



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
 BOARD OF COMMISSIONERS
 REGULAR MEETING
 MINUTES – January 26, 2016**

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

on 1/23/16 (Date)

 President of ESD-1

 Secretary of ESD-1

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:01 am.
2. **Moment of Silence:** There was a moment of silence was called by Cathy Sunday at 9:02 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed (arriving at 9:06 am), Treasurer Fred Scibuola, Asst. Treasurer Wilson Orr (arriving at 9:20 am) and Secretary 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, along with Legal Counsel Mark Smith and HR Coordinator Deborah Guidry. Guest: Regina Adams of Johnson Radcliffe Petrov & Bobbit.
4. **Adoption of Agenda:** Richard Vestewig made a motion to adopt the agenda as presented. Fred Scibuola seconded. Motion carried.

SUPPLEMENTAL AGENDA: Regina Adams of Johnson Radcliffe Petrov & Bobbit is special counsel as it relates to elections. Ms. Adams reviewed the agenda, stating that the election has moved to May 7, 2016, with early voting taking place from April 25 through May 3, 2016. She also noted the election law changes that have occurred, stating that during the last legislative session, our district was allowed to move the election date to November, having a joint election with the County. Furthermore, Ms. Adams said that ES&S has informed her that they will no longer lease equipment, but would make it available for purchase. Caryn Papantonakis said if it has changed, HCESD-1 won't have to worry about equipment. Harris County will be responsible for setting up elections and paying for it. If it is being considered, there is no need to adopt the resolution right now. Discussion ensued among the Board, which included the possibility to purchase voting equipment. Motion by Fred Scibuola to call the election in May of 2016. Seconded by Richard Vestewig. Motion carried. Ms. Adams reminded the Board that she will need all applications by February 19, 2016 by 5:00 pm. Also, she would need the Board to set a canvassing date between May 15 through 18, 2016.

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 December 1, 2015. Richard Vestewig seconded the motion. Motion carried.
8. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton presented the monthly accounting report as written. It included the beginning Operating Fund Balance of \$4,431,982 for November 2015. Revenue received for November and December totaled \$1,754,448 – the majority of which came from tax collections. Disbursements were \$1,867,864; noting that 82% of that expense was for the HCEC contract (\$1,536,134). Ending balance as of December 31, 2015 was \$4,318,565. The current balance as of 1/25/2016 is 9,377,891 and after payment of bills in the amount of \$1,051,241.00, the balance will be \$8,326,650 remaining.

9. **Possible action on The Morton Accounting Services' monthly report:** Richard Vestewig thanked Ms. Morton for formulating the chart he requested, comprised of money received, dispersed and the ending balance. Motion by Fred Scibuola to approve TMAS' monthly report; seconded by Richard Vestewig.

Ms. Morton submitted a letter of engagement for the auditor's, Carr, Riggs & Ingram, for approval by the Board. Motion by Richard Vestewig to approve the letter of engagement from Carr, Riggs & Ingram. Motion carried.

Fred Scibuola also made a motion to approve additional Commissioners Richard Vestewig and Wilson Orr as signers on the Chase Bank account. Motion carried.

10. **Discuss and possibly new Insurance options:** Caryn Papantonakis said she plans to review the options with VFIS one more time to ensure that we are not doubly covered on any given item. Also, the 90-day effective date for the quote has passed; therefore, Ms. Papantonakis will need them to generate a valid quote. ITEM TABLED.
11. **Harris County Emergency Corps Report:** Jeremy Hyde issued HCEC President's report as presented in the Board packets. He noted the following:
- HCEC's personnel report – 230 employees total; 12 employees were terminated. Quite pleased with 8% turnover rate.
 - HCEC's Financial Statement was included in the Board packets.
 - The EMS Survey Team (a third party company that sends out our patient surveys) reported that HCEC's score was 92.73, beating the national average.
 - HCEC had a fleet accident on 1/24/16 in which Tahoe #228 sustained major damage and was considered totaled. Shirley Reed made a motion to purchase a new vehicle to replace totaled vehicle. Once the insurance claim is processed and payment is received, the check will be signed over to HCESD-1. Richard Vestewig seconded the motion. Motion carried.

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

13. **Discuss and possibly approve demolition of building at 1620 Isom:** Jeremy Hyde said that the building at 1620 Isom is one big safety hazard. Fred Scibuola said that it is the responsibility of HCESD-1 to make certain there are no hazardous materials in the building prior to demolition. He said to charge the demolition crew with the task to determine if there is any hazardous material and if so, to remove it accordingly. Mr. Scibuola also requested that the Board have a 'phase one' survey to determine if there is hazardous material on property. Cathy Sunday asked if Mr. Scibuola could find someone to do a survey. The Board requested Jeremy Hyde to find a reputable demolition company. To be clear, Mr. Hyde asked if the Board wanted him to find a company to do an environmental impact survey as well as finding a qualified demolition crew. The Board agreed. Mr. Scibuola said he would make a few calls and generate a viable list of contacts for Mr. Hyde. He also pointed out that if it is determined that the building has hazardous material, then an OSHA-qualified demolition crew would be needed. ITEM TABLED (this portion).

Mr. Hyde said he contacted 10 licensed companies in need of a certified electrical company to move all transformers and internet to another building. He suggested the use of Voltmasters Electric, Inc. for a cost of \$17,745. Wilson Orr made a motion to approve Voltmasters Electric as the vendor to move all electrical panels to new location in the amount of \$17,745. Seconded by Fred Scibuola. Motion carried.

14. **Adjourn to closed session:** Adjourned to closed session at 10:12 am.

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

16. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, February 23, 2016 at 9:00 am.

17. **Adjourn:** Shirley Reed made a motion to adjourn. Wilson Orr seconded. Motion carried. Meeting adjourned at 10:33 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
 BOARD OF COMMISSIONERS
 REGULAR MEETING
 MINUTES – February 23, 2016**

APPROVED
 Document approved by Harris County ESD-1
 Board of Commissioners
 By a Majority Vote
 on 3/29/16 (Date)
[Signature] President of ESD-1
[Signature] 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 was called by Cathy Sunday 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, Asst. Treasurer Wilson Orr and, along with Legal Counsel Caryn Papantonakis and CPA Melissa Morton of The Morton Accounting Services (TMAS). Absent was Treasurer Fred Scibuola and Secretary Richard Vestewig. Also present were Harris County Emergency Corps (HCEC) personnel: Vice President of Operations Heath White, along with Legal Counsel Mark Smith and HR Coordinator Deborah Guidry. Absent was President Jeremy Hyde and Vice President of Administration Janice Metzger. Guests were: Glenn Hastings, VFIS and Royce Sunday, member of the community.
4. **Adoption of Agenda:** Wilson Orr 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 of January 26, 2016 as presented. Motion carried.
8. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton presented the monthly accounting report as written. It included the beginning Operating Fund Balance of \$5,455,735 for January 2016. Revenue received for January totaled \$5,110,735 – the majority of which came from tax collections. Disbursements were \$1,103,448; noting that 80% of that expense was for the HCEC contract (\$741,041) as well as the Chest Compression System from Physio-Control (\$145,538). Ending balance as of January 31, 2016 was \$9,453,022. The current balance as of 2/22/2016 is \$14,139,003 and after payment of bills in the amount of \$167,019, the balance will be \$13,971,984 remaining. Ms. Morton also noted payments that were not included but require payment were HCEC's current contract amount of \$720k, the asbestos survey report for the Isom location for \$965 and the Commissioners reimbursements for \$1.3k. Wilson Orr inquired as to why the income seemed to be slowing and Ms. Morton said it was due to the slowing of property tax payments.

 Lastly, Ms. Morton noted that there is an annual debt payment to Wells Fargo in the amount of \$41k for the Fallbrook and Aldine Bender stations. Ms. Morton says that the balance due is approximately \$200k and suggested that perhaps the Board may want to pay it off early, as long as there are no 'early payment' penalties involved. Cathy Sunday said Ms. Morton needed to look into annexation before the Board would make a decision toward early payment because as long as ESD-1 holds the loan, it is protected from annexation. Wilson Orr made a motion to accept TMAS' monthly report and authorized payment of bills. Motion carried.
9. **Possible action on The Morton Accounting Services' monthly report:** None

10. **Discuss and possibly approve new Insurance options:** Caryn Papantonakis said the coverage was updated as discussed at the last meeting, keeping it the way it was with regard to claims. Ms. Papantonakis said that the bonds were removed and she confirmed with Glenn Hastings (VFIS) that everything remaining was consistent. VFIS listed all the properties in the agreement. Total annual premium will be \$21,609 for the year but will be prorated, once the current insurance company is properly terminated. Shirley Reed made a motion to cancel the coverage with TML and to accept the proposal from VFIS for an amount less than the quote of \$21,609 once the premiums have been prorated. Seconded by Wilson Orr. Motion carried.
11. **Harris County Emergency Corps Report:** In Jeremy Hyde's absence, Heath White referenced the HCEC President's Report that was issued in the Board packets. Mr. White noted the following:
 - HCEC officially increased employees' 401k contribution from 5 to 6% and it will be retro-paid to the beginning of January 2016.
 - Ms. Metzger will be sending out total compensatory rates to each employee, which includes the cost of benefits HCEC provides as a complete package for the year.
 - The awning that was mentioned during the last meeting is complete and ready to be used.
 - The environmental study/asbestos survey for the Isom location has been complete. A letter was submitted as proof of completion and indicated that a complete Asbestos Survey report will be prepared and submitted after the lab analysis is received.
12. **Possible action on Harris County Emergency Corps Report:** None.
13. **Discuss and possibly approve demolition of building at 1620 Isom:** ITEM TABLED until receipt of lab analysis from the Asbestos Survey as well as awaiting other quotes.
14. **Discuss and possibly approve Resolution regarding Commissioners signing ESD checks:** Caryn Papantonakis said she looked up the law and copied it word for word and put it in a resolution regarding check signing capabilities. Motion by Wilson Orr to approve Resolution regarding Commissioners signing ESD checks. Motion carried.
15. **Adjourn to closed session:** No closed session.
16. **Possible action on closed session:** None.
17. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, March 29, 2016 at 9:00 am.
18. **Adjourn:** Wilson Orr made a motion to adjourn. Shirley Reed seconded. Motion carried. Meeting adjourned at 9:58 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
SPECIAL MEETING
MINUTES – March 9, 2016**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:00 am.
2. **Invocation:** There was a moment of silence called by Cathy Sunday at 9:01 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola and Secretary Richard Vestewig. Absent was Asst. Treasurer Wilson Orr. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, and Vice President of Operations Heath White. Absent was and Vice President of Administration Janice Metzger. Guests were: Royce Sunday, Don White, Dan White and Chris White.
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:** Cathy Sunday announced that EMS on the Hill would be coming up and asked that it be added to the next agenda to see who wants to attend. Also, EMS Transformation Summit will be held on April 20, 2016, which will take place prior to EMS on the Hill.
7. **Adjourn to closed session:** Adjourned to closed session at 9:08 am.
8. **Possible action on closed session:** Meeting resumed at 9:29 am. It was determined that the real estate agents are to complete form 1295 if a transaction occurs. Motion by Shirley Reed to approve contract on the property discussed, pending legal review of said contract. Seconded by Fred Scibuola. Motion carried.
9. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, March 29, 2016 at 9:00 am.
10. **Adjourn:** Fred Scibuola made a motion to adjourn. Richard Vestewig seconded. Motion carried. Meeting adjourned at 9:34 am.

APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 3/29/16 (Date)
[Signature] President of ESD-1
[Signature] Secretary of ESD-1



HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – March 29, 2016

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

on 4/26/16 (Date)

Shirley Reed Richard Vestewig
President of ESD-1 Secretary of ESD-1

- 1. Call to Order: Cathy Sunday called the meeting to order at 9:06 am.
2. Moment of Silence: There was a moment of silence was called by Cathy Sunday at 9:07 am.
3. Roll Call of Commissioners: Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola, Secretary Richard Vestewig and Asst. Treasurer Wilson Orr via phone, 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 HR Coordinator Deborah Guidry, along with Legal Counsel Mark Smith. Absent was Vice President of Operations Heath White. Guests were: Glenn Hastings of VFIS, Regina Adams of Radcliffe Bobbitt Adams Polley PLLC and Royce Sunday, a member of the community.
4. Adoption of Agenda: Fred Scibuola made a motion to adopt the agenda as presented. Richard Vestewig seconded. Motion carried.

With regard to the Supplemental Agenda, Regina Adams presented an order declaring 'unopposed candidates' and therefore no election will be necessary for May 2016. She advised that she will attend the May board meeting to bring the certificates of the election oaths of office for the unopposed candidates. Also, Ms. Adams reminded the Board that they briefly discussed possibly moving future election dates and wanted to know if it should be added to the May agenda. Caryn Papantonakis said that it would be added to 'discuss and possibly approve' moving the date. Motion by Fred Scibuola to adopt the "Order Declaring Unopposed Candidates Elected to Office and Canceling Election." Seconded by Richard Vestewig. Motion carried.

- 5. Open Forum: None.
6. Open Comments from the Board of Commissioners: Cathy Sunday said that, at the last meeting, she mentioned that she and Richard Vestewig would try to make it to the "EMS on the Hill" conference, but due to extenuating circumstances neither of them will be in attendance.

Shirley Reed announced that on Saturday, April 23, 2016, HCEC will be giving a Community CPR Class from 9:00 am to 4:00 pm.

Wilson Orr requested that, in addition to email notifications, when there is a "Special Meeting" being called that phone calls be made as well in an effort to make certain that all Board members are aware of the meeting.

- 7. Review and possibly approve all Meeting Minutes: Richard Vestewig made a motion to accept the Minutes of the Regular meeting of February 23, 2016 and the Special meeting of March 9, 2016 as presented. Motion carried.
8. Discuss and possibly approve VFIS paperwork: Caryn Papantonakis said that the premium for this year has been prorated to \$16,747.00 due to the commencement date being the end of March 2016. Next year, the full premium of \$21,609.00 would be due and payable January 2017. The contract was approved at the previous board meeting, pending the above-noted changes. With changes completed, documents were signed.

9. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Treasurer Fred Scibuola read into record The Morton Accounting Services' monthly report in Melissa Morton's absence. It included the beginning Operating Fund Balance of \$9,453,022 for February 2016. Revenue received for February totaled \$5,043,233 – the majority of which came from tax collections. Disbursements were \$892,821; noting that 81% of that expense was for the HCEC contract (\$725,766). Ending balance as of February 29, 2016 was \$13,603,433. The current balance as of 3/29/2016 is \$14,057,330 and after payment of bills in the amount of \$782,702 plus a journal entry for the HCEC refund of \$18,609.80, there will be a balance of \$13,256,018 remaining.

Also in the report was an explanation for the recurring deposit from the US Treasury. After Ms. Morton's research, it was determined that the funds were coming from the VA and were directly related to HCEC. Therefore a refund check in the amount of \$18,609.80 was issued to HCEC for those funds, as indicated above.

Lastly, Richard Vestewig requested again that there be included with TMAS' report a simple monthly chart showing the flow of income vs. expenses and what it looks like over the 12 month course of the year. Cathy Sunday added a request that possibly Ms. Papantonakis could verify if there is any law against receiving bills online. Recently, Ms. Morton made a request to have the Chase bill mailed to her office so there would not be a delay in payment. That did not happen and therefore, the payment was late. The Board members agreed that if possible, the Chase bill will be received online. Fred Scibuola made a motion to accept TMAS' monthly report and authorized payment of bills. Motion carried.

10. **Possible action on The Morton Accounting Services' monthly report:** None.
11. **Harris County Emergency Corps Report:** Jeremy Hyde issued HCEC President's report as presented in the Board packets. He noted the following:
- On 3/15/2016, Unit 1202 was involved in a non-fault collision. The passenger side of the chassis was heavily damaged by an 18-wheeler.
 - On 3/21/2016, there was a security breach at one of the locations. All Commissioners were notified by phone regarding the breach.
 - Shell Houston Open will be held March 30, 2016 through April 3, 2016. NCAA Final Four will be April 2, 2016 through April 4, 2016. HCEC will be staffing events with 40+ Medics.
 - Included in the packet was positive feedback from two different students within one weeks' time, commending the medics for doing a great job with students.
12. **Possible action on Harris County Emergency Corps Report:** With regard to the security breach, Jeremy Hyde said there would be one action item, which would be to replace a gate over at station 94 (Aldine Bender) for \$7,100. Motion by Fred Scibuola to approve the gate. Seconded by Richard Vestewig. Motion carried
13. **Discuss and possibly approve amendment to HCEC service contract:** Jeremy Hyde submitted a "Statement of Activities and Changes in Net Assets", comparing 2014 and 2015. He said the focus was on two things: The Revenue, which has gone down and the Payroll, which has gone up. Projections forecasted an increase in Revenue, which hasn't happened due to the Community Healthcare Program that has successfully assisted with our frequent patients. By assisting people to become less prone to calling 9-1-1 but providing them the correct connections they require for their healthcare needs, the number of transports has gone down. What Mr. Hyde proposed a 7% increase per transport, which he assured them would not have much of an effect on their bottom line because their cash position is in good standing. Ms. Reed inquired that since this increase was being considered, if there was any additional requirements for HCEC. Mr. Hyde responded that in the near future, Stations 94 and 92 would need to be rebuilt, but for right now, the only change to the contract was the requested 7% increase for transports. Caryn Papantonakis suggested that the Board agree to the 7% increase and then review and update the contract. Shirley Reed made a motion to amend the HCEC service contract to include the 7% increase for transports, from \$1,063 to \$1,136.50 effective April 1, 2016 and then review and update the contract at a later time. Seconded by Richard Vestewig. Motion carried.

14. **Discuss and possibly approve purchase of ambulances:** At the request of the Board, Jeremy Hyde presented a packaged amount for what a new ambulance would cost, which came up to \$207,433 each. Three (3) ambulances are needed for a total amount of \$622,299. Fortunately these may be the last purchases required for a while. Ms. Sunday requested that the siren volume be increased. Mr. Hyde asked and Janice Metzger agreed that it would be beneficial if HCEC could receive the check for the three (3) chassis now so that the price does not increase and then pay the balance prior to completion of the trucks. Shirley Reed made a motion to approve the total amount for all three (3) ambulances not-to-exceed \$622,299 and of that amount, approve that a check be written to Mac Haik for the three (3) chassis @ \$40,332.75 each for a total amount of \$120,998.25 today (prior to the next meeting). Seconded by Fred Scibuola. Motion carried.
15. **Discuss and possibly approve demolition of building at 1620 Isom:** Jeremy Hyde said there were two (2) quotes received out of five (5) requested. Arrow Services' quote was \$10,750 to demolish the building and remove the debris. Mr. Hyde said that Verde Construction, the company that built 2800 Aldine Bender, brought up a good point stating that the building currently supports the awning, and if HCESD-1 wants to save it, it would have to be re-engineered with a wind brace. Therefore, although their bid was not the lowest (at \$19,838), Mr. Hyde said it was the safest. Motion by Shirley Reed to approve Verde Construction for the demolition of building at 1620 Isom for \$19,838. Seconded by Richard Vestewig. Motion carried
16. **Adjourn to closed session:** Adjourned to closed session at 10:38 am.
17. **Possible action on closed session:** Resumed meeting at 10:43 am. No action required.
18. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, April 26, 2016 at 9:00 am.
19. **Adjourn:** Fred Scibuola made a motion to adjourn. Richard Vestewig seconded. Motion carried. Meeting adjourned at 10:45 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
 BOARD OF COMMISSIONERS
 REGULAR MEETING
 MINUTES – April 26, 2016**

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

on 5/24/16 (Date)

[Signature]
 President of ESD-1

[Signature]
 Secretary of ESD-1

1. **Call to Order:** Richard Vestewig called the meeting to order at 9:03 am.
2. **Moment of Silence:** There was a moment of silence was called at 9:04 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: Vice President Shirley Reed (at 9:08 am), Treasurer Fred Scibuola, Secretary Richard Vestewig and Asst. Treasurer 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 and HR Coordinator Deborah Guidry, along with Legal Counsel Mark Smith. Absent was Vice President of Administration Janice Metzger. Guests were: Leslie Berardo of Carr, Riggs and Ingram; Cassandra Robinson-Bacon of TMAS.
4. **Adoption of Agenda:** Fred Scibuola 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:** Fred Scibuola commented that he wanted to pass on the Board's sympathies to the families out there who were seriously affected by the recent storms. He noted a neighbor of his who had been affected by a previous storm, had her home remodeled because of it and was hit by the recent storm. He wanted to acknowledge prayers going out for all who were hit.
7. **Review and possibly approve all Meeting Minutes:** Fred Scibuola made a motion to accept the Minutes of the Regular meeting of March 29, 2016. Motion carried.
8. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton introduced the newest member of her team, Cassandra Robinson-Bacon, saying that Ms. Robinson-Bacon may occasionally sub for her during Board meetings. Ms. Morton went on to present the monthly accounting report as written. It included the beginning Operating Fund Balance of \$13,589,606 for March 2016. Revenue received for March totaled \$449,103 – the majority of which came from tax collections. Disbursements were \$842,046; noting that 89% of that expense was for the HCEC contract (\$750,039). Ending balance as of March 31, 2016 was \$13,196,663. The current balance as of 4/22/2016 is \$13,263,242 and after payment of bills in the amount of \$754,027.00, the balance will be \$12,509,215 remaining.

Ms. Morton also expanded on the quarterly update, *Budget to Actual* (page 4 of her report), stating that HCESD-1 received \$11M in revenue and that the budget was on target; reminding the Commissioners that there would not be much revenue until nearing year's end when tax payments would begin to be deposited. She spoke in detail regarding the update and also said that while HCESD-1 is on budget, there was an unexpected expense for the gate that was replaced at one of the stations for \$17k. Most budgeted items either on target or less than budget. Lastly, Ms. Morton submitted a chart she created, as requested by Richard Vestewig. Mr. Vestewig said it was not exactly what he needed and that he would discuss it with Ms. Morton after the meeting. Fred Scibuola made a motion to accept TMAS' monthly report and authorized payment of bills. Motion carried.

9. **Possible action on The Morton Accounting Services' monthly report:** None.
10. **Presentation of audit:** Leslie Berardo with Carr, Riggs and Ingram, Auditor for HCESD-1, submitted her report and reviewed the Management's Discussion and Analysis (MD&A) in detail, stating that the only real change was a \$1.5m increase in property tax revenue. She also noted that the program expenses were a little less for the year. There were no new footnotes. She went on to say that while the MD&A is not audited, the audit itself is supportive to the MD&A. Audit received an A+ rating. Ms. Berardo complimented Melissa Morton of TMAS saying that the main reason the audit flows so smoothly is because Ms. Morton provides everything needed to conduct the audit. Highlights included the following information:
- The District contracts with HCEC to provide emergency ambulance services to the citizens of North Harris County. Under the terms of the Ambulance and Emergency Service Agreement, the District agrees to pay HCEC an agreed upon amount per trip less amounts collected by third parties. The District paid HCEC \$9,698,000 in connection with this agreement for services provided in 2015.
 - The District tax rate remained at \$0.10 per \$100 for the fiscal year.
 - The District continues to utilize the tax consultants hired in 2014 to review and ensure the accuracy of the tax rolls. During the current review, they identified several properties that represent a total increased tax value of over \$107,000,000 compared to their prior value in 2014.
 - Under the Ambulance Emergency Service Agreement, the District agrees to purchase at least two new ambulances annually. During 2015, the District purchased three new ambulances totaling \$335,000.

Lastly, Ms. Berardo announced that she would be retiring from the firm at the end of the year and Alyssa Hill will be representing the firm in her stead. The Board wished Ms. Berardo well and congratulated her on her upcoming retirement.

11. **Possible action based on audit presentation:** Fred Scibuola made a motion to approve the audit as presented. Wilson Orr seconded the motion. Motion carried.
12. **Harris County Emergency Corps Report:** Jeremy Hyde issued HCEC President's report as presented in the Board packets. He noted the following:
- Both the Shell Houston Open and the NCAA Final Four were big events, which took place at the same time. HCEC was very involved and both events were quite successful.
 - HCEC purchased a FD rehab unit – a 15 person A/C bus to transport and treat people.
 - HCEC lost power from April 18 through April 19, 2016. Fortunately, we did not miss any 911 calls.
 - M.O. Campbell had a shelter for those in need due to the storm that happened on April 18, 2016, for which HCEC flood disaster in many ways, providing medical supplies and transportation for displaced residents. Heath White said that HCEC was able to continually fill their oxygen tanks daily. Also, with what the Red Cross Nurses were able to accomplish, it kept HCEC from having to do more transports.
 - Also included in the handouts is HCECs HR Report, which talks about our turnover and reportable instances
13. **Possible action on Harris County Emergency Corps Report:** No action required.
14. **Discuss and possibly approve redundant power upgrades at 2800 Aldine Bender:** Jeremy Hyde explained that no matter what type of emergency Harris County has, the district always loses power. During the storm, when the power goes out, the first thing that happens is that the battery turns on and begins powering. Then, in 30 seconds to a minute, the generator is supposed to kick in, but it did not. The problem was when Dispatch was unaware they were still on battery power and not generator power until 40 minutes later when everything shut down. The diesel gas generator was able to power the Communication Center until 8:30 am the next day; then it failed. Mr. Hyde submitted a timeline of power outage affects. Once the natural gas generators were running, it was discovered that battery packs never charged, so the system failed again.

In answer to Fred Scibuola's inquiry regarding the maintenance plan, Mr. Hyde replied that HCEC the best plan, where testing is conducted every Monday and Wednesday. He suggested one big generator and replacement of all batteries and on the other side of the wall, put an additional battery pack. Mr. Hyde said he did not have quotes but would provide them prior to the next meeting.

15. **Discuss and possibly approve demolition of building at 1620 Isom:** Jeremy Hyde said that in the last discussion with the contractor, Verde Construction, Mr. Hyde realized that their bid did not include retaining the awning and they would need to increase their bid to include it. Mr. Hyde said since their invoice came in higher than the other bidder and did not include the awning, he suggested that the Board approve Arrow Services, as the vendor to demolish 1620 Isom building. He did point out that the vendor would make every attempt to protect the foundation that is to remain but will not guarantee the structural integrity of the foundation after demolition. Mr. Hyde said that if they damage the awning, then they will take it down. When Fred Scibuola asked who would be handling the disconnection of electricity and gas, Mr. Hyde replied that it had already been disconnected. Fred Scibuola made a motion to approve Arrow Services for demolition of building at 1620 Isom in the amount of \$10,750.00, contingent upon the explanation of demobilization. Seconded by Wilson Orr. Motion carried
16. **Adjourn to closed session:** No closed session
17. **Possible action on closed session:** None.
18. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, May 24, 2016 at 9:00 am.
19. **Adjourn:** Fred Scibuola made a motion to adjourn. Wilson Orr seconded. Motion carried. Meeting adjourned at 9:55 am.



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

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

6/21/16 (Date)

President of ESD-1

Secretary of ESD-1

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – May 24, 2016**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:02 am.
2. **Moment of Silence:** There was a moment of silence was called at 9:03 am. Ms. Sunday said that at the next Board meeting everyone will recite the Pledge of Allegiance.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola, and Secretary Richard Vestewig, along with Legal Counsel Caryn Papantonakis. Absent was Asst. Treasurer Wilson Orr 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 Public Relations Saki Indakwa and HR Coordinator Deborah Guidry, along with Legal Counsel Mark Smith. Absent was Vice President of Administration Janice Metzger. Guest: Regina Adams of Radcliffe, Bobbitt, Adams and Polley.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Richard Vestewig seconded. Motion carried.

SUPPLEMENTAL AGENDA: Regina Adams spoke regarding the Supplemental agenda, stating that since the election was cancelled, Commissioners Fred Scibuola and Wilson Orr were officially re-elected to the Board. Mr. Scibuola was sworn in to office by Ms. Adams and was applauded by those present. Due to Wilson Orr's absence, Ms. Adams would return to the next Board meeting to swear him in as well.

Ms. Adams then went on to discuss the possible adoption of a new uniform election date, stating that it was brought to the Board's attention back in January 2016. She explained that it would involve moving the election date to November, and, by doing so, the Board would not incur additional cost or work. She said it seemed as new legislation was being generated, it was almost forcing the different districts to move the election to November. The downside to that is it could cause an increase to voter turn-out, which could have a negative impact, running the risk of having uninformed voters submitting "no" votes. In addition, if the vote was moved to November, Commissioners would need to promote themselves; and, in the event of people voting 'straight tickets,' it could cause an under-vote for the election.

With the ability to lease voting equipment diminishing, Caryn Papantonakis inquired as to what would happen if there was no voting equipment available at the time or the election. Ms. Adams said that the district would need to purchase the equipment. She added that some ESDs are looking to share the cost of purchasing equipment, which would require the purchase of two machines; one for early voting and one for voting day. The cost would be \$6-7k for each machine and since the cost of leasing the machines was approximately \$1,200 per machine, purchasing the machines may be cost-effective. Ms. Adams conveyed that in order to move the election date to November, the Board would have to decide by December 31, 2016. Fred Scibuola asked if the District purchased the machines, was there a company that would service them; to which Ms. Adams replied there was. Richard Vestewig noted that moving the election date would possibly open a lot more issues and may be more trouble than it is worth. Since there was still time before a decision was needed, Cathy Sunday suggested that perhaps Ms. Adams could provide more information with regard to purchasing equipment and the Board would also investigate. Ms. Papantonakis suggested to keep the election date in May.

5. **Open Forum:** Saki Indakwa briefly attended the Board meeting to distribute awards to Richard Vestewig and Cathy Sunday that were issued at the EMS Awards Banquet on May 19, 2016.
6. **Open Comments from the Board of Commissioners:** There were several open comments from Board members as follows:
 - Cathy Sunday thanked Richard Vestewig for conducting last month's Board meeting in her absence.
 - Fred Scibuola commended HCEC Medics Nathan Platt and Kathy Chain for the excellent care and service they provided to one of his family members.
 - Shirley Reed said that "EMS for Children Day" went very well at Gray Elementary School. She commended Saki Indakwa for stepping up to the challenge of organizing an event for 600 pupils. Ms. Reed inquired if Ms. Indakwa distributed a press release for EMS week, to which Jeremy Hyde replied that she had.
7. **Review and possibly approve all Meeting Minutes:** Fred Scibuola made a motion to accept the Minutes of the Regular meeting of April 26, 2016. Seconded by Shirley Reed. Motion carried.
8. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton was unable to attend the Board meeting but submitted her report in the handouts. Fred Scibuola made a motion to approve The Morton Accounting Services' monthly report and authorize payment of bills. Seconded by Shirley Reed. Motion carried.
9. **Possible action on The Morton Accounting Services' monthly report:** Richard Vestewig acknowledge that he did receive the graph of the account balance, which was to his liking. He noted his appreciation.
10. **Harris County Emergency Corps Report:** Jeremy Hyde issued HCEC President's report as presented in the Board packets. He noted the following:
 - HCEC attained "Mission: Lifeline Gold" award for our superior STEMI (heart attack) care. The award was given by the American Heart Association once they reviewed our data on our STEMI cases.
 - During EMS Week, HCEC recognized our staff with a special event each day of the week, including Employee Appreciation Banquet on May 19, 2016. The event had a very good turnout.
 - HCEC held a critical care EMT Paramedic class for 2 weeks during the month of May. Many students attended from across the nation.
 - Medic 96 was involved in a fleet accident on May 4, 2016. There were no injuries and the Sheriffs determined that Medic 96 was not at fault.
11. **Possible action on Harris County Emergency Corps Report:** No action required.
12. **Discuss and possibly approve redundant power upgrades at 2800 Aldine Bender:** Jeremy Hyde said that he received bids from Generac and Cummin for the new generator, with Cummin being the company he would suggest. He submitted a breakdown of costs for everything needed for redundant power upgrades, also adding the request of another battery pack for additional failure protection. Total cost of \$231,193.00 includes the generator (installed) [\$147,445.00], electrical work for the new gas generator [\$48,410.00], Eaton existing battery upgrades to replace and expand aging batteries on the current battery backup [\$16,338.00] plus adding another battery pack [\$19,000.00]. Motion by Shirley Reed to approved the redundant power upgrades for a total cost of \$231,193.00. Seconded by Richard Vestewig. Motion carried.
13. **Adjourn to closed session:** No closed session
14. **Possible action on closed session:** None.

15. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, June 21, 2016 at 9:00 am.
16. **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 – June 21, 2016**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:08 am.
2. **Moment of Silence:** There was a moment of silence called at 9:09 am. Then those in attendance recited the Pledge of Allegiance.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola, Asst. Treasurer Wilson Orr and Secretary 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: Vice President of Operations Heath White, Vice President of Administration Janice Metzger and HR Coordinator Deborah Guidry. Absent was President Jeremy Hyde and Legal Counsel Mark Smith. Guest: Royce Sunday.
4. **Oath of Office:** Commissioner Wilson Orr was re-elected to the Board and was sworn in by Deborah Guidry with the assistance of Caryn Papantonakis with the proper documentation notarized.
5. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Richard Vestewig seconded. Motion carried.

6. **Open Forum:** Royce Sunday presented HCEC with a Vein Light that was donated by Carol McGee of HCESD-25. She won the light at the SAFE-D conference. Heath White expressed his appreciation and said that the Vein Light was a very great gift. He also explained how it actually illuminates the vein for easier access. >

Mr. Sunday also suggested that everyone display their American Flags this year for July 4th in celebration of Independence Day.

Mr. White mentioned to the Board that several months ago they approved the purchase of new ventilators and he has received an overwhelming response from the crews. He said the next item for consideration would be stretchers and that he is still gathering data on both of the sample stretchers.

Cathy Sunday said she went to Canary Island recently and the residents of Spain knew of our service, acknowledging the "Black Ambulances", stating that HCEC is internationally known.

7. **Open Comments from the Board of Commissioners:** Wilson Orr thanked the Board for allowing him to continue his participation. He also had a question regarding check signing and when he would be required to sign. Caryn Papantonakis explained that in the event Cathy Sunday
8. **Review and possibly approve all Meeting Minutes:** Richard Vestewig said since he already received his award at the EMS Banquet, to remove his name as one of the people who received their award at the last meeting. Shirley Reed made a motion to accept the Minutes of the Regular meeting of May 24, 2016 as amended. Seconded by Richard Vestewig. Motion carried.

9. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** In Melissa Morton's absence, Fred Scibuola reviewed the report she submitted in handouts. It included the beginning Operating Fund Balance of \$12,329,225 for May 2016. Revenue received for March totaled \$162,493 – the majority of which came from tax collections. Disbursements were \$1,077,764; noting that 93% of that expense was for the HCEC contract (\$998,200) and an invoice for De Lage Laden for the monthly debt payment of \$39,848. Ending balance as of May 31, 2016 was \$11,413,954. The current balance as of 6/20/2016 is \$11,518,955 and after payment of bills in the amount of \$732,853.00, the balance will be \$10,786,102 remaining. Richard Vestewig inquired if it was common to not have any real income for months and also when it would come in. Cathy Sunday said that HCESD-1 will receive most of its income at the end of the year. Shirley Reed made a motion to approve The Morton Accounting Services' monthly report and authorize payment of bills. Seconded by Richard Vestewig. Motion carried.
10. **Possible action on The Morton Accounting Services' monthly report:** None.
11. **Harris County Emergency Corps Report:** Heath White issued HCEC President's report as presented in the Board packets in Jeremy Hyde's absence. Mr. White also said that the manufacturer of the Ferno stretcher has been evaluating a problem with the stretcher but were unable to troubleshoot it: Ms. Papantonakis suggested that Ferno provide a written report regarding their findings. Cathy Sunday said that the Clinical Dept. needs to give an update and suggested that Chivas Guillote give a report at the next Board meeting. Other notable items were:
- HCEC provided medical care for COPA America soccer at NRG stadium. It was a large international event.
 - HCEC is in the process of planning for Super Bowl LI. We have attended several meetings already preparation.
 - HCEC held a successful employee banquet last month. Employees were honored including Erin Matheson, HCECs Employee of the Year.
12. **Possible action on Harris County Emergency Corps Report:** No action required.
13. **Discuss and possibly approve HCEC audit:** Janice Metzger said that the audit went well and is complete. Cathy Sunday inquired as to how things were going with in-house billing, to which Ms. Metzger replied that she and Jeremy Hyde had discussed that option and decided that it currently was not the right time. She went on to say there are some up and coming billing companies but they don't have enough of a track record yet to be considered at this time. Wilson Orr made a motion to approve the HCEC audit. Seconded by Shirley Reed. Motion carried.
- The Board acknowledged that Mayra Cardenas had been promoted from Receptionist to Administrative Assistant and would be working for Ms. Metzger, who then gave a brief synopsis of what the position entailed.
14. **Adjourn to closed session:** No closed session
15. **Possible action on closed session:** None.
16. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, July 26, 2016 at 9:00 am.
17. **Adjourn:** Richard Vestewig made a motion to adjourn. Fred Scibuola seconded. Motion carried. Meeting adjourned at 9:58 am.





**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – July 26, 2016**

1. **Call to Order:** Shirley Reed called the meeting to order at 9:05 am.
2. **Moment of Silence and Pledge of Allegiance:** There was a moment of silence called at 9:06 am. The Pledge of Allegiance was not recited; there was no American flag present.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: Vice President Shirley Reed, Treasurer Fred Scibuola, Asst. Treasurer Wilson Orr and Secretary Richard Vestewig, along with Legal Counsel Caryn Papantonakis (arrived at 9:40 am) and Cassandra Robinson-Bacon sitting in for CPA Melissa Morton of The Morton Accounting Services (TMAS). President Cathy Sunday was initially present but had to leave due to illness. 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 HR Coordinator Deborah Guidry, along with Legal Counsel Mark Smith.
4. **Adoption of Agenda:** It was noted that there was a typographical error in numbering the agenda items. Fred Scibuola made a motion to adopt the agenda as amended. Richard Vestewig seconded. 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 noted a discrepancy in the Minutes for June 21, 2016. Under "Item 7 – Open Comments from the Board of Commissioners" where Commissioner Orr inquired about when he would be required to sign checks, the paragraph was left incomplete. Jeremy Hyde suggested the item be corrected in the original Minutes and resubmitted for approval at the next Board Meeting. Commissioner Scibuola agreed to accept the Minutes once they have been corrected. Item "TABLED".
8. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** In Melissa Morton's absence, Cassandra Robinson-Bacon (also of TMAS) reviewed the report that was submitted in the handouts. It included the beginning Operating Fund Balance of \$11,413,954 for June 2016. Revenue received totaled \$144,650 – the majority of which came from tax collections. Disbursements were \$732,890; noting that 91% of that expense was for the HCEC contract (\$664,003) and an invoice for De Lage Laden for the monthly debt payment of \$39,848. Ending balance as of June 30, 2016 was \$10,825,715. The current balance as of 7/24/2016 is \$10,894,895 and after payment of bills in the amount of \$793,646, the balance will be \$10,101,249. Ms. Robinson-Bacon also reviewed the quarterly reporting, making mention of audited items that were on target, as well as over or under budget.

While reviewing the invoices for payment, Commissioner Scibuola discovered that the amount of the TMAS invoice was different from the amount of the check he was asked to sign. Ms. Robinson-Bacon contacted Ms. Morton and the correct invoice, sent via email, was printed and submitted, allowing Mr. Scibuola to sign all the checks. Fred Scibuola made a motion to approve The Morton Accounting Services' monthly report and authorize payment of bills. Motion carried.

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APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 8/30/16 (Date)
 President of ESD-1
 Secretary of ESD-1

9. **Possible action on The Morton Accounting Services' monthly report:** None.
10. **Discuss and possibly approve electrical upgrades for 2800 Aldine Bender:** Jeremy Hyde said that although the Board of Commissioners had already given their approval [Board meeting held on May 24, 2016] the breakdown for the electrical upgrades was now included as backup to the original documentation. He noted that this was a power upgrade for the server room to be able to accommodate two battery back-ups, as discussed at the previous meeting. No approval needed.
- Mr. Hyde also announced that Janice Metzger, of her own volition, attended a disaster recovery class to learn how to submit paperwork to FEMA and other agencies in the event of a disaster. Since the recent flooding in Harris County was considered a disaster, she then submitted a proposal to FEMA for \$11k to pay for additional personnel, etc. and she scheduled a meeting to discuss the proposal. While taking a tour of the facility, Mr. Hyde informs them of the electrical upgrades that are being done because of recent failures due to the flood. FEMA then states that they believe they can cover the cost of the upgrades and wanted to continue to meet in an effort to reach an agreement. Prior to scheduling further meetings, Mr. Hyde cautioned them that the cost would be approximately \$260k, to which they said that was to be expected. They also said that since the discussion to upgrade was included as a part of the meeting minutes and that because HCESD-1 and HCEC worked so quickly to assess the situation and begin the repair, it further proved that the decision to make the upgrades was timely, important and necessary.
11. **Discuss and possibly approve RFQ for architect firm for new station at 1620 Isom:** Jeremy Hyde said that he reached out to a fire station architect to inquire about the process of building a new station and was told that one way would be to submit an RFQ to the architect firms and they would submit documents of their experience in performing this type of build-out. Mr. Hyde regrettably noted that he had not requested any sample RFQs from other government agencies and believes that to be necessary prior to requesting bids from the architect firms. Mark Smith suggested conferring with the City Attorney of Pearland, who just had their fire station rebuilt. Commissioners Reed and Scibuola also had recommendations. Item TABLED.
12. **Harris County Emergency Corps Report:** Jeremy Hyde issued his HCEC President's report as presented in the Board packets. Mr. Hyde said that demos are still being performed with both stretchers and getting feedback. He noted that Ferno was not the favored one. Heath White printed some of the direct feedback information for the Board to review. Other notable items were:
- Isom station in the front of the property, that was formerly the Administration building, was demolished on July 19, 2016.
 - HR submitted its report, showing a turnover rate of 3%, which was good.
13. **Possible action on Harris County Emergency Corps Report:** No action required.
14. **Adjourn to closed session:** The Board adjourned to closed session at 9:45 am.
15. **Possible action on closed session:** No action required. The Board resumed at 9:53 am.
16. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, August 30, 2016 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 – AUGUST 30, 2016

APPROVED

Document approved by Harris County ESD-1

Board of Commissioners

By a Majority Vote

on 9/20/16 (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. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence at 9:03 am. Fred Scibuola led the Pledge of Allegiance at 9:04 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola, Asst. Treasurer Wilson Orr and Secretary 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 Operations Heath White and HR Coordinator Deborah Guidry. Absent was Vice President of Administration Janice Metzger and Legal Counsel Mark Smith.
4. **Adoption of Agenda:** Fred Scibuola 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:** Fred Scibuola mentioned that "National Night Out" will be October 4, 2016 and that all emergency services personnel (firefighters, EMTs, police, etc.) that are in uniform that day, will receive a free meal from the participating restaurant(s).
7. **Discuss SAFE-D 2017:** Richard Vestewig reported that all Commissioners' reservations for the upcoming Safe-D conference have been made. He said if anyone decided they could not make it, their reservation should be canceled a minimum of 5 days prior to the conference to avoid any charges. President Sunday suggested that if a Commissioner was unable to attend SAFE-D, then perhaps someone from HCEC would like to attend in their stead. And although it was agreed that after attending the conference for the first time as a newly-elected Commissioner, there seemed to be no new information disseminated in subsequent conferences, President Sunday specified that all Commissioners, unless otherwise unable, should be in attendance at SAFE-D, if for no other reason than to make HCESD-1's presence known. Commissioner Orr suggested forming a committee to establish a course of action prior to attending the conference. Commissioners Scibuola and Orr, along with a delegate from HCEC will be on this committee. Caryn Papantonakis said she would add two new standing items on the agenda: "Report from Education EMS Working Group" and "Possible Action on Report."
8. **Review and possibly approve all Meeting Minutes:** A discrepancy noted in the Minutes for June 21, 2016 was corrected and resubmitted during this meeting, along with the minutes from July 26, 2016. Fred Scibuola made a motion to accept the Minutes of June 21, 2016 and July 26, 2016. Seconded by Richard Vestewig. Motion carried.
9. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** In Melissa Morton's absence, Treasurer Fred Scibuola reviewed the report that was submitted in the handouts. It included the beginning Operating Fund Balance of \$10,825,715 for July 2016. Revenue received totaled \$108,509 – the majority of which came from tax collections. Disbursements were \$793,683; noting that 99% of that expense

was for the HCEC contract (\$744,300) and an invoice for De Lage Laden for the monthly debt payment of \$39,848. Ending balance as of July 31, 2016 was \$10,140,541. The current balance as of 8/28/2016 is \$10,209,732 and after payment of bills in the amount of \$940,545.00, the balance will be \$9,269,187. Fred Scibuola made a motion to approve The Morton Accounting Services' monthly report and authorize payment of bills. Motion carried.

10. **Possible action on The Morton Accounting Services' monthly report:** Caryn Papantonakis said that the Interbelt North Business Owner's Association hired a new management company, which HCESD-1 was initially unaware. Then she received a notice from their law office stating that HCESD-1 was in default. However, in February 2016, Melissa Morton (TMAS) did reach out to the previous management firm (apparently), requesting an invoice but was told they no longer managed the Association. When Ms. Morton requested an invoice from the newly appointed management company, they were sending it to an incorrect address. During the Board meeting, Ms. Morton was contacted, via phone, for clarification of payments. She stated that the reason for the two invoices was they covered two properties. Wilson Orr inquired what fees were incurred last year, Ms. Morton said it was \$6,125.95; however, the current invoices totaled \$6,933.74. Mr. Hyde said that when he attended one of the Board meetings for the Association, he found that they hired a new security company as well as a grounds-keeping company, which may play a part in the increase in fees. Commissioner Reed requested an itemized invoice so that the Board could know exactly what fees are being assessed. Ms. Papantonakis said she would work on getting the itemized invoice. All things considered, the Board agreed that the increase was relatively feasible. No action required.
11. **Discuss and possibly approve purchase of auto-load stretchers for new ambulances:** Heath White said initially the Ferno stretcher was favored but once they were tested in the field, it was determined that the preferred stretcher was Stryker. They should be ready within the next 30 to 60 days and on the road early next year. Shirley Reed made a motion to approve the purchase of three (3) new Stryker stretchers for a total amount of \$113,725.50. Seconded by Fred Scibuola. Motion carried.
12. **Discuss and possibly approve electrical upgrades for 2800 Aldine Bender:** Item to be removed as complete.
13. **Discuss and possibly approve RFQ for architect firm for new station at 1620 Isom:** Jeremy Hyde said that he and Caryn Papantonakis extensively discussed the project. How the process is generally handled is that requests for qualifications are sent out and the responses are then presented to the Board for review. Mr. Hyde said that HCEC would need Board approval to send out the requests and would be happy to be the point of contact. In addition, HCEC would keep a log of all communication. Commissioner Scibuola inquired if the building would have pre-fab walls and the response was that it would depend on who the chosen contractor was and if they constructed their buildings in that manner. There was no objection to pre-fab. Jeremy Hyde said the due date to submit requests will be Friday, September 16, 2016. Fred Scibuola made a motion to allow HCEC to be the point of contact to handle the contractual questions/answers, keeping the Board informed. Once the contract is finalized, it will be presented to the Board for approval. Shirley Reed seconded the motion. Motion carried.
14. **Discuss and possibly approve fence options at 1620 Isom:** Jeremy Hyde said that the Isom location had a safety incident/security breach. He said that property next to the Isom property is a wooden structure, which is not secure. It was determined that to rectify the situation, a wall should be constructed. HCEC reached out to 5 different companies and only one submitted a bid with a cost of \$253k. He added that while it may seem more feasible to purchase a different property, he and the Director of Infrastructure, Willie Sanders, could not think of a more secure piece of property with less traffic around it than the Isom location. Apart from this safety incident, 1620 Isom is a relatively quiet neighborhood and fencing it in would be a good option. Commissioner Reed suggested a cinderblock wall, but Heath White countered that it would be intense labor because of laying the wall stone by stone. Mr. White also said that what has driven up the price of the wall is due to one side of the property being elevated somewhat. Wilson Orr suggested to have the contractor who is building the station also include a wall in the project. Commissioner Scibuola was in agreement with Commissioner Orr to have the contractor of the building add the fence to the bid. President Sunday suggested to put some kind of temporary fix that would give a sense of security for the Medics until something more permanent could be added.

Mr. White noted his theory on the outcome of potential contractors is that once they see the project is for Harris County, they may not submit an RFP for it for fear of the possibility of not getting paid in a timely manner or the 'red tape' they envision the process will take prior to commencement. Mr. White suggested to HCEC's facilities manager to request the bid in his or Mr. White's name to see what responses would be received. Mr. Scibuola suggested resubmitting the request for bid under an individual's name, possibly Mr. White, and see if there is a better response. Mr. Hyde suggested putting up a chain link fence that was approved by the Board some time ago [Minutes dated 1/20/2015, Item 14], but was postponed due to the station having serious problems and eventually needing to be torn down. Mr. White suggested getting a quote to put up half of the wall and then making the other half a chain link fence. Item TABLED.

15. **Harris County Emergency Corps Report:** Jeremy Hyde issued his HCEC President's report as presented in the Board packets. Other notable items were:
 - HCEC has submitted its Texas Department of State Health Services license renewal for the Service. It expires November 2016.
 - In late July 2016, there was a huge fire and HCEC Dispatchers took it upon themselves to contact Whataburger and Chick-Fil-A to see if they would supply first responders with food. Both restaurants participated. HCEC recognized them with awards for community support.
16. **Possible action on Harris County Emergency Corps Report:** No action required.
17. **Adjourn to closed session:** None.
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, September 20, 2016 at 9:00 am.
20. **Adjourn:** Fred Scibuola made a motion to adjourn. Shirley Reed seconded. Motion carried. Meeting adjourned at 10:22 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – SEPTEMBER 20, 2016**

APPROVED

Document approved by Harris County ESD-1

Board of Commissioners

By a Majority Vote

on 10/25/16 (Date)

[Signature]
President of ESD-1

[Signature]
Secretary of ESD-1

- 1. Call to Order:** Cathy Sunday called the meeting to order at 9:00 am.
- 2. Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence at 9:00 am and led the Pledge of Allegiance at 9:01 am.
- 3. Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola, Asst. Treasurer Wilson Orr and Secretary 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 and HR Coordinator Deborah Guidry, along with Legal Counsel Mark Smith. Absent was Vice President of Administration Janice Metzger. Guests were HCEC Field Staff: Supervisor Brian Cariota, EMT-LP Travis Loafman and EMT-P Joshua May.
- 4. Adoption of Agenda:** Shirley Reed made a motion to adopt the agenda as presented. Fred Scibuola seconded. Motion carried.
- 5. Open Forum:** Jeremy Hyde introduced Field Staff Supervisor Brian Cariota and Medics Travis Loafman and Joshua May and asked them to share their recent experience regarding a car fire. The call went out as a 'no injuries – lowest priority MVA,' so when the medics arrived on scene, they were unaware that the patient was in a burning vehicle and unconscious. Both Mr. Loafman and Mr. May immediately got out of the ambulance to assist the patient realizing that if they delayed, the patient would possibly perish in the vehicle because the fire department had yet to arrive on scene. Mr. May pulled the patient to safety while Mr. Loafman used the standard-issued fire extinguisher to thwart the blaze. Mr. Cariota said while these paramedics exhibited bravery and heroism, neither of them took the credit for themselves but each medic gave all the credit to the other one. The medics were recognized and applauded for the rescue and ultimately life-saving efforts during this challenging incident.
- 6. Open Comments from the Board of Commissioners:** Richard Vestewig wished to thank Saki Indakwa, Director of Public Relations, for arranging the "Family Fun Day" at Constellation Field on September 17, 2016. Also Shirley Reed mentioned wanting to do something for the accident victim's family out of respect. Cathy Sunday said it could be discussed under the action item for HCEC's report.
- 7. Review and possibly approve all Meeting Minutes:** When Cathy Sunday asked if everyone had a chance to review the Minutes, Fred Scibuola noted that had not received them via email but had since read them. Jeremy Hyde said he would ensure that Commissioner Scibuola was on the email list. Wilson Orr made a motion to accept the Minutes of the Regular meeting of August 30, 2016 as presented. Seconded by Shirley Reed. Motion carried.
- 8. Report from Education for EMS Commissioner Working Group:** Wilson Orr said that he and Fred Scibuola planned to meet on Monday, September 26, 2016 at 6:00 pm at the Houston Club House on the Golf Course. Jeremy Hyde said that he would check with Desiree Pierce, Education Coordinator for HCEC, to see if she would like to participate on this committee.

9. **Possible action on the Education for EMS Commissioners Working Group's report:** No action required.
10. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton presented the monthly accounting report as written. It included the beginning Operating Fund Balance of \$10,140,541 for August 2016. Revenue received totaled \$78,429 – the majority of which came from tax collections. Disbursements were \$941,432; noting that 93% of that expense was for the HCEC contract (\$837,433) and an invoice for De Lage Laden for the monthly debt payment of \$39,848. Ending balance as of August 31, 2016 was \$9,277,538. The current balance as of September 19, 2016 is \$9,325,523 and after payment of bills in the amount of \$998,027.00, the balance will be \$8,327,496. Fred Scibuola made a motion to approve The Morton Accounting Services' monthly report and authorize payment of bills. Seconded by Shirley Reed. Motion carried.
11. **Possible action on The Morton Accounting Services' monthly report:** Melissa Morton said that one of the changes to the budget is instead of having \$14.6M of revenue, the tax revenue line item will show \$14.4M. Due to the decrease in revenue, HCESD-1 will need to decrease expenses as well. When Shirley Reed asked what the amount of the decrease should be, Cathy Sunday said approximately \$100k. Jeremy Hyde remarked that the amount budgeted for 'HCEC Contract Expense' is at the maximum amount allowed, but he was comfortable with HCESD-1 reducing the amount to \$13.887M to balance their budget. Shirley Reed made a motion to approve the budget as amended. Seconded by Wilson Orr. Motion carried.
12. **Discuss and possibly approve adopting tax rate:** Ms. Morton said the effective rate for this year is higher than the normal rate of \$0.10 per \$100 of taxable property. It is currently at \$0.1078. Mark Smith said that we cannot exceed \$0.10; therefore, Ms. Morton will edit the tax rate to the maximum of \$0.10. Fred Scibuola made a motion to approve the tax rate, which will remain at \$0.10 per \$100 of taxable property. Seconded by Richard Vestewig. Motion carried.
13. **Discuss and possibly approve action on Pentagon application for Foreign Trade Zone:** Caryn Papantonakis recommended that HCESD-1 not do anything regarding the Foreign Trade Zone. If there is ever any opportunity for The District to benefit from it, Ms. Papantonakis would bring it before the Board at that time. She will send a rejection letter as soon as possible. No action required regarding application.
14. **Discuss and possibly approve RFQ submissions for architect firm for new station at 1620 Isom:** Jeremy Hyde said the following firms have submitted responses for the new station at 1620 Isom:
- Slattery Tackett Architects, LLP
Ziegler Cooper
AGCM, Inc.
Joiner Architects
- Mr. Hyde said the process is now at the point of determining which firm will be the successful bidder. After some discussion, a building committee was formed, consisting of Cathy Sunday, Richard Vestewig and Jeremy Hyde, who will review the RFQs for qualifications and return to the Board with a recommendation.
15. **Discuss and possibly approve fence options at 1620 Isom:** Heath White said after the last discussion regarding the precast fence, it was decided that fence was over-priced and more quotes were requested. He did call a couple more companies to see if they would submit bids. The first bid was for a chain link fence from Atlas Fence for \$39k. The second bid was from Aber Fence, which would include a wall on the left side and a chain link fence would run along the back and right sides of the property. Richard Vestewig asked what the schedule would be to erect the fence, to which Jeremy Hyde said he would have the answer at the next Board meeting. Motion by Fred Scibuola to approve the quote from Aber Fence, pending the approval of the inspections, for a cost not-to-exceed \$180k. Seconded by Shirley Reed. Motion carried.

16. **Harris County Emergency Corps Report:** Jeremy Hyde issued his HCEC President's report as presented in the Board packets. Other notable items were:
 - HCEC is adding a telemedicine benefit for our employees and their entire family to have access to a telehealth physician 24/7 for minor illnesses with no cost to the employee.
 - HCEC will be improving its dental/vision benefit plan with a switch to a plan administered by Blue Cross with additional employee benefits.
17. **Possible action on Harris County Emergency Corps Report:** No action required.
18. **Adjourn to closed session:** None.
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 25, 2016 at 9:00 am.
21. **Adjourn:** Shirley Reed made a motion to adjourn. Fred Scibuola seconded. Motion carried. Meeting adjourned at 10:06 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – OCTOBER 25, 2016**

APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 11/22/16 (Date)
[Signature] President of ESD-1
[Signature] Secretary of ESD-1

- Call to Order:** Cathy Sunday called the meeting to order at 9:12 am.
- Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence at 9:13 am and led the Pledge of Allegiance at 9:14 am.
- Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Treasurer Fred Scibuola, Asst. Treasurer Wilson Orr and Secretary Richard Vestewig, along with Legal Counsel Caryn Papantonakis. Absent was Vice President Shirley Reed, 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 and HR Coordinator Deborah Guidry, along with Legal Counsel Mark Smith. Absent was Vice President of Administration Janice Metzger.
- Adoption of Agenda:** Wilson Orr made a motion to adopt the agenda as presented. Fred Scibuola seconded. Motion carried.
- Open Forum:** None.
- Open Comments from the Board of Commissioners:** Fred Scibuola noted that "National Night Out" was a success. He said that there was a very good presence of EMS staff and that almost 1,000 people were in attendance.
- Review and possibly approve all Meeting Minutes:** Fred Scibuola made a motion to accept the Minutes of the Regular meeting of September 20, 2016 as presented. Seconded by Richard Vestewig. Motion carried.
- Report from Education for EMS Commissioner Working Group:** Fred Scibuola submitted his report to the Board from the working group's meeting held on Monday, September 26, 2016 at 6:00 pm with Commissioner Orr and HCEC's President, Jeremy Hyde regarding the educational needs of the Commissioners. Commissioner Scibuola stated that, after a lengthy discussion, it was determined that once a newly-appointed Commissioner attends his/her first SAFE-D conference, it is no longer beneficial to their training program. While the working group was not recommending to cease attendance altogether, he stated since SAFE-D was mainly directed toward Fire Departments, that perhaps other courses/programs geared toward EMS would prove to be more beneficial. Some suggestions included taking courses to review financial documentation or perhaps Mark Smith could conduct a class on ESD Law. Commissioner Scibuola listed other conferences in his report and although he realized it was too late to register for the upcoming American Ambulance Association conference, he mentioned Mr. Hyde would be in attendance and could possibly brief the Commissioners on any highlights from the conference.

President Cathy Sunday said the law requires Commissioners to attend SAFE-D, but believes that Caryn Papantonakis and Mark Smith could give them more pertinent EMS education. Mr. Smith interjected that Commissioners need to have six (6) hours of continuing education (CE) every two (2) years, which doesn't require all commissioners to attend SAFE-D every year. Commissioner Orr suggested that after a new Commissioner attends their first conference, then perhaps can attend SAFE-D every other year and seek

training and only one organization has the proper certification is
[Signature]

other courses/conferences to attain CE hours. He also suggested joining forces with other entities to request changes be made at SAFE-D to include more EMS seminars during the conference. Mr. Hyde responded stating that there are very few entities that are solely EMS and those that are combined, have little concern in changing the realm of SAFE-D. Ms. Papantonakis added that while HCESD-1 needs to be a presence at these conferences, including SAFE-D, not all Commissioners need to attend everything and could possibly split up conference attendance between them, meeting different entities and new people, in an effort to receive new information. Commissioner Vestewig agreed but added that HCESD-1 should focus on its educational needs.

9. **Possible action on the Education for EMS Commissioners Working Group's report:** Fred Scibuola suggested having an additional meeting on Wednesday, November 2, 2016 at 6:00 pm to discuss contacting the various organizations to see if they can get certified as well as getting Mark Smith and Dr. Decker certified.
10. **Report from Building Committee:** Jeremy Hyde said that no official meeting has occurred to date but one item that was included in the packet was the environmental assessment of 1620 Isom, which looks good. He said that having this information has allowed HCEC to move forward with the fence project. Mr. Hyde also noted that there are several upcoming dates for the committee to tour buildings designed by the architects who submitted bids. He then said that he was mistaken when he thought Commissioner Scibuola was on the building committee; it was actually Commissioners Sunday and Vestewig.

Heath White added that there had been some discussion regarding the 1620 Isom location being two (2) plots of land and should they be combined. Jeremy Hyde said that according to one of the architects, the land will need to be re-platted.

11. **Possible action on Building Committee report:** None.
12. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Fred Scibuola presented the monthly accounting report as written in Melissa Morton's absence. It included the beginning Operating Fund Balance of \$9,277,538 for September 2016. Revenue received totaled \$81,582 – the majority of which came from tax collections. Disbursements were \$998,038; noting that 97% of that expense was for the HCEC contract (\$928,881) and an invoice for De Lage Laden for the monthly debt payment of \$39,848. Ending balance as of September 30, 2016 was \$8,361,082. The current balance as of October 21, 2016 is \$8,382,866 and after payment of bills in the amount of \$1,045,494, the balance will be \$7,337,372. Fred Scibuola made a motion to approve The Morton Accounting Services' monthly report and authorize payment of bills. Motion carried.
13. **Possible action on The Morton Accounting Services' monthly report:** None
14. **Harris County Emergency Corps Report:** Jeremy Hyde issued his HCEC President's report as presented in the Board packets. Other notable items were:
- HCEC is making improvements to the dental and vision benefits offered to employees.
 - Janice Metzger has announced her retirement. She will begin working remotely toward the end of December, with her last official day to be in March 2017. Ms. Metzger has agreed to work under contract for HCEC.
 - Keir Vernon has been groomed to be the next Vice President of Administration. She has done a great job for HCEC over the past eight (8) years and is expected to do well.
 - Mr. Hyde requested that the Board review and possibly approve HCEC's Budget for 2017. It was adopted by HCEC's Board of Directors on October 12, 2016. One line item that would particularly be of interest to HCESD-1, is the Contract budget. HCEC budgeted for \$10M, which is well under the amount HCESD-1 budgeted for it. Motion by Richard Vestewig to approve HCEC's Budget for 2017. Seconded by Fred Scibuola. Motion carried.



HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – NOVEMBER 22, 2016

APPROVED
 Document approved by Harris County ESD-1
 Board of Commissioners
 By a Majority Vote
 on 12/20/16 (Date)
 President of ESD-1
 Secretary of ESD-1

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:02 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence at 9:03 am and Fred Scibuola led the Pledge of Allegiance at 9:04 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Treasurer Fred Scibuola, Asst. Treasurer Wilson Orr and Secretary Richard Vestewig, along with Legal Counsel Caryn Papantonakis. Absent was Vice President Shirley Reed, 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 Special Projects and Compliance Officer Keir Vernon and HR Coordinator Deborah Guidry, along with Legal Counsel Mark Smith. Absent was Vice President of Administration Janice Metzger.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** Jeremy Hyde announced that Keir Vernon has accepted the position and is HCEC's new Vice President of Administration, working alongside Janice Metzger until the date of her retirement.
6. **Open Comments from the Board of Commissioners:** Cathy Sunday distributed a Commissioner's badge to Wilson Orr, also confirming that Commissioner Scibuola already received his badge. President Sunday then announced that she is now on the Board for the Interbelt North Business Owner's Association, replacing Jeremy Hyde. Although they don't have regular meetings, she said she should be able to bring information to the HCESD-1 Board as the meetings take place.
7. **Review and possibly approve all Meeting Minutes:** Richard Vestewig raised the point regarding Item #8 of the Minutes dated October 25, 2016, where it was noted that "President Cathy Sunday said the law requires Commissioners to attend SAFE-D" and he believed that to be incorrect. President Sunday agreed that the statement was incorrect and the minutes should be amended to read, "...the law requires training for Commissioners and unfortunately at this time, SAFE-D is the only certified trainer." Fred Scibuola made a motion to accept the Minutes of the Regular meeting of October 25, 2016 as amended. Seconded by Richard Vestewig. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** Fred Scibuola requested that this item be TABLED stating that when the working group met, they basically came up with the same concept as before and needed to move forward. He said that there was really nothing more out there in terms of education besides what has already been observed and therefore believes that a meeting should be set with the President and former Chairman of the Education Committee of SAFE-D, Scott Morgan. Caryn Papantonakis provided Mr. Morgan's email address, smorgan.hcesd29@gmail.com. President Sunday said that if Mr. Morgan refers them to the Executive Director, Cliff Avery, Mr. Avery should be advised that all Commissioners have applied for advanced certification and have not had any success. As a side note, she also suggested that it may be a good idea to discuss with President Morgan the possibility of using SAFE-D's voting machines when needed for an HCESD-1 election.

Keir Vernon asked if there were particular topics that the HCESD-1 Board is seeking to gain specific training so that when she approached the TEMSA Board, they could try to coordinate to meet the needs of the Commissioners. President Sunday replied that there is particular information that new Commissioners need to know such as, information on incident command – multiple agencies responding to a scene; compliance with HR and Finance; how to ensure that the Treasurer is doing a good job, etc. She said the District is fortunate to be able to hire a CPA but some agencies have to rely on their Treasurer to know where they stand financially. Ms. Vernon suggested sending a link to the Commissioners – Emergency Responder Network dot com where some answers can be found.

9. **Possible action on the Education for EMS Commissioners Working Group's report:** Wilson Orr suggested and Fred Scibuola agreed having a mid-December meeting to get organized and determine items that need to be discussed with SAFE-D. Then contact SAFE-D President Scott Morgan to set a meeting.
10. **Report from Building Committee:** Richard Vestewig reported that the committee reviewed the responses the previous month and met with all four (4) responders to the RFQ. No decision has been made yet. Jeremy Hyde added that there was discussion of possibly engaging the construction management firm, AGCM, to handle the negotiation with the two most highly recommended architects and further review their submissions. The cost to assist us would be approximately \$3,300.
11. **Possible action on Building Committee report:** The Building Committee will meet with the City of Pearland on December 1, 2016 at 8:30 am to speak with their management team. Also, Jeremy Hyde requested that the Board approve the \$3,300 for 22 man-hours for construction management support and assistance with negotiating the contract for the successful architect. Motion by Richard Vestewig to approve the amount not-to-exceed \$3,300 for the estimated 22 man hours needed to discuss a contract and review responses from architecture firms. Seconded by Fred Scibuola. Motion carried.
12. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Caryn Papantonakis said that there has been a change regarding the Bonds that are paid for Commissioners. It now covers three (3) years, which is less expensive than paying every year. Also, if a Commissioner steps down from office before the end of three (3) years, the fee will be prorated back to HCESD-1.

Fred Scibuola presented the monthly accounting report as written, in Melissa Morton's absence. It included the beginning Operating Fund Balance of \$8,361,082 for October 2016. Revenue received totaled \$23,163 – the majority of which came from tax collections. Disbursements were \$1,047,806; noting that 97% of that expense was for the HCEC contract (\$978,253) and an invoice for De Lage Laden for the monthly debt payment of \$39,848. Ending balance as of October 31, 2016 was \$7,336,440. The current balance as of November 17, 2016 is \$7,351,016 and after payment of bills in the amount of \$1,180,182, the balance will be \$6,170,834. Fred Scibuola made a motion to approve The Morton Accounting Services' monthly report and authorize payment of bills. Seconded by Richard Vestewig. Motion carried.

13. **Possible action on The Morton Accounting Services' monthly report:** None
14. **Harris County Emergency Corps Report:** Jeremy Hyde issued his HCEC President's report as presented in the Board packets. Other notable items were:
 - HCEC is doing a major IT infrastructure overhaul of the Communications center, which will replace existing equipment that has been in place since 2009.
 - HCEC is upgrading the patient care software, going to the elite version of ImageTrend in the early part of next year.
 - In the second week of December, the Clinical Dept. will be conducting quarterly training for all medics.

Commissioner Orr inquired about the type of training they could receive. Mr. Hyde responded that CPR courses happen throughout the year and offered it to the Commissioners. He said that he would email them

a list of upcoming dates for CPR training. Mr. Hyde also reminded the Board about having an extended meeting earlier next year to allow HCEC Directors to review the responsibilities of each department.

15. **Possible action on Harris County Emergency Corps Report:** No action required.
16. **Discuss and possibly approve amending Ambulance Services Agreement between HCESD-1 and HCEC:** Jeremy Hyde said that HCEC is in a state of low call volume, which is bringing the ambulance service revenue down. Also HCEC's payroll and insurance expenses have increased by nearly \$500k. He then reminded the Board that since some patients have been assisted by the Community Health Paramedic program, they are no longer transported as often and while it has an up-side, less transports is the down-side. Therefore, Mr. Hyde proposed a slight increase in cost for transports. He noted that it would still be \$2M under the amount that HCESD-1 had budgeted for HCEC. After some discussion, Fred Scibuola made a motion to adjust the average cost of transport from \$1,136.50 to \$1,176.50, an increase of \$40 per transport and sign amendment agreement letter. Seconded by Richard Vestewig. Motion carried.
17. **Adjourn to closed session:** The Board adjourned to closed session at 9:54 am.
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, December 20, 2016 at 9:00 am.
20. **Adjourn:** Fred Scibuola made a motion to adjourn. Richard Vestewig seconded. Motion carried. Meeting adjourned at 10:04 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
 BOARD OF COMMISSIONERS
 REGULAR MEETING
 MINUTES – DECEMBER 20, 2016**

APPROVED
 Document approved by Harris County ESD-1
 Board of Commissioners
 By a Majority Vote
 on 1/31/17 (Date)
 [Signature]
 President of ESD-1 Secretary of ESD-1

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:04 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence at 9:05 am and Fred Scibuola led the Pledge of Allegiance at 9:06 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola, and Secretary Richard Vestewig, along with Legal Counsel Caryn Papantonakis. Absent was Asst. Treasurer Wilson Orr 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, and HR Coordinator Deborah Guidry, along with Legal Counsel Mark Smith. Absent VP of Administration, Keir Vernon.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** Heath White said he made the announcement to the crews regarding the increase of what HCEC will pay for employee dependent coverage and they were ecstatic and greatly appreciative.
6. **Open Comments from the Board of Commissioners:** Fred Scibuola said that he went for a ride on 'bus one' and realized that it had a danger factor in that the entire backside was closed off, having no back window. Therefore, when reversing the vehicle, you cannot see to the rear of the vehicle; you can only use the side mirrors. Mr. Scibuola requested a motion to authorize the purchase of a rearview camera to be installed by HCEC's maintenance crew. However, the motion could not be considered under 'open comments'. Mr. Scibuola withdrew his motion, as Mr. Hyde and Mr. White agreed that it should be purchased and that HCEC would cover the cost and installation, making the motion null. Mr. Scibuola wanted the record to reflect his recommendation of the camera. Also, Cathy Sunday added that HCECs policies dictate that when a truck is backing up, one of the medics will monitor/instruct the driver to a safe position.

 Shirley Reed gave thanks to everyone, commenting on the Seniors Gala that was held on December 12, 2016 at MO Campbell. She said it was the best ceremony ever and those in attendance totaled 462 senior citizens, aging from 60 years of age up to age 97. One of the medics played Santa Claus at the Gala. Commissioner Reed also thanked everyone for their donations for the children. The gifts were disseminated on December 19, 2016. She said that it made a lot of families happy.
7. **Review and possibly approve all Meeting Minutes:** Fred Scibuola made a motion to accept the Minutes of the Regular meeting of November 22, 2016 as presented. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** Fred Scibuola stated that there was nothing new to report.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** Richard Vestewig reported that the committee met with fire station 26 on December 19, 2016. The meeting was basically to establish we would move forward. Commissioner Vestewig said the agreements need to be in place by first quarter 2017. Mr. Vestewig said that they would also be giving a timeline at the next meeting.

10. **Possible action on Building Committee report:** There was no action at this time; however, Jeremy Hyde said that fire station 26 is in the process of negotiating the rate with the architect, the construction management firm, AGCM. Once negotiations are complete, they will give us the report that will be presented at our next Board meeting.
11. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Fred Scibuola presented the monthly accounting report as written, in Melissa Morton's absence. It included the beginning Operating Fund Balance of \$7,336,440 for November 2016. Revenue received totaled \$124,270 – the majority of which came from tax collections. Disbursements were \$1,180,193; noting that 86% of that expense was for the HCEC contract (\$838,847), a payment to Cummins Southern Plains for a generator (\$137,397) and an invoice for De Lage Laden for the monthly debt payment of \$39,848. Ending balance as of November 30, 2016 was \$6,280,516. The current balance as of December 19, 2016 is \$6,623,645 and after payment of bills in the amount of \$961,955, the balance will be \$5,661,690. Richard Vestewig made a motion to approve The Morton Accounting Services' monthly report and authorize payment of bills. Motion carried.
12. **Possible action on The Morton Accounting Services' monthly report:** None.
13. **Harris County Emergency Corps Report:** Prior to the report, Cathy Sunday requested an Organizational Chart, as well as a District map. Jeremy Hyde said he would provide those items. Mr. Hyde referenced his HCEC President's report that was issued in the Board packets. He also noted:
 - HCEC is doing a lot of community events.
 - HCEC wrapping up plans and coverage for the Super Bowl. HCEC is running the entire emergency medical support for the event. There will be 80 crew members present.
 - The Community Health Paramedic program is continued success. There was a family who lives in the area that gave a demonstration of the Ventricular Assist Device (VAD) during Trimester CE. The VAD is an external device which keeps the blood pumping. He allowed the paramedics to touch/evaluate him and his equipment. During their discussion, it was revealed that this family did not have a generator, nor the means to purchase one in the event of a power outage. Our CHP, Emily Terry, took it upon herself to contact different businesses in the community and was not only able to get the family a generator but also had it installed for free.
15. **Possible action on Harris County Emergency Corps Report:** No action required.
16. **Discuss and possibly approve moving HCESD-1 elections to November:** Caryn Papantonakis said this item was on the agenda only to advise the Board that if they wanted to move the elections to November, now would be the time to do it. Ms. Papantonakis said that she did talk to Regina Adams and she was hopeful that this session the laws would revert back to where HCESD-1 could borrow the equipment and would not have to lease it. However, she is still in the process of finding a leasing company, in case we would need to lease equipment instead. Worst case scenario would be that HCESD-1 would have to purchase the equipment. It was decided that the election would continue to be conducted in May.
17. **Adjourn to closed session:** Not 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, January 31, 2017 at 9:00 am.
20. **Adjourn:** Shirley Reed made a motion to adjourn. Fred Scibuola seconded. Motion carried. Meeting adjourned at 9:48 am.