$4,861,250. Revenue received was \$41,089 from tax collections; disbursements were \$934,809. She said that 97% of that expense was for the HCEC contract and \$39,848 was monthly debt to De Lage Laden. The ending balance for August was \$3,967,530. Ms. Morton said that the account balance of \$3,967,530 is 119% collateralized to the \$4,738,166 pledged collateral with Chase. Ms. Morton said that once the currently bills are paid, there will be a balance of \$3.2M. President Sunday said that Chase has a glitch in their systems would not allow an automatic transfer of funds to transmit. In addition, Ms. Morton also noted that Chase is still charging a fee of \$102 to HCESD-1's account, although they will credit the account when brought to their attention. Chase says that they are working the problem. Motion by Shirley Reed to approve monthly report and authorize payment of bills. Motion was seconded by Richard Vestewig. Motion carried.

APPROVED

Document approved by Harris County ESD-1
Board of Commissioners

By a Majority Vote

10/21/14 (Date)

President of ESD-1

Secretary of ESD-1

info@hcesd-1.org

Phone: 281-449-3131

Fax: 281-227-3335

9. **Possible action on The Morton Accounting Services' monthly report:** Cathy Sunday suggested that the Board give Ms. Morton permission to send letters to those in the District that have not paid their taxes and then follow up with the State informing them of the notification. Intendeds must respond by December 1, 2014 or further action will be taken. Fred Scibuola made a motion to give permission to TMAS to send letters as indicated. Seconded by Shirley Reed. Motion carried.
10. **Discuss and possibly approve HCEC 2015 Budget:** Janice Metzger reviewed the budget stating the top portion was revenue, the middle was expenses, while the bottom portion was anticipated capital items. Ms. Metzger met with Ms. Morton to determine the amount for the contract with HCEC and will be requesting a consumer price index (CPI) increase. HCEC will also be requesting an increase from its dispatch clients. Ms. Reed asked for clarification as to whether or not the patient would incur the increase. Ms. Metzger assured her that the CPI is the amount HCESD-1 pays, per transport, to HCEC to provide each transport, per contract. The increase is not a retail increase. Jeremy Hyde added that the average hourly amount is \$18/hr; any funds from the increase would be directed to those salaries.

Ms. Sunday asked about the budget for 'Travel and Meetings' believing it to be relatively low and therefore she was curious as to what this would cover. Ms. Metzger said the budget would allow for alliance meetings, association meetings as well as education seminars. She said that each department has a portion of this budget amount. Shirley Reed made a motion to approve the HCEC 2015 Budget. Seconded by Fred Scibuola. Motion carried.



11. **Discuss and possibly approve HCESD-1 2015 Budget:** Melissa Morton reviewed the budget in detail. She discussed expenses, revenue and Commissioner's reimbursements. She stated that the budget included the CPI increase for HCEC. Ms. Metzger asked about the donation expense, to which Ms. Morton responded that it could be reduced by half, down to \$8K. Mark Smith said that the 'Legal Notices and Filing Fees' item is too low, stating that if a notice needs to be posted in the Houston Chronicle, the cost could be approximately \$2K. Therefore Mr. Smith suggested that budget item should be increased from \$500 to \$5K. Also, the 'Dues and Subscriptions' budget item for \$7.5K will be reduced to zero. Fred Scibuola made a motion to approve the budget as amended. Seconded by Shirley Reed. Motion carried.
12. **Discuss and possible approve adoption of 2014 tax rate equal to the effective rate and set dates for public hearings regarding same:** Caryn Papantonakis said 10% is the highest rate attainable. Mark Smith said although the tax rate is already listed as 10%, the effective tax rate is 9.48%. Mr. Smith said the reason the tax rate dropped to 9.48% was due to a decrease in property value. Therefore, a vote would be needed to raise it back to the 10% rate. Also, Ms. Papantonakis reminded the Commissioners that the dates for the hearings will be October 7, 2014 and October 14, 2014 at 9:00 am and will be held at HCEC main office. Fred Scibuola made a motion to approve adoption of 2014 tax rate of 10% and set the dates of October 7, 2014 and October 14, 2014 for the hearings; seconded by Richard Vestewig. Motion carried.
13. **Discuss and possibly approve HCESD-1 records retention, storage and destruction policy and Resolution regarding the same:** Caryn Papantonakis said the Board already voted for this item and only a signed resolution is required. Jeremy Hyde said he did get quotes on scanning and shredding the records and it was extremely expensive and would not be considered. The cost was around \$15K. No vote necessary.
14. **Discuss and possibly approve Commissioners attendance at SAFE-D conference in Bastrop January 15-17, 2015:** Cathy Sunday asked the Commissioners if they desired to attend the SAFE-D Conference. Richard Vestewig, Fred Scibuola and Caryn Papantonakis committed to attend. Shirley Reed will check her schedule and get back to Ms. Sunday. No vote necessary.
15. **Harris County Emergency Corps Report:** Jeremy Hyde issued his President's Report to the Board in the handouts, which included his chart and status report. Highlights were that HCEC:
 - Officially signed a contract with Baylor College of Medicine for a new Medical Director, Dr. Cameron Decker.

- Hosted a Wellness Day on September 29, 2014, which included free mammograms, blood testing and tetanus shots. A healthy breakfast was prepared by a few of HCEC's office staff. Overall, it was a successful, well organized event.
 - Hired a new Auditor. The firm is called Axley & Rode, LLP and are from Lufkin, TX. They were hired initially to perform HCEC's 401K audit. Mr. Hyde was pleased with how they took the time to explain all aspects of the audit. Mr. Hyde suggested HCESD-1 also use them for their audit. Fred Scibuola was concerned about cost. Janice Metzger said CRI charged HCEC \$50K to perform its audit. The new firm quoted \$20K, which is less than half of what we paid CRI. Mr. Scibuola asked if it could be arranged for the firm to give a presentation to the Board. Melissa Morton voiced a concern that when working with a new audit firm, it normally forces her to start all over from scratch. Ms. Metzger confidently assured her that CRI will assist the new firm with the transition and that they would produce a good product.
16. **Discuss and possibly approve purchase of Frazer ambulance box:** Jeremy Hyde said that the Chassis was made like new for \$12K. It will cost \$110K for the new box. HCEC did not find it feasible to purchase the box themselves to put on an HCESD-1 Chassis and was, therefore, requesting HCESD-1 to purchase it. Mr. Hyde added that the payment will not be due until next year but HCEC would need to put the purchase on order. Shirley Reed made a motion to approve purchase of Frazer ambulance box. Fred Scibuola seconded the motion. Motion carried.
17. **Possible action on Harris County Emergency Corps Report:** No action required.
18. **Adjourn to closed session:** Adjourned to closed session at 10:18 am. Resumed Board meeting at 10:20 am.
19. **Possible action on closed session:** No action required.
20. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, October 21, 2014 at 9:00 am.
21. **Adjourn:** Fred Scibuola made a motion to adjourn. Shirley Reed seconded. Motion carried. Meeting adjourned at 10:21 am.



APPROVED

Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote

on 12/2/14 (Date)
 President of ESD-1
 Secretary of ESD-1

Harris County Emergency Services District 1
2800 Aldine Bender Road
Houston, Texas 77032
Page 1 of 2

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – October 21, 2014**


1. **Call to Order:** Cathy Sunday called the meeting to order at 9:25 am.
2. **Invocation:** Deborah Guidry led the invocation.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Secretary/Treasurer Fred Scibuola along with Legal Counsel Caryn Papantonakis and CPA Melissa Morton of The Morton Accounting Services (TMAS). Absent was At-Large Commissioner Richard Vestewig. Also present were Harris County Emergency Corps (HCEC) personnel: Vice President of Operations Heath White, Vice President of Administration Janice Metzger and Administrative Assistant Deborah Guidry, along with Legal Counsel Mark Smith. Absent was President Jeremy Hyde. Guests were Tony McGowen of Axley & Rode, LLP and Royce Sunday, member of the community.
4. **Adoption of Agenda:** Shirley Reed made a motion to adopt the agenda as presented. Motion seconded by Fred Scibuola. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** None.
7. **Review and possibly approve all Meeting Minutes:** Shirley Reed made a motion to accept the Minutes of September 30, 2014, October 7, 2014 and October 14, 2014 as presented. Fred Scibuola seconded the motion. Motion carried.
8. **Presentation and proposal by Axley & Rode, LLP:** At the previous Board meeting, Jeremy Hyde and Janice Metzger expressed how impressed they were with the 401k audit prepared by Axley & Rode for HCEC and suggested HCESD-1 consider using their services. Mr. Scibuola requested that the firm give a presentation at the next Board meeting to allow the Commissioners to glean information and make a sound decision.

Tony McGowen of Axley & Rode introduced himself and gave a presentation regarding his company. He said they have 60 employees, 12 partners and have been in business for 65 years. Mr. McGowen has been with the firm for 30 years. He said they perform audits for schools, cities, counties and small governmental entities. He referred to his proposal that was in the Board handouts and then went into detail how the audit would be conducted. After some Q & A, the Board thanked Mr. McGowen for presenting and he was excused. Melissa Morton of TMAS expressed some apprehension of switching to a new audit firm and she and Caryn Papantonakis both agreed that there was no real cost savings for HCESD-1 and in fact may cost more money due to an increased workload for both of them caused by transitioning from one audit firm to another. Therefore, it was decided that the Board would remain with the audit firm CRI. However, the Board said they may reconsider contracting with the Axley & Rode in the future once HCEC has had a few more audits completed and can review their processes more closely.

9. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton of TMAS reported that for the month of September 2014, the starting balance was \$3,967,528. Revenue received was \$76,696 from tax collections; disbursements were \$714,053. She said that 99% of that expense was for the HCEC contract and \$39,848 was monthly debt to De Lage Laden. The ending balance for September 30, 2014 was \$3,330, 172. Two additional invoices were added due to the ads placed in the Houston Chronicle regarding the tax rate change; one invoice was \$2,300 and the other one was \$4,200 for a total of \$6,500. Ms. Morton said she has noticed a steady increase of the fee amount for the ads over the past couple of years and that it would have gone up to \$20k this year, but she was able to get it reduced. Some discussion ensued regarding the exorbitant fees being charged by The Chronicle. The Board requested that Caryn Papantonakis contact the Northeast News and determine if they cover all the zip codes in The District. If so, the Board may use their services instead of The Chronicle. Ms. Morton continued to report that once the currently bills were paid, there will be a balance of \$2,582,875 remaining. Motion by Fred Scibuola to approve monthly report and authorize payment of bills. Motion was seconded by Shirley Reed. Motion carried.
10. **Possible action on The Morton Accounting Services' monthly report:** No action required.
11. **Discuss and possibly approve Resolution adopting the tax rate:** Motion by Shirley Reed to approve the Resolution adopting the tax rate. Seconded by Fred Scibuola. Motion carried.
12. **Harris County Emergency Corps Report:** The President's Report was issued to the Board in the handouts, which included the chart and status report. Heath White briefly reviewed the report in Jeremy Hyde's absence. Highlights were:
 - CAAS will conduct their on-site visit on October 23-24. They will review all aspects of HCEC's operation looking for best practices.
 - HCEC will be holding the Difficult Airway Course on October 22-23. HCEC is the only approved site in Southeast Texas certified to give the course.
13. **Possible action on Harris County Emergency Corps Report:** No action required.
14. **Adjourn to closed session:** No closed session required.
15. **Possible action on closed session:** No action required.
16. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, December 2, 2014 at 9:00 am.
17. **Adjourn:** Shirley Reed made a motion to adjourn. Fred Scibuola seconded. Motion carried. Meeting adjourned at 10:05 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – December 2, 2014**

APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 1/20/15 (Date)
 
President of ESD-1 Secretary of ESD-1

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:12 am.
2. **Invocation:** Cathy Sunday led the invocation.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Secretary/Treasurer Fred Scibuola and At-Large Commissioner Richard Vestewig along with Legal Counsel Caryn Papantonakis. Absent was CPA Melissa Morton of The Morton Accounting Services (TMAS). Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Administration Janice Metzger, and Administrative Assistant Deborah Guidry, along with Legal Counsel Mark Smith. Absent was Vice President of Operations Heath White. Guests were Royce Sunday, member of the community and Wilson Orr, applicant for Commissioner.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion seconded by Richard Vestewig. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** The following comments were made by the Commissioners:
 - Cathy Sunday said one of her neighbors died and that she wanted to mention how the family was grateful to HCEC for their professionalism when making the call. HCEC had been there last year and had taken care of the patient previously. The family was satisfied with the care at that time as well.
 - Shirley Reed expressed her gratitude to HCEC for providing meeting room accommodations for the Aldine ISD area superintendents and administrative personnel, which she believed attendance was approx over 100 people. She said they were very impressed with the building and wasn't aware of all the changes that have been made. It also allowed them to see where their tax dollars were going. She also applauded Heath White's efforts for making sure everything was well taken care of and in order for the meeting.
 - Commissioner Reed also mentioned an invitation for December 10, 2014 to a Gala for Seniors 60 years of age and older in honor of Superintendent Nadine Kujawa, for whom the Gala is named. It would be held at MO Campbell from 10:00 am to 1:00 pm and if anyone was interested or knew someone they could invite, Ms. Reed had flyers to distribute. Lastly, she said that HCEC would be there to provide their services at the event.
 - Fred Scibuola thanked Deborah Guidry for all her hard work. Ms. Guidry expressed her appreciation for the acknowledgement.
7. **Review and possibly approve all Meeting Minutes:** Fred Scibuola a motion to accept the Minutes of October 21, 2014 as presented. Shirley Reed made seconded the motion. Motion carried.

8. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Cathy Sunday asked, in Melissa Morton's absence, that if everyone had the opportunity to read the report or would they like it read aloud by the treasurer. The Board agreed that they would not need it read. Motion by Shirley Reed to approve monthly report and authorize payment of bills. Motion was seconded by Richard Vestewig. Motion carried.
9. **Possible action on The Morton Accounting Services' monthly report:** No action required.
10. **Review and possibly approve auditor engagement letter:** Caryn Papantonakis said that the Board already approved the audit firm of CRI at the previous Board meeting, but it was added to this agenda to approve it officially. Motion by Fred Scibuola to approve auditor engagement letter from CRI. Seconded by Shirley Reed. Motion carried.
11. **Harris County Emergency Corps Report:** Jeremy Hyde briefly reviewed the President's Report that was issued to the Board in the handouts, which included the chart and status report. Highlights were:
 - HCEC will be having its Christmas Part at Mi Rancho on Tuesday, December 9, 2014 from 6:30 to 10:00 pm. He invited the Commissioners to attend and requested that everyone bring an unwrapped gift.
 - HCEC should be CAAS accredited sometime next month. If approved, we will be the first ambulance service and Houston and the 8th in the State of Texas to be accredited.
12. **Possible action on Harris County Emergency Corps Report:** No action required.
13. **Discuss and possibly approve purchase of ambulance and support vehicle:** Jeremy Hyde said that it was time to purchase two ambulances and one support vehicle as per contract. Janice Metzger said that the Board was currently in a position to roll over a significant amount of money, but if they so chose, they could approve additional vehicles for HCEC. After some discussion and because the financial situation for HCESD-1 is in good standing, it was determined that the Board would purchase three ambulances and two Tahoes for support vehicles. Shirley Reed requested the ambulances to be 'fully loaded' and equipped with the automatic stretcher lifts. Fred Scibuola made a motion to approve the purchase of three (3) ambulances and two (2) Tahoes/support vehicles for a cost not-to-exceed \$675k. Shirley Reed seconded motion. Motion carried.
14. **Adjourn to closed session:** Adjourned to closed session at 9:46 am.
15. **Possible action on closed session:** Resumed meeting at 9:52 am. No action required.
16. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, January 20, 2015 at 9:00 am.
17. **Adjourn:** Fred Scibuola made a motion to adjourn. Shirley Reed seconded. Motion carried. Meeting adjourned at 9:55 am.