





**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – January 20, 2015**

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

on 3/2/15 (Date)

 
President of ESD-1 Secretary of ESD-1

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:00 am.
2. **Invocation:** Shirley Reed 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. Guests were Royce Sunday, member of the community and Wilson Orr, applicant for Commissioner.
4. **Adoption of Agenda:** Shirley Reed made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** Jeremy Hyde apologized for any errors in printing of handouts. He also stated that he was expecting an important call and may need to be excused. (He did not need to be excused.)
6. **Open Comments from the Board of Commissioners:** Commissioners Scibuola and Vestewig both agreed that it was quite crowded to park. Fred Scibuola mentioned that he attended the SAFE-D conference. He noted that what he found interesting was when the Demographer stated that "In the year 2020, the Anglo would be dead," meaning that Mexican Americans (Latinos) would become the majority, followed by African Americans, Asian Americans and then Anglo Americans. Richard Vestewig found those stats to be rather discouraging. Commissioners Scibuola and Vestewig thought the attorneys did well. Mr. Scibuola mentioned that there needs to be more of an EMS presence. The conference seemed to be partial to the Fire Depts. He also said that next year's conference be held in Galveston, TX once again.

Cathy Sunday said that Caryn Papantonakis received a document from the Interdrive Business Association and suggested that send a representative or a proxy vote to the association meeting on February 10, 2015 at 10:00 am. President Sunday was unsure what would need to be voted on so she was opposed to sending a proxy vote. Jeremy Hyde suggested that Mark Smith contact the president of the association, Mr. Dan White and determine whether or not our representative would need to be present. If so, Cathy Sunday, Shirley Reed and Ms. Papantonakis all expressed a desire to attend. Mr. Smith to advise the Board.
7. **Review and possibly approve all Meeting Minutes:** Fred Scibuola a motion to accept the Minutes of December 2, 2014 as presented. 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 December 2014, the starting balance was \$1,922,662. Revenue received was \$2,791,441 – the majority of which came from tax collections; disbursements were \$1,129,100. She said that 88% of that expense was for the HCEC contract (\$768,440) and \$112,485 to Mac Haik and \$109,625 to Frazier Bilt for the purchase of ambulances. The ending balance for December 31, 2014 was \$3,585,003. Ms. Morton also noted that Chase Bank was no longer charging a fee, although it took nearly a year to get them to desist. Motion by Fred Scibuola to approve monthly report and authorize payment of bills. Motion carried.

9. **Possible action on The Morton Accounting Services' monthly report:** No action required.
10. **Interviews for open Commissioner Board seat:** Item moved to Closed Session.
11. **Discuss and possibly approve Equitax contract for services:** Caryn Papantonakis reminded the Board that the Equitax contract but document required signatures on it. No vote necessary.
12. **Discuss and possibly approve auction of surplus vehicles:** Jeremy Hyde referenced a list in the packets and said it was pertaining to vehicles he would like to retire from the fleet and auction. All monies received would go to HCESD-1. Motion by Richard Vestewig to auction the list of surplus vehicles, shops 36, 45, 46, 47, 49, 208, 209 and 210. Motion carried.
13. **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 received CAAS Accreditation and are now the only agency with headquarters in Houston to have achieved it!
 - Due to the accreditation, all employees received bonuses and will also receive a pay rate increase.
 - Dr. Decker is attending an emergency physician conference this week. Our service is very progressive and he will learn a few things that will help us to improve our service even more.
 - In 2015, HCEC's main focus will be on quality improvement. Each department has devised quality measures that we will achieve this year, which will allow for better reporting mechanisms.
 - The Community Health Program (CHP) is going well. There are currently six (6) patients enrolled and two (2) patients have already graduated the program. Mr. Hyde noted that almost every EMS service that has this type of program in place is receiving grants through Medicare. However, HCEC is having difficulty attaining funding due to Harris Health overseeing the funds and they, in turn, get to determine how to divvy it up. When President Sunday inquired about the outside sources that initially agreed to assist with funding this project, Mr. Hyde said that once HCEC initiated the program, the potential for funding was rescinded. He believes that we will need to show proof of how well the program is working and then they may assist us. When Commissioner Reed suggested that perhaps HCEC would need a legislative representative, Mr. Hyde said that our representative is Keir Vernon.
 - During the holidays, Medics conducted their own outreach to the homeless and gave them meals, jackets and blankets. We will be publishing an article about it in our newsletter.
14. **Possible action on Harris County Emergency Corps Report:** Jeremy Hyde made a request for two items: To install a security fence at the Aldine Bender Station for \$12k and another one at the Isom Station for \$17k. He had the Maintenance Director, Willie Sanders, briefly attend the meeting to explain the reasoning behind the different types of fences. He said that the 16 foot fence (two 8 ft. gates that swing open) would be on the far side to allow ease of moving equipment in and out. The other gate would be to protect the air conditioners. When Commissioner Scibuola inquired about the difference between regular barb wire and razor wire, Mr. Sanders said that while the razor wire cuts easier, it is more expensive and not as durable as regular barb wire. Mr. Sanders also noted that two other companies submitted quotes that were within \$1k of each other but Atlas Fence has proven to be more reliable and provided better quality work in the past. Fred Scibuola made a motion to accept the Aldine Bender quote at \$12,436.00 as is. Motion carried. Fred Scibuola made a motion to accept the Isom quote for \$17,528.50 as is. Motion carried.
15. **General Counsel Invoice submission:** Caryn Papantonakis submitted her invoice for June through September 2014. She said that she would be submitting her next invoice through January. Ms. Papantonakis said that paying her monthly vs. hourly is still more economical because to pay hourly would incur more fees. Shirley Reed made a motion to accept General Counsel's invoice submission. Motion carried.
16. **Adjourn to closed session:** Adjourned to closed session at 10:00 am.

17. **Possible action on closed session:** Resumed meeting at 10:15 am. The Board has set two meetings for strategic planning; January 27, 2015 and February 5, 2015.
18. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, February 17, 2015 at 9:00 am.
19. **Adjourn:** Fred Scibuola made a motion to adjourn. Shirley Reed seconded. Motion carried. Meeting adjourned at 10:18 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
SPECIAL MEETING
MINUTES – February 5, 2015**

1. **Call to Order:** Shirley Reed called the meeting to order at 9:05 am.
2. **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. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde and Vice President of Operations Heath White,
3. **Discuss Strategic Planning:** Prior to the meeting, Jeremy Hyde furnished the HCESD-1 Commissioners with the Strategic plans of HCEC for the years 2011-2014. As the discussion ensued, other points of interest and ideas were as follows:
 - All of the commissioners indicated they were impressed with the level of long term planning that HCEC was doing. Additionally, the Commissioners commented on the level of detail that the HCEC yearly employee surveys go into.
 - Mr. Vestewig asked if satisfaction surveys went out to the HCEC patients. Jeremy Hyde said they do and are now handled by a third party company and HCEC has not yet received the first batch of responses. Mr. Hyde stated that when HCEC does, he will pass the information along to the Commissioners.
 - Mr. Vestewig asked what challenges HCEC had to overcome and Mr. Hyde stated that he wants HCEC to improve our processes in the Clinical Services area as well as improve the downstream communication our employees receive. Mr. Hyde said those issues were identified in the latest surveys and are a work in progress.
 - Ms. Reed pointed out that she is happy with the image in the community that HCEC portrays. She said she hears a lot of good comments about HCEC's service.
4. **Possible action on strategic plan:** No action on the strategic plan.
5. **Announce next board meeting:** The next regular Board of Commissioners meeting will be held on Thursday, February 17th at 9:00 am.
6. **Adjourn:** Fred Scibuola made a motion to adjourn. Shirley Reed seconded. Motion carried. Meeting adjourned at 9:45 am.

APPROVED

Document approved by Harris County ESD-1
Board of Commissioners

By a Majority Vote

on 3/2/15 (Date)





President of ESD-1



Secretary of ESD-1



HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
SPECIAL MEETING
MINUTES – January 27, 2015

APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 3/12/15 (Date)

President of ESD-1

Secretary of ESD-1

- Call to Order:** Shirley Reed called the meeting to order at 9:15 am.
- 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. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde and Administrative Assistant Deborah Guidry,
- Discuss Strategic Planning:** Both Commissioners Vestewig and Scibuola issued handouts pertaining to the idea of creating a strategic plan for the HCESD-1 Board. Mr. Vestewig noted that the mission statement is on HCESD-1s website. After reviewing it, both he and Mr. Scibuola agreed that it may need to be amended. As the discussion ensued, other points of interest and ideas were as follows:
 - Mr. Vestewig inquired where HCESD-1 was now and if the performance had changed over time. Commissioner Shirley Reed explained how HCESD-1 was restructured, causing HCEC to come into existence as a 501c3 not-for-profit, with HCESD-1 being the governing body. Fred Scibuola said that the process did not need changing; only the review of the upgrade would be necessary.
 - Mr. Vestewig asked Mr. Hyde if HCEC had any capital needs from HCESD-1 over the next five (5) years. Mr. Hyde stated that HCEC operates in the mode of acquiring items ahead of time. He said that there would be some upgrades needed for Stations 92 and 96. Mr. Hyde reviewed items with the Commissioners that HCEC would need soon, items that HCEC could use but were not urgent and items HCEC would like to have. He said that he would email them a spreadsheet of the list.
 - Mrs. Reed stated that she has noticed more industrial facilities moving into and/or building in the area, which would have a direct impact on the tax assessments for The District. She also noted that as a community outreach effort, whenever she sees an HCEC ambulance in her area, she asks for satisfaction levels of those using the service to better understand the needs of the community.
 - Mr. Vestewig asked if there was anything in the near future that would need accreditation; to which Mr. Hyde replied that HCECs Communications Dept. would be next to apply for accreditation and are currently working under the expectations and skill levels for it.
- Possible action on strategic plan:** Caryn Papantonakis said she would distribute the latest contract between HCESD-1 and HCEC so that the newest Commissioners are up to date on what it contains. Also, Jeremy Hyde said that he would furnish a copy of HCECs strategic plan to give insight as to how it is structured.
- Announce next board meeting:** The Special Board of Commissioners meeting regarding its Strategic Plan will be held on Thursday, February 5, 2015 at 9:00 am.
- Adjourn:** Fred Scibuola made a motion to adjourn. Shirley Reed seconded. Motion carried. Meeting adjourned at 10:00 am.

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by ESD-1

President of ESD-1

Secretary of ESD-1



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – March 2, 2015**

APPROVED

Document approved by Harris County ESD-1
Board of Commissioners

By a Majority Vote

on 3-31-15 (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 6:10 pm.
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. Guest: Wilson Orr, applicant for Commissioner.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Shirley Reed seconded. 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 the Regular meeting on January 20, 2015 and the Special meeting on January 27, 2015 as presented. Fred Scibuola seconded. Motion carried.
8. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** In her absence, Melissa Morton of TMAS provided her monthly report in the handouts, also to include request for authorization of payment of bill. After review, Mr. Scibuola asked if Ms. Morton would send the backup invoices for the checks to be signed for Richard Vestewig and TML Insurance. Mr. Scibuola said he would delay signing said checks until the copies of invoices were provided. Shirley Reed made a motion to approve payment of bills pending backup documentation. Motion carried. Fred Scibuola made a motion to approve monthly report. Motion carried.
9. **Possible action on The Morton Accounting Services' monthly report:** Cathy Sunday stated that Ms. Morton of TMAS posed the question as to whether or not the Board felt it necessary for her to attend Board meeting every month, further stating that she believes her reports to be thorough and she would appear as often as the Commissioners deemed necessary. The Board decided, and Fred Scibuola made the motion that Ms. Morton is to be available by phone at the Board meetings and they reserve the right to request her presence at meetings. In addition, backup documentation shall accompany any and all checks for payment and should the backup documents not accompany the checks, Ms. Morton is to be available to send documentation as well. Motion carried.
10. **Harris County Emergency Corps Report:** Jeremy Hyde issued the HCEC President's report as presented in the Board packets. Mr. Hyde also informed the Board that HCEC had a fleet accident the day prior in a support vehicle and would need a new vehicle to replace it. Mr. Hyde asked if HCESD-1 would be able to fund the vehicle. Fred Scibuola said that he would like to have the accountant present in order to approve such a request. The Board agreed that they would likely fund the vehicle at the next meeting.

11. **Possible action on Harris County Emergency Corps Report:** No action required.
12. **General Counsel Invoice submission:** Caryn Papantonakis submitted her invoice for October 1, 2014 through January 30, 2015. Shirley Reed made a motion to accept General Counsel's invoice submission. Motion carried.
13. **Adjourn to closed session:** Adjourned to closed session at 6:49 pm.
14. **Possible action on closed session:** The Board of Commissioners approved Wilson Orr as its newest Commissioner to serve on the Board. Mr. Orr to be sworn in at the next Board meeting.
15. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, March 31, 2015 at 9:00 am.
16. **Adjourn:** Fred Scibuola made a motion to adjourn. Shirley Reed seconded. Motion carried. Meeting adjourned at 7:03 pm.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – March 31, 2015**

APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 4/28/15 (Date)

President of ESD-1

Secretary of ESD-1

- Call to Order:** Shirley Reed called the meeting to order at 9:05 am.
- Invocation:** Shirley Reed led the invocation.
- Oath of Office for Commissioner:** Caryn Papantonakis, Legal Counsel for HCESD-1, read aloud the Oath of Office of Commissioner. Wilson Orr repeated after her, was thereby sworn in and became Harris County Emergency Services District 1's newest Commissioner as of this date, March 31, 2015. The members of the Board and all present welcomed him to his position.
- Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Vice President Shirley Reed, Secretary/Treasurer Fred Scibuola and At-Large Commissioners Richard Vestewig and Wilson Orr 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 Operations Heath White, Vice President of Administration Janice Metzger, Vice President of Clinical Services Chivas Guillote, and Administrative Assistant Deborah Guidry along with Legal Counsel Mark Smith. Guests: Leslie Berardo of audit firm Carr, Riggs & Ingram; Carl Nicchio of VP of Gov't Banking for Wells Fargo; and Garret Berg of Harris County Precinct 4, Commissioner R. Jack Cagle's Office.
- Adoption of Agenda:** Richard Vestewig made a motion to adopt the agenda as presented. Fred Scibuola seconded. Motion carried.
- Open Forum:** Garret Berg of Harris County Precinct 4, Commissioner Cagle's office, introduced himself and said that he works with the Community Assistance Dept. He provided his contact information and said that although HCESD-1 is located within Precinct 2, Precinct 4 is all around us. Commissioner Cagle has challenged this department to visit entities within the community and let them know if there's anything within the County that needs their attention to please contact them. Commissioner Reed inquired about lighting in the area. She said that Precinct 2 was working on it but wondered if Precinct 4 had allotted funding for it. Mr. Berg said it was a good question and he explained that because the area for Precinct 4 is so large that sometimes a situation is brought to our attention but could be overshadowed by other projects. He asked that if anyone knew of any issues that need attention to give his office a call and let them know about it.

Carl Nicchio, Vice President of Wells Fargo off the Gulf Freeway, introduced himself and stated that he works on the Governmental side of Wells Fargo does business with different municipalities and ESDs. He also noted that they are a Diamond Sponsor of SAFE-D so he is aware of what ESDs face and also that HCESD-1 has done business with Wells Fargo in the past. He reassured the Board that his bank stood ready to assist with any financial needs.
- Open Comments from the Board of Commissioners:** Shirley Reed said that in the past, each year within the community, HCEC a held CPR class that would teach and certify people who wanted to take the course. The class will be on Saturday, April 18, 2015 from 9:00 am to 1:00 pm. She said that advance registration is required and that the class would accommodate up to 50 people, per Jeremy Hyde.

8. **Review and possibly approve all Meeting Minutes:** Richard Vestewig made a motion to accept the Minutes of the Regular meeting on March 2, 2015 as presented. Fred Scibuola seconded. Motion carried.
9. **Presentation of HCESD-1 Audit by Carr, Riggs & Ingram, LLC:** Leslie Berardo of Carr, Riggs & Ingram, LLC, gave an overview of the audit they conducted for HCESD-1 (aka the District). She issued a required communication letter to the Board indicated that it was part of their professional standards and would generally walk the Board through the audit process. She said the Board received an 'unmodified opinion', which means that the financial statements are presented fairly. Ms. Berardo stated that there was nothing out of the ordinary and this it was a relatively quiet year. The only thing that continues to be significant would be the transactions between the District and HCEC (aka the Corps). She referenced Footnote 10, which gives clarification to those transactions and she also went on to review highlights of the Financial Statement as depicted below:

Financial Statement Highlights:

- MBNA is at the beginning on Pages 5-8, which is a comparison of 2013 and 2014 Financial Statements. The only difference is with the increased property tax.
- On Page 9, last column, Statement of Net Position. The only thing that is different is the \$64k note and the \$713k payment to HCEC of pre-pay. Those two invoices needed to be paid and were approved at the December 2014 Board meeting but were actual payments for 2015.
- On Page 10 is the reconciliation of funds and the Statement of Net Position.
- On Page 11 is property tax revenue vs. expenses. Ended the year on the Statement of Activities with a net income of \$623k. No Commissioner exceeded their \$3k allowance.
- Footnote 10 on page 19 – Indicates how much money was paid to HCEC. Due to the cash flow at the end of 2014, the District only owed the Corps for one month, as opposed to the previous year when the District owed for two months. Another good point was there were no "pay-backs" from the Corps to the District, due to the increase in property taxes which caused an increase to the dollar amount of the 96% of funding contracted to the Corps.
- Page 21 is the comparison of budget vs. actuals. No significant changes. Two vehicles purchased at the end of the year haven't been put into service as of yet.

Fred Scibuola verified with Leslie Berardo and it was confirmed that the audit that her firm performed met the requirements for government standards and that there were no violations in our practices. Caryn Papantonakis said that the Commissioners need to sign the Required Communication Letter, which was completed. Ms. Berardo said that the newest Commissioner would be added to the MBNA. Fred Scibuola made a motion to approve the audit as amended to include Wilson Orr as the new Commissioner. Richard Vestewig seconded. Motion carried.

10. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton of TMAS reported that for the month of February 2015, the starting balance was \$6,658,963. Revenue received was \$4,461,720 – the majority of which came from tax collections, which the deposits have begun to slow down; disbursements were \$804,114. She said that 93% of that expense was for the HCEC contract (\$744,950). The ending balance for February 2015 was \$10,316,568. She went on to say that there were \$861,818 invoices that needed approval as indicated on page three (3) of her report. Shirley Reed inquired as to why it seemed the credit card bill was not being paid in full. Ms. Morton explained that at the time of the payment, the amount shown was paid in full, but by the time the next bill is received, the previous outstanding balance might show. However, she assured Ms. Reed that the bill was indeed paid in full. Wilson Orr inquired about Intermedix Technologies to which Jeremy Hyde explained that they used to provide billing services for HCESD-1 transports. Although they no longer provide that service, the monthly amount paid allows us to access those patient accounts, should we need to comply with any requests for records from law offices/attorneys. Motion by Fred Scibuola to approve monthly report and authorize payment of bills. Seconded by Richard Vestewig. Motion carried.

11. **Possible action on The Morton Accounting Services' monthly report:** No action required.
12. **Harris County Emergency Corps Report:** Jeremy Hyde issued the HCEC President's report as presented in the Board packets. Highlights were:
 - HCEC will be having its EMS Banquet on Thursday, May 21, 2015 at the Doubletree Hotel.
 - Issued in the handouts on Page 39 is HCEC has a new outside service conducting our patient satisfaction survey, which was based on 10 patients.
 - The invoice to HCESD-1 did include billing for the emergency purchase of the Van that was discussed at the last Board meeting. The Board agreed to reimburse HCEC for that purchase.
13. **Possible action on Harris County Emergency Corps Report:** Jeremy Hyde requested that the Board take action on the list of vehicles that HCEC would like to auction. Fred Scibuola made a motion to approve the list of eight (8) vehicles "as is" for auction. Seconded by Richard Vestewig. Motion carried.
14. **Adjourn to closed session:** None.
15. **Possible action on closed session:** None.
16. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, April 28, 2015 at 9:00 am.
17. **Adjourn:** Fred Scibuola made a motion to adjourn. Richard Vestewig seconded. Motion carried. Meeting adjourned at 9:55 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – April 28, 2015**

APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 5/19/15 (Date)
 
President of ESD-1 Secretary of ESD-1

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 Commissioners Richard Vestewig and Wilson Orr 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, along with Legal Counsel Mark Smith. Guest: Royce Sunday, member of the public.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Richard Vestewig seconded. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Shirley Reed thanked HCEC for conducting its free CPR class for the community, which was held on Saturday, April 18, 2015 from 9:00 am to 1:00 pm. There were approximately 30 participants. Some commented that it was the best CPR class they had ever attended.



President Cathy Sunday reported that she and Commissioner Shirley Reed accompanied Jeremy Hyde to Austin, TX to testify before a Senate Committee regarding a bill that, if passed, would have a negative impact on ESDs. She asked that the Board continue to correspond with the lawmakers to oppose Senate Bill 1377. Ms. Sunday also said that our area Senators Bettencourt and Garcia seemed interested in her testimony as well. Commissioner Wilson Orr inquired as to the current status of the Bill, to which Ms. Sunday replied that it was left pending in committee.
7. **Review and possibly approve all Meeting Minutes:** Fred Scibuola made a motion to accept the Minutes of the Regular meeting on March 31, 2015 as presented. Shirley Reed seconded. Motion carried.
8. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Caryn Papantonakis spoke with Melissa Morton of TMAS, who said she would be unable to attend this meeting. However, Ms. Morton did ask for some direction as to how often she would be required to attend meetings. Fred Scibuola said that the Board should meet with Ms. Morton to negotiate her attendance at Board Meetings. Wilson Orr suggested that perhaps Ms. Morton could be available by phone or that "Skype" could be an option. Motion by Fred Scibuola to approve the monthly report as submitted and authorize payment of bills. Seconded by Richard Vestewig. Motion carried.
9. **Possible action on The Morton Accounting Services' monthly report:** No action required.

10. **Harris County Emergency Corps Report:** Jeremy Hyde issued the HCEC President's report as presented in the Board packets. Highlights were:
 - HCEC will be adding a peak Supervisor during the week on the West side during high traffic times.
 - Medic 99 is in service and is an additional 12-hour ambulance to cover times of heavy call volume.
 - Mr. Hyde urged the Commissioners to read the HCEC annual report issued in there handout and that a bound copy would be distributed at the next Board Meeting.
 - Janice Metzger reported that HCEC was very close to budget predictions for the year. Revenue was almost equal to the budgeted amount and expenses were 5% less than what was budgeted. Ms. Metzger also presented the billing statistics as written, stating that Intermedix has done a better job with collections for HCEC this year vs. last year.
 - Reminder: HCEC will be having its EMS Banquet on Thursday, May 21, 2015 at the Doubletree Hotel.
11. **Possible action on Harris County Emergency Corps Report:** Jeremy Hyde presented the HCEC audit. He stated that there were no major findings on the audit and that there were only a few minor journal entry corrections. He also noted that bound copies of the audit would be available, if desired. Fred Scibuola made a motion to approve the audit as written from Axley & Rode LLP. Seconded by Richard Vestewig. Motion carried.
12. **Adjourn to closed session:** None.
13. **Possible action on closed session:** None.
14. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, May 19, 2015 at 9:00 am.
15. **Adjourn:** Fred Scibuola made a motion to adjourn. Richard Vestewig seconded. Motion carried. Meeting adjourned at 9:50 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – May 19, 2015**

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

on 6/23/15 (Date)

President of ESD-1

Secretary of ESD-1

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:03 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 Commissioners Richard Vestewig and Wilson Orr 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: Vice President of Operations Heath White and Deborah Guidry along with Legal Counsel Mark Smith. Absent were President Jeremy Hyde and Vice President of Administration Janice Metzger. Guest: Royce Sunday, member of the public.
4. **Adoption of Agenda:** Richard Vestewig made a motion to adopt the agenda as presented. Fred Scibuola seconded. Motion carried.
5. **Open Forum:** Caryn Papantonakis reported that she received a survey from Texas Municipal League (TML) requesting the opinion regarding the effectiveness of the defense attorneys with reference to a case involving an ESD. Ms. Papantonakis said she believed they did well.
6. **Open Comments from the Board of Commissioners:** None
7. **Review and possibly approve all Meeting Minutes:** Richard Vestewig made a motion to accept the Minutes of the Regular meeting on April 28, 2015 as presented. Fred Scibuola seconded. Motion carried.
8. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton of TMAS reviewed her report in detail. She reported that for the month of April, the starting balance was 9,895,062. Revenue collected was \$157,907. There were two (2) auto-deposits from the US Treasury, which Ms. Morton was unsure to what they were related and therefore applied it to miscellaneous income. The amounts were \$2,500 and \$6,300 which was auto-deposited into the account. Disbursements were \$826,967, which was 94% was the payment to HCEC. The ending balance for April was \$9,225,000. At the time of her printed report, there was no invoice from HCEC; therefore, invoices totaled only \$11k. Since then, she did receive HCEC's invoice in amount of \$775,387.00, which included some reimbursements. Ms. Morton suggested that any reimbursement requests from HCEC should be issued on a separate invoice. Cathy Sunday suggested, in addition Ms. Morton's request, the items that are to be reimbursed as ambulance items should be on a separate, itemized invoice. Ms. Morton went on to report that currently the account's balance is \$9,331,377. Once the \$11,154 and the HCEC invoice less the reimbursement had been paid, the balance would then be \$8,588,000. Also, after some discussion it was decided that, in an effort to ensure documentation received by HCEC gets to Commissioners in a timely manner, it will be reviewed by Deborah Guidry for its level of importance – after submission to their mail boxes – and she will, in turn, contact President Sunday or the CPA to determine if an item received should be disseminated immediately. Motion by Fred Scibuola to approve monthly report and authorize payment of bills, including the revised invoice from HCEC in the amount of \$731,842; with the balance of the originally submitted invoice being itemized and issued for payment on a separate invoice. Motion was seconded by Richard Vestewig. Motion carried.

9. **Possible action on The Morton Accounting Services' monthly report:** No action required.
10. **Harris County Emergency Corps Report:** Heath White distributed a bound copy of the HCEC annual report to the Commissioners. He also reviewed the HCEC President's report as issued in the Board packets in Jeremy Hyde's absence. Highlights were:
 - HCEC has added a peak Supervisor – D901 – during the week on the West side for Monday, Tuesday, Wednesday and Friday every week.
 - Medic 99 is an additional 12-hour ambulance from 10:00 am to 10:00 pm, seven (7) days a week that has been added for peak-time coverage.
 - Due to back injuries that occur during loading/unloading a patient. HCEC is looking into the purchase of a self-loading stretcher. However, since the cost is significant, two companies – Stryker and Ferno are providing a demo to help determine if it is something in which to invest.
 - Reminder: HCEC will be having its EMS Banquet on Thursday, May 21, 2015 at the Doubletree Hotel and will need Commissioners to RSVP for the dinner as soon as possible.
11. **Discuss and possibly approve the purchase of new vehicle:** Heath White said that there were two vehicles that have excessive mileage on them and need to be replaced. He noted that the quote in the Board packet would actually be for the purchase of two (2) vehicles. One will be used by the Director of Special Events and will replace the current Tahoe that has approximately 157k miles on it. The second one will replace the vehicle currently used by Logistics. Cathy Sunday suggested that HCEC submit an invoice that will be the actual "turn-key" total price for any future vehicle purchases. Fred Scibuola made a motion to purchase two (2) vehicles for a total price of \$53,996.00. Seconded by Richard Vestewig. Motion carried.
12. **Possible action on Harris County Emergency Corps Report:** None.
13. **Adjourn to closed session:** None.
14. **Possible action on closed session:** None.
15. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, June 23, 2015 at 9:00 am.
16. **Adjourn:** Fred Scibuola made a motion to adjourn. Richard Vestewig seconded. Motion carried. Meeting adjourned at 9:55 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – June 23, 2015**

APPROVED

Document approved by Harris County ESD-1
Board of Commissioners

By a Majority Vote

on 6/28/15 (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 9:03 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 Commissioners Richard Vestewig and Wilson Orr along with Legal Counsel Caryn Papantonakis. Absent, but available by phone, if needed, 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 Deborah Guidry along with Legal Counsel Mark Smith. Absent was Vice President of Operations Heath White.
4. **Adoption of Agenda:** Shirley Reed made a motion to adopt the agenda as presented. Richard Vestewig seconded. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Cathy Sunday said that HCESD-1 may consider changing insurance companies from Texas Municipal League (TML) because the Board agreed that TML is not supportive of ESDs. Jeremy Hyde suggested they consider going with VFIS, which is HCEC's provider.
7. **Review and possibly approve all Meeting Minutes:** Fred Scibuola made a motion to accept the Minutes of the Regular meeting on May 19, 2015 as presented. Richard Vestewig seconded. Motion carried.
8. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** In Melissa Morton's absence, Cathy Sunday noted that TMAS' report was included in the handouts and gave the Board an opportunity to review it. Fred Scibuola said that the checks that were signed matched the bills that were in the packet. 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:** No action required.
10. **Harris County Emergency Corps Report:** Jeremy Hyde issued the HCEC President's report as presented in the Board packets. Highlights were:
 - During Tropical Storm Bill, HCEC has put a hurricane policy in effect, there were people on standby and there was a food supply, as well as fuel, on the ready. Since the storm did not develop as predicted, HCEC was able to practice the hurricane plan and will do an 'after action' report.
 - Dr. Cameron Decker will come on board as a full-time HCEC employee, effective July 1, 2015.
 - Richard Vestewig requested a 90 percentile breakdown on response times and HCEC's patient care software provides that information.
 - Abbey Lee resigned as Director of Marketing and we are now interviewing for the position.

info@hcesd-1.org

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11. **Possible action on Harris County Emergency Corps Report:** None.
12. **Adjourn to closed session:** None.
13. **Possible action on closed session:** None.
14. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, July 28, 2015 at 9:00 am.
15. **Adjourn:** Fred Scibuola made a motion to adjourn. Richard Vestewig seconded. Motion carried. Meeting adjourned at 9:25 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – July 28, 2015**

APPROVED

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

on 8/25/15 (Date)

Shirley Reed
President of ESD-1
Fred Scibuola
Secretary of ESD-1

1. **Call to Order:** Shirley Reed called the meeting to order at 9:05 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 (who excused himself from the meeting for personal reasons) and At-Large Commissioners Richard Vestewig and Wilson Orr 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 Deborah Guidry along with Legal Counsel Mark Smith. Absent was Vice President of Operations Heath White.
4. **Adoption of Agenda:** Richard Vestewig made a motion to adopt the agenda as presented. Wilson Orr seconded. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Shirley Reed said that HCESD-1 was presented with a plaque of appreciation for the Community CPR class that was previously held on April 18, 2015 given free of charge by HCEC and for donating a defibrillator to a baseball group of players who attended the class. Commissioner Reed passed the plaque to Jeremy Hyde to be displayed in the lobby.
7. **Review and possibly approve all Meeting Minutes:** Richard Vestewig made a motion to accept the Minutes of the Regular meeting on June 23, 2015 as presented. Wilson Orr seconded. 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 June 2015, the starting balance was \$8,579,091. Revenue received was \$92,095 – the majority of which came from tax collections; disbursements were \$820,355. She said that 84% of that expense was for the HCEC contract (\$691,186). The ending balance for June 2015 was \$7,850,831. She went on to say that there were \$985,127 of invoices that needed approval as indicated on page three (3) of her report, which include legal fees and building note payment as well as the contract payment to HCEC. Ms. Morton noted that HCESD-1 is at the end of the second quarter and being halfway through the year, was on target with its budget. She also made mention that she received a payment for \$69k from the recent vehicle auction. Wilson Orr asked if there was a 'buffer' or if the budget was exactly on target. Ms. Morton replied that there is an \$18k buffer plus rollover is approximately \$2M. Motion by Wilson Orr to approve monthly report and authorize payment of bills. Seconded by Richard Vestewig. Motion carried.
9. **Possible action on The Morton Accounting Services' monthly report:** No action required.
10. **Harris County Emergency Corps Report:** Jeremy Hyde issued the HCEC President's report as presented in the Board packets. There were two issues he discussed:

- Mr. Hyde reported that at the Isom location, there was a moldy smell so the maintenance department went to investigate. It was found that the Hardy Plank that was installed 5 years ago has mold and the water has caused the bottom baseboard to deteriorate. Crews were immediately evacuated. Repair may not be feasible due to electrical and plumbing problems. We may get a portable building for the crew. They are in the station behind the Isom building in question but the quarters are very cramped. Currently, we are not requesting anything from the Board because we don't have any quotes for any type of repair or demolition. We just wanted to make the Board aware.
- HCEC conducted an auction of seven (7) vehicles and received \$69k.
- ESD-1 approved purchasing of two (2) Dodge Durangos and HCEC has been given special government pricing but it was realized that we need to apply for to become members of Buy Board cooperative purchasing. Richard Vestewig made a motion to approve becoming members of Buy Board Cooperative purchasing. Seconded by Wilson Orr. Motion carried.

11. **Possible action on Harris County Emergency Corps Report:** None.

12. **Discuss and possibly approve the purchase of patient simulator equipment:** Jeremy Hyde presented a quote for patient simulator equipment to the board. Mr. Hyde said that the current simulator is old and most functions no longer work. Mr. Hyde also stated that the clinical department was holding classes for many outside students which required advanced simulation. The addition of a new simulator and the refurbishment of our old simulator would allow our clinical department to do more realistic training. The board asked to see a demonstration of the new simulation equipment when it arrives. Shirley Reed made the motion to approve \$65,000 for patient simulator equipment. Seconded by Wilson Orr. Motion carried.

13. **Discuss and possibly approve signing concurrence letter for Noble Drilling:** Caryn Papantonakis said we were contacted by Shane Williams who worked for a company that represents Noble Drilling for ESD-1 and ESD-10 regarding the property located on 14401 JFK and 14505 JFK to allow it to be a designated as a Foreign Trade Zone. There is no obligation to comply. However, the application can be approved even if we say we are opposed to it. Jeremy Hyde spoke with ESD-10 and they are opposed to it as well and will write a letter to convey that. Motion Richard Vestewig to authorize Caryn Papantonakis to write the letter in opposition to the Foreign Trade Zone. Seconded by Wilson Orr. Motion carried.

14. **Adjourn to closed session:** None.



15. **Possible action on closed session:** None.

16. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, August 25, 2015 at 9:00 am.

17. **Adjourn:** Wilson Orr made a motion to adjourn. Richard Vestewig seconded. Motion carried. Meeting adjourned at 9:50 am.



HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – August 25, 2015

APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 9/22/15 (Date)
 
President of ESD-1 Secretary of ESD-1

- Call to Order:** Shirley Reed called the meeting to order at 8:59 am.
- Invocation:** Deborah Guidry led the invocation.
- Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: Vice President Shirley Reed, Secretary/Treasurer Fred Scibuola and At-Large Commissioners Richard Vestewig and Wilson Orr along with Legal Counsel Caryn Papantonakis. Absent was President Cathy Sunday and CPA Melissa Morton of The Morton Accounting Services (TMAS) although Ms. Morton was available by phone. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Operations Heath White and HR Administrative Assistant Deborah Guidry. Absent was Vice President of Administration Janice Metzger and Legal Counsel Mark Smith.
- Adoption of Agenda:** Wilson Orr made a motion to adopt the agenda as presented. Richard Vestewig seconded. Motion carried.
- Open Forum:** None.
- Open Comments from the Board of Commissioners:** None.
- Review and possibly approve all Meeting Minutes:** Richard Vestewig noted, as the minutes indicated, that the Board agreed to send a letter of opposition regarding the property located on 14401 JFK and 14505 JFK opposing the designation to become a Foreign Trade Zone. He inquired if the letter had been sent. Caryn Papantonakis replied that it had been sent and that she also told Noble Drilling that the Board would not be sending a letter of support. Wilson Orr made a motion to accept the Minutes of the Regular meeting on July 28, 2015 as presented. Richard Vestewig seconded. Motion carried.
- Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton of TMAS was not present at the meeting. Jeremy Hyde indicated that her report was in the handouts. Based on her report, Mr. Hyde stated that HCESD-1 is forecasted to have a possible surplus of approximately \$2M. He also stated that our Accountant and Vice President of Administration, Janice Metzger, always reviews the report from The Morton Accounting Services, sizing it against HCEC's financial outlook to ensure that each entity's finances are sound. Shirley Reed indicated that most of the funds are likely be allocated prior to the end of the year. Mr. Hyde then mentioned that HCEC has requested a grant from American AFG through FEMA, that if funded, would be used to purchase the much needed automatic stretchers, as well as possible new ventilators. He said that the current ventilators are already approximately eight (8) years old. Heath White added that the grant is not an 'all or nothing' type of funding, meaning that if the amount requested by HCEC is denied, it can be approved for a lesser amount. Ms. Reed asked if a request for new ventilators had been submitted. Mr. Hyde remarked that it was in the works. Motion by Fred Scibuola to approve monthly report and authorize payment of bills. Seconded by Richard Vestewig. Motion carried.
- Possible action on The Morton Accounting Services' monthly report:** No action required.

10. **Discuss and possibly approve HCESD-1 Budget:** Caryn Papantonakis said that the budget was incomplete and could not be submitted due to report not yet received from the taxing authority. The budget should be ready to review in time for the next Board meeting. Item TABLED.
11. **Harris County Emergency Corps Report:** Jeremy Hyde issued the HCEC President's report as presented in the Board packets. He said that everything was normal for the month. One item he mentioned was with regard to Station 92 – the front building at 1620 Isom where a serious mold situation was discovered. Currently a claim is being submitted to HCEC's insurance carrier, Texas Municipal League (TML), to see the damage is covered. Depending on whether or not the claim is accepted may determine if the building will be demolished or rebuilt. Fred Scibuola suggested having a remediation company come in and assess the mold damage; then determine the cost to possibly rebuild.
12. **Presentation of HCEC Budget:** Jeremy Hyde presented HCEC's budget stating that nothing much had changed from last year's budget and he did not anticipate it changing much. He said that HCEC was within 1% of being on target with last year's budget. Mr. Hyde also outlined several Capital expenditures, but said the choice to proceed with them can be determined at a later date. Mr. Hyde said that without the Capital Projects spending, the budget shows a surplus of \$1.2M. Fred Scibuola made a motion to accept the budget as presented. Seconded by Richard Vestewig. Motion carried.
13. **Possible action on Harris County Emergency Corps Report:** None.
14. **Adjourn to closed session:** Not required.
15. **Possible action on closed session:** None.
16. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, September 22, 2015 at 9:00 am.
17. **Adjourn:** Fred Scibuola made a motion to adjourn. Richard Vestewig seconded. Motion carried. Meeting adjourned at 9:21 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING**

MINUTES – September 22, 2015

APPROVED

Document approved by Harris County ESD-1
Board of Commissioners

By a Majority Vote

on 10/22/15 (Date)


President of ESD-1


Secretary of ESD-1

- 1. Call to Order:** Fred Scibuola called the meeting to order at 9:10 am.
- 2. Invocation:** No invocation.
- 3. Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: Secretary/Treasurer Fred Scibuola (who led the meeting on items 1 through 7), At-Large Commissioners Richard Vestewig and Wilson Orr, along with CPA Melissa Morton of The Morton Accounting Services (TMAS) and Legal Counsel Caryn Papantonakis. President Cathy Sunday arrived at 9:12 am (and led the meeting from Item 8 forward). Absent was Vice President Shirley Reed. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Operations Heath White, Vice President of Administration Janice Metzger, Director of Public Relations Saki Indakwa (new), Administrative Assistant Kristin Wells (new) and HR Administrative Assistant Deborah Guidry, along with Legal Counsel Mark Smith.
- 4. Adoption of Agenda:** Richard Vestewig made a motion to adopt the agenda as presented. Wilson Orr seconded. Motion carried.
- 5. Open Forum:** Jeremy Hyde introduced the new Director of Public Relations, Saki Indakwa and Janice Metzger introduced the new Administrative Assistant, Kristin Wells. Both ladies were hired three weeks ago and seemed excited about joining the HCEC organization. Ms. Indakwa said that she has hit the ground running, having attended the EMS Conference with Mr. Hyde and others. Ms. Wells has been quite busy assigned projects within the Administration Dept.
- 6. Open Comments from the Board of Commissioners:** None.
- 7. Review and possibly approve all Meeting Minutes:** Richard Vestewig made a motion to accept the Minutes of the Regular meeting on August 25, 2015 as presented. Wilson Orr seconded. 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 2015, the starting balance was \$6,744,297. Revenue received was \$113,319 – the majority of which came from tax collections; disbursements were \$848,063. She said that 91% of that expense was for the HCEC contract (\$77,708). Ending balance for the month of August was \$6,041,712. Ms. Morton noted that HCESD-1 has continued to receive 'random' money every month; approximately \$2,500/mo. She asked the bank to research it and found that the money was coming from DEA. Cathy Sunday said that HCESD-1 has never received money from the DEA in the past. Ms. Morton said that the deposits have been recurring since April 2015. She said she would investigate. Motion by Fred Scibuola to approve monthly report and authorize payment of bills. Seconded by Richard Vestewig. Motion carried.
- 9. Possible action on The Morton Accounting Services' monthly report:** No action required.

10. **Discuss and possibly approve HCESD-1 Budget:** Melissa Morton said that we have a slightly different circumstance this year in that HCESD-1 is lowering its tax rate from 10 percent to 9.9. She explained that it is the way the calculation comes through the County. Mark Smith stated that if the Board wants the rate to be 10 percent, it would have to conduct two public hearings, which would need to be held regardless if the tax rate was lowered to 9.9 percent or stayed at 10 percent. With regard to the budget, should the tax rate remain at 10 percent, HCEC's contracted amount would increase by \$3k/mo. Additional changes to the budget: Travel would increase to \$3k/yr, Legal Notices & Filing Fees would increase to \$20k/yr. Fred Scibuola made a motion to approve the budget. Seconded by Wilson Orr. Motion carried.
11. **Discuss and possibly approve resolution adopting tax rate and set dates for public hearings regarding same:** Caryn Papantonakis suggested that the Special Meetings will be held for the Hearings on Tuesday, October 6, 2015 and Tuesday October 13, 2015 at 9:00 am, with the Regular Meeting of the Board to be held on Tuesday October 20, 2015. Motion by Fred Scibuola to approve the resolution adopting tax rate of 10 percent and set the dates for the public hearings as noted. Seconded by Wilson Orr. Motion carried.
12. **Discuss and possibly approve Commissioner attendance at SAFE-D conference February 18-20, 2016 in Galveston:** Fred Scibuola said he would not be able to attend. Cathy Sunday said that this item has been approved previously and is in the budget. She plans to attend as well as Wilson Orr and Richard Vestewig. Ms. Sunday will check with Shirley Reed to determine if she will attend. No motion needed; already a budget-approved item.
13. **Harris County Emergency Corps Report:** Jeremy Hyde escorted the Board of Commissioners and all in attendance to view the new Stryker and Ferno stretchers, stating that it may be something that HCEC would request funding from HCESD-1 to purchase. He demonstrating exactly how each stretcher operated and discussed the advantages of using either one. The meeting then resumed and Mr. Hyde noted that he issued the HCEC President's report as presented in the Board packets. He recapped the situation regarding the mold discovered in the front of the building at Station 92. The adjuster responded to the claim, breaking it down to three parts. He stated that 1) the ceiling damaged has a \$5k deductible; 2) the mold damage would not be covered; and 3) with regard to the structural damage from the flood, the adjuster claimed that the cost to repair would be \$25k and deductible would also be \$25k. Mr. Hyde said that costs to repair would actually be well in to the thousands; therefore, they were basically saying that none of the claim would be covered and to file it would be worthless. He said that it would most likely come down to demolishing the building, saving the plumbing and rebuilding with it. Because of the negative outcome of this claim, the Board will add an agenda item to discuss the advantages of HCEC and HCESD-1 having the same insurance provider (VFIS).
14. **Discuss and possibly approve HCEC capital expenditure:** Jeremy Hyde said that Janice Metzger reviewed the HCESD-1 Financial Projections in detail and explained the calculations to the Board. He said that at the last meeting, the Board requested that HCEC take a look at all capital expenditures, for which Mr. Hyde said that was in process but because he want to be thorough and have accurate pricing, he would not be ready to present actual dollar amounts until November. He also noted that a major grant had been submitted to offset the cost of the stretchers, but if that doesn't come into fruition, the cost of the stretchers would be greatly impact the capital expenditures. Additional expenditures would be for ventilators, video laryngoscopes for all the trucks and an ultrasound unit. No action at this time.
15. **Possible action on Harris County Emergency Corps Report:** None.
16. **Adjourn to closed session:** Not required.
17. **Possible action on closed session:** None.
18. **Announce next board meeting:** Special Meetings for the Tax Hearings will be held on October 6, 2015 and October 13, 2015. The hearings will begin at 9:00 am and will allow 15 minutes for members of the public to attend. If no one shows, the meetings will adjourn at or around 9:15 am. The Regular Board of Commissioners meeting will be held on Tuesday, October 20, 2015 at 9:00 am.
19. **Adjourn:** Fred Scibuola made a motion to adjourn. Richard Vestewig seconded. Motion carried. Meeting adjourned at 10:38 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
SPECIAL MEETING – PUBLIC HEARING
MINUTES – October 6, 2015**

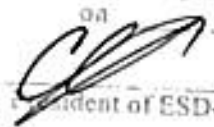

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:05 am.
2. **Invocation:** None.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Secretary/Treasurer Fred Scibuola, At Large Commissioners Richard Vestewig and Wilson Orr. Absent was Vice President Shirley Reed. Also present was Harris County Emergency Corps (HCEC) personnel: HR Coordinator Deborah Guidry.
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 Board members briefly discussed the possibility of splitting the Secretary/Treasurer seat and changing it back to two positions, posing that one of the "At-Large" Commissioners become the Secretary, while Commissioner Scibuola would remain the Treasurer. It was decided that it would be added to the next Regular Meeting agenda.
7. **Adjourn:** Fred Scibuola made a motion to adjourn. Wilson Orr seconded. Motion carried. Meeting adjourned at 9:29 am.

APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 10/20/15 (Date)
 President of ESD-1
 Secretary of ESD-1



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
SPECIAL MEETING – PUBLIC HEARING
MINUTES – October 13, 2015**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:02 am.
2. **Invocation:** None.
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 Wilson Orr. Absent was At-Large Commissioner Richard Vestewig. Also present was Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde and Vice President of Operations Heath White.
4. **Adoption of Agenda:** Wilson Orr 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:** Discussion ensued regarding SAFE-D "EMS on the Hill" and oversight of EMS on the National level.
7. **Adjourn:** Wilson Orr made a motion to adjourn. Fred Scibuola seconded. Motion carried. Meeting adjourned at 9:17 am.


APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
by a Majority Vote
on 10/20/15 (Date)
 President of ESD-1
 Secretary of ESD-1



APPROVED

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

on 12/11/15 (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 20, 2015**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:07 am.
2. **Invocation:** Instead of invocation, there was a moment of silence.
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, At-Large Commissioners Richard Vestewig and Wilson Orr, along with CPA Melissa Morton of The Morton Accounting Services (TMAS) and Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Administration Janice Metzger, and HR Coordinator Deborah Guidry. Absent was Vice President of Operations Heath White and Legal Counsel Mark Smith.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Richard Vestewig seconded. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Former Commissioner Helen Thompson was laid to rest on October 19, 2015. She will be missed.

Vice President Shirley Reed said that each year the Aldine area holds a Gala to honor its Seniors/Pioneers. The event will be December 10, 2015 from 10:00 am to 1:00 pm at M.O. Campbell. Commissioner Reed also noted that the FS Veterans Committee for the Golf Club of Houston will be hosting a Golf Tournament on Saturday, December 19, 2015 and are looking for sponsors. She said the proceeds are awarded to wounded warriors.
7. **Review and possibly approve all Meeting Minutes:** Wilson Orr made a motion to accept the Minutes of the Regular meeting on September 22, 2015 as presented. Fred Scibuola seconded. 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 September 2015, the starting balance was \$6,009,553. Revenue received was \$30,031 – the majority of which came from tax collections; disbursements were \$883,715. She said that 94% of that expense was for the HCEC contract (\$883,060). Ending balance for the month of September was \$5,155,869. Ms. Morton noted that the Bond renewal for Commissioner Scibuola will be paid as well as the Houston Chronicle bill (\$6,783.63) for the public notice of tax hearings. She added that after payment of bills, the balance will be \$4,469,324. Also, there was one modification to the TML invoice that increased the bill from \$1500 to \$1689. Richard Vestewig had questions regarding operating funds vs. expenses and requested that it be put to a graph in an effort to determine the trends. And lastly, Ms. Morton said that she would be presenting a new engagement letter for approval next month. Motion by Richard Vestewig to approve monthly report and authorize payment of bills. Seconded by Wilson Orr. Motion carried.
9. **Possible action on The Morton Accounting Services' monthly report:** No action required.

10. **Discuss and possibly approve Resolution adopting tax rate:** Tax rate remains unchanged. No one from the public attended the Special Meetings to oppose the tax rate. Richard Vestewig made a motion to adopt the Resolution. Seconded by Shirley Reed. Motion carried.
11. **Discuss and possibly approve new Insurance options:** Caryn Papantonakis said that with regard to the damages of Station 92, she was told by Texas Municipal League (TML) that there would be a \$25k deductible and the damages amounted to \$20k; therefore any payment toward the repair was denied. Based on these findings, the Board has considered changing insurance companies. Glenn Hastings of VFIS Insurance was introduced and presented the Board with detailed information of the options his company could provide. He said he reviewed the previous insurance policies from last year and this year and explained how the Board would benefit from choosing VFIS. Cathy Sunday asked if VFIS would lobby at the State level and at the SAFE-D Conference to which he replied they would. He then distributed information regarding the different options. Ms. Papantonakis said she would review the paperwork, determine when it would be appropriate to cancel TML, and present the new insurance as an agenda item for next month. The Board thanked Mr. Hastings for his presentation. Item TABLED.
12. **Discuss and possibly approve HCESD-1 Officer Elections:** Caryn Papantonakis stated that at the previous meeting, it was discussed that since there is a full Board of Commissioners, elections for positions could commence at this meeting or wait until June 2016. Some discussion ensued and it was decided that this item would be postponed until the next meeting. Item TABLED.
13. **Harris County Emergency Corps Report:** Jeremy Hyde issued HCEC President's report as presented in the Board packets. He noted the following:
 - HCEC was involved in a collision on October 16, 2015. The ambulance requested right of way with lights and sirens but the other vehicle involved did not yield. Fortunately, the ambulance was not patient-loaded but did sustained minor damages, while the other vehicle had moderate damage and may have been totaled.
 - HCEC is looking to improve its radio coverage area. Currently, there are two antennas and will consolidate to one, which will save money.
 - HCEC has purchased a computer system called Purvis, which will go online in November.
14. **Possible action on Harris County Emergency Corps Report:** None.
15. **Adjourn to closed session:** Adjourned to closed session at 10:35 am.
16. **Possible action on closed session:** Resumed from closed session at 10:43 am. No action required.
17. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, December 1, 2015 at 9:00 am.
18. **Adjourn:** Richard Vestewig made a motion to adjourn. Fred Scibuola seconded. Motion carried. Meeting adjourned at 10:45 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
 BOARD OF COMMISSIONERS
 REGULAR MEETING
 MINUTES – December 1, 2015**

APPROVED
 Document approved by Harris County ESD-1
 Board of Commissioners
 By a Majority Vote
 on 1/26/16 (Date)

 President of ESD-1

 Secretary of ESD-1

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:10 am.
2. **Moment of Silence:** There was a moment of silence at 9:11 am
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, At-Large Commissioners Richard Vestewig and Wilson Orr, 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 Operations Heath White, Legal Counsel Mark Smith and HR Coordinator Deborah Guidry. Absent was Vice President of Administration Janice Metzger. Guest: Royce Sunday, member of the public.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Richard Vestewig seconded. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** All Commissioners thanked HCEC for the Turkeys/Hams. Also, Vice President Shirley Reed, now President of the Council of PTA, announced Gala to honor its Seniors/Pioneers. The event will be December 10, 2015 from 10:00 am to 1:00 pm at M.O. Campbell.
7. **Review and possibly approve all Meeting Minutes:** Fred Scibuola made a motion to accept the Minutes of the Special meeting on October 6, 2015 (Tax Hearing), the Special meeting on October 13, 2015 (Tax Hearing) and the Regular meeting on October 20, 2015 as presented. Wilson Orr seconded. Motion carried.
8. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Caryn Papantonakis gave the report in Melissa Morton's absence. She noted that because of the holiday, the automatic transfer of money from the money market account was delayed. She reported that for the month of October 2015, the starting balance was \$5,155,869. Revenue received was \$26,907 – the majority of which came from tax collections; disbursements were \$750,794. She said that 92% of that expense was for the HCEC contract (\$692,878). Ending balance for the month of October was \$4,431,982. The report included a statement that after payment of bills in the amount of \$943,847, the balance will be \$3,527,249.

In addition, discussion ensued with regard to appropriate signatures allowed on the same check. It was determined that the President and Vice President together cannot sign the same check. Initially, it was believed that the President and the Treasurer or the Vice President and the Treasurer could sign together on one check. Mark Smith reviewed the statute and further advised that the President and the Treasurer are the primary signers. If they are not available, then any three (3) Commissioners can sign checks. Also, while it is legal for a Commissioner to sign a check that is payable to him/her, it is frowned upon internally and is seldom practiced. Prior to the motion, it was suggested by Ms. Papantonakis that perhaps the Board wanted to pre-approve bill payments for the next signing period. However, Commissioner Scibuola discouraged it because as Treasurer, he stated that he would much rather view the documentation prior to approving an invoice for

payment. Therefore the suggestion was rebuffed. It was agreed that checks would be generated and forwarded to HCEC's administrative offices and Commissioners Sunday and Scibuola would review and sign toward the end of the month. Lastly, Ms. Papantonakis reminded the Board to complete any expense reports, not to exceed their annual allotment, and send them to Melissa Morton via email prior to year-end so they could be included in the last issuance of checks for the year. Motion by Fred Scibuola to approve monthly report and authorize payment of bills. Seconded by Richard Vestewig. Motion carried.

9. **Possible action on The Morton Accounting Services' monthly report:** No action required.
10. **Discuss and possibly approved Morton Accounting Services' engagement letter:** Caryn Papantonakis said Ms. Morton explained everything to her regarding the engagement letter and she was prepared to discuss it in Ms. Morton's absence. Initially, she intended to increase her hourly wages to \$125/hr., but after discussing it with Ms. Papantonakis, she decided to stay at \$100/hr. Motion by Fred Scibuola to approve the Morton Accounting Services' engagement letter as submitted. Seconded by Richard Vestewig. Motion carried.
11. **Discuss and possibly approve new Insurance options:** Caryn Papantonakis said she discovered officially that HCESD-1 has to give a 30 day notice of termination to its current insurance company, Texas Municipal League (TML), in writing to end their contract. Fred Scibuola asked if Ms. Papantonakis still needed to table the item until she has more time to review the proposal and if approved, issue the notice for termination in writing, to which she agreed. Item TABLED.
12. **Discuss and possibly approve HCESD-1 Officer Elections:** President Sunday issued the ballots for the Election of Officers and explained to the Board how to cast their votes. Once the ballots were completed, Ms. Papantonakis collected and tallied the votes. The members of the Board, who will all be bonded and trained, have been elected to the following positions:

President:	Cathy Sunday
Vice President:	Shirley Reed
Treasurer:	Fred Scibuola
Asst. Treasurer:	Wilson Orr
Secretary:	Richard Vestewig

13. **Harris County Emergency Corps Report:** Jeremy Hyde issued HCEC President's report as presented in the Board packets. He noted the following:
- HCEC implemented the new Purvis computer alerting system, and will go 'live' online in December 2015. The purpose of the new system is to diminish the time it currently takes to dispatch a call.
 - HCEC conducted a tabletop disaster drill on October 28, 2015. The simulated disaster was a hurricane. It was a very interesting drill as it uncovered approximately five areas where more preparation was needed.
 - Community Health Paramedic Program is doing very well. All but one of the enrolled patients graduated the program. Emily Terry is now conducting initial visits as part of the process of selecting new clients.

At this point during the meeting, the Commissioners were escorted to the recently renovated Clinical Dept. for a demonstration of the newly purchased simulated man as well as view the build-out of the clinical area. Chivas Guilotte, Vice President of Clinical Services, gave a detailed presentation of how the new Sim-Man is designed to allow medics to get hands-on training. The demonstration involved actual Paramedics performed step-by-step techniques as to how they would treat a patient in the event of a heart attack. The medics who conducted the demonstration were In-Charge Paramedic, Mike Hoyt, along with Anthony Scopel, Paul Monahan, Michael Van Outryve and District 90, Landen Jackson. It was quite fascinating as well as enlightening. The Board was quite impressed.

14. **Possible action on Harris County Emergency Corps Report:** None.

15. **Discuss and possibly approve purchase of capital items:** Jeremy Hyde submitted a document to the Board in their packets consisting of five (5) items for capital purchase:

16.

- 40/ea. McGrath Video Laryngoscope for \$86k
- 3/ea. Lucas 2-Compression System devices for a total of \$47,226
- 0-Two Auto Ventilator @ \$205,438
- OSGI Oxygen System @ \$64,700
- Fluke Biomedical Equipment which will test and certify the cardiac monitors in-house @ \$46,914.

Richard Vestewig asked if the maintenance and other pertinent costs would increase the figures and Mr. Hyde said it was included in the price for a total cost would be \$450,278. Commissioner Shirley Reed, being a former nurse and knowing how effective the Lucas devices would be, asked if HCEC could use additional ones. Mr. Hyde said that it would be ideal if every truck could be equipped with one. The Board members, recognizing the need for additional devices agreed to purchase nine (9) more devices. However, Cathy Sunday suggested purchasing at total of 10 new devices for the trucks and using the original one for the education dept. It was then agreed that there would be 10 additional Lucas 2-Compression System devices purchased at \$15,742 each for a grand total of \$560,472, which includes the items as listed above. Jeremy Hyde was astounded by the Board's generosity and was very grateful. Shirley Reed made a motion to approve the purchase of the capital items listed above and to increase the purchase of the Lucas devices from three (3) each to 10 each for a total capital purchase price of \$560,472. Motion was seconded by Wilson Orr. Motion carried.

17. **General Counsel Invoice submission:** Caryn Papantonakis issued her invoice. The Board was satisfied with the submission and no action was necessary
18. **Adjourn to closed session:** None.
19. **Possible action on closed session:** None.
20. **Announce next board meeting:** The Board of Commissioners agreed that there would be no meeting held for the month of December. The next Regular Board of Commissioners meeting will be held on Tuesday, January 26, 2016 at 9:00 am.
21. **Adjourn:** Shirley Reed made a motion to adjourn. Wilson Orr seconded. Motion carried. Meeting adjourned at 10:49 am.