



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – JANUARY 31, 2017**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:01 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence at 9:02 am and Shirley Reed 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, Asst. Treasurer Wilson Orr (via phone), and Secretary Richard Vestewig, along with Legal Counsel Caryn Papantonakis. Absent was Treasurer Fred Scibuola and CPA Melissa Morton of The Morton Accounting Services (TMAS). Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Administration, Keir Vernon, Administrative Asst. Michelle Sterling, and HR Coordinator Deborah Guidry, along with Legal Counsel Mark Smith. Absent was Vice President of Operations Heath White. Guests were Joby Copley of AIA and Amos Byington with AC|GM
4. **Adoption of Agenda:** Richard Vestewig made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** None.
7. **Review and possibly approve all Meeting Minutes:** Richard Vestewig made a motion to accept the Minutes of the Regular meeting of December 20, 2016 as presented. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** Richard Vestewig said there needs to be a way to get other education venues approved. Keir Vernon said, as a Board member of the TX EMS Alliance, she would propose to the Board to incorporate EMS 101.

Also, Richard Vestewig said he made five (5) reservations for SAFE-D and asked who planned to attend. Those who will be in attendance will be Cathy Sunday, Shirley Reed, Wilson Orr and himself.
9. **Possible action on the Education for EMS Commissioners Working Group’s report:** Commissioner Wilson Orr said that he, Fred Scibuola and Jeremy Hyde need to set a meeting date.
10. **Report from Building Committee:** Jeremy Hyde said that the proposals received from the architect firms have been reviewed by the Building Committee and AC|GM, the construction management firm that was asked to assist with the proposal and negotiation process. Together, they were able to choose an architect that would build Station 92 on Isom and Station 94 on Aldine Bender as a joint project. It was decided to build the two stations at the same time to save money. During the proposal process, the committee reviewed three (3) architect firms; their qualifications, previous projects and all their submittals. The committee believed, along with AC|GM, that Joiner Architects’ proposal was a good choice. After the committee and AC|GM met with Joiner a few times, with AC|GM looking out for HCESD-1s interests, they have submitted the proposal for Board consideration and approval.
11. **Possible action on Building Committee report:** See Item 17.

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APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 2/28/17 (Date)
Shirley Reed President of ESD-1
Richard Vestewig Secretary of ESD-1

Approve The Morton Accounting Services' monthly report and authorize payment of bills: Richard Vestewig presented the monthly accounting report as written, in Melissa Morton's absence. It included the beginning Operating Fund Balance of \$6,280,516 for December 2016. Revenue received totaled \$1,609,213 – the majority of which came from tax collections. Disbursements were \$1,216,106; noting that 99% of that expense was for the HCEC contract (\$794,622), with a reimbursement of \$117,313 for the purchase of a stretcher and badges, a payment to Frazier Bilt for a vehicle purchase of \$253,500 and an invoice for De Lage Laden for the monthly debt payment of \$39,848. Ending balance as of December 31, 2016 was \$6,673,622. The current balance as of January 26, 2017 is \$11,343,782 and after payment of bills in the amount of \$833,496, the balance will be \$10,515,286. Richard Vestewig made a motion to approve The Morton Accounting Services' monthly report and authorize payment of bills. Seconded by Shirley Reed. Motion carried.

13. **Possible action on The Morton Accounting Services' monthly report:** None.
14. **Discuss and possibly approve Carr Riggs & Ingram engagement letter for audit:** Caryn Papantonakis said that because this is the auditor HCESD-1 always uses, the engagement letter is similar to previous ones and she recommends Board approval. Richard Vestewig made a motion to approve the engagement letter for audit from Carr Riggs & Ingram. Shirley Reed seconded the motion. Motion carried.
15. **Harris County Emergency Corps Report:** Mr. Hyde referenced his HCEC President's report that was issued in the Board packets. He also acknowledge Commissioner Orr, wishing him a Happy Birthday. In addition he noted:
 - A new generator purchased by HCESD-1 was put into operation during the week of January 9, 2017. HCEC completed the power upgrade and all involved did a great job.
 - The IT Dept. completed a major upgrade of the admin network during the power upgrade.
16. **Possible action on Harris County Emergency Corps Report:** Cathy Sunday said when 2800 Aldine Bender was purchased, there was an architectural building plaque that was paid for but never installed. After some discussion, the Board agreed that the plaque would be installed on the building.
17. **Discuss and possibly approve architect for EMS stations:** Joby Copley of AIA explained the process for constructing the two building simultaneously from start to finish, referring to the document that was issued in the Board packet. He noted timelines and what to expect at each phase of the project. A schematic design and a program of spaces and sizes that are needed, along with a floor plan will be presented to the Board in March 2017. Then the construction document phase will begin on April 26, 2017 having a 50%, 75% and 95% document review phases, with a document completion date by end of July 2017. After general construction bids are received, reviewed and approved, the plan to begin construction will be September 2017, with an end date of September 2018. There will be a three (3) month 'punch list' phase to ensure everything is correct once the buildings are inhabited. It was agreed to make the buildings the same size so as to keep costs down. Also, Wilson Orr asked if there was a 3D plan, to which Mr. Copley replied that they use "Sketch-Up". Commissioner Orr said he would to check into a virtual reality system, called Iris-VR, for the interior. Mr. Copley said they did not typically model the interior, but if it is something HCESD-1 wants, they will look into it. Shirley Reed made a motion to accept Joiner Architects as the successful bidder pending any additional negotiations with Caryn Papantonakis and Joiner Architects. Seconded by Richard Vestewig. Motion carried.
18. **Discuss and possibly approve construction management services:** Cathy Sunday said that the Board would like to continue service with AC|GM. They have been a benefit by keeping the interests of the Board foremost during negotiations with the architect firm and has saved HCESD-1 additional money. Their proposed fee to oversee both projects of construction simultaneously is \$14,275. Their proposed fee for two (2) facilities' construction simultaneously is \$120,769. Shirley Reed made a motion to retain AG|CM as project manager for stations 92 and 94, to be billed monthly for a total not-to-exceed \$135,144. Seconded by Richard Vestewig. Motion carried.
19. **Discuss and possibly approve auction of surplus equipment:** Jeremy Hyde included a list of auction items in the Board packet. Motion by Shirley Reed to approve auction of surplus equipment. Seconded by Richard Vestewig. Motion carried.

20. **Adjourn to closed session:** Not required.
21. **Possible action on closed session:** No action required.
22. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, February 28, 2017 at 9:00 am.
23. **Adjourn:** Shirley Reed made a motion to adjourn. Richard Vestewig seconded. Motion carried. Meeting adjourned at 10:10 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
 BOARD OF COMMISSIONERS
 REGULAR MEETING
 MINUTES – FEBRUARY 28, 2017**

1. **Call to Order:** Shirley Reed called the meeting to order at 9:02 am.
2. **Moment of Silence and Pledge of Allegiance:** ~~Richard Vestewig~~ ^{Fred Scibuola} called for a moment of silence at 9:03 am, in remembrance of Melissa Morton's Father, who recently passed away. Commissioner Reed led the Pledge of Allegiance at 9:05 am.
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 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, Administrative Asst. Michelle Sterling, and HR Coordinator Deborah Guidry, along with Legal Counsel Mark Smith. Guests were Bill Drees of Lone Star College and Nicole Robinson-Gauthier, representing the Lone Star College Foundation.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Seconded by Richard Vestewig. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Richard Vestewig said Keir Vernon gave a great presentation as the guest speaker regarding EMS Fraud at the Houston Association of Certified Fraud Examiners Luncheon. Wilson Orr requested that an email be sent to all Commissioners when an event like this takes place so that others may attend as well.
7. **Review and possibly approve all Meeting Minutes:** Fred Scibuola made a motion to accept the Minutes of the Regular meeting of January 31, 2017 as presented. Richard Vestewig seconded the motion. Motion carried.
8. **Finalize 2017 SAFE-D attendees March 9-11, 2017:** Richard Vestewig said that the Commissioners who will be attending SAFE-D will be Shirley Reed, Wilson Orr, Cathy Sunday and possibly himself. Fred Scibuola will not be attending.
9. **Report from Education for EMS Commissioner Working Group:** Shirley Reed said that she and Jeremy Hyde have been working with Bill Drees and Nicole Robinson of Lone Star College. Mr. Drees has been a paramedic since 1989 and with Lone Star College since 1999. He now serves as the Dean of Health Sciences. Ms. Robinson-Gauthier represented the Lone Star College Foundation. She works with all the Lone Star campuses and expressed gratitude for partnering with North Harris Campus to attend the Board meeting to explain how partnering on the scholarship program would work. Jeremy Hyde expressed an interest in an endowment so that it would be a permanent scholarship. Ms. Robinson-Gauthier said that if it was an endowment, anyone could make donations to it. Commissioner Reed said HCESD-1 has monies to put into the program but would need Board approval. She then gave some history of how Lone Star College came into being. Ms. Reed also stated that any recipient of the scholarship, upon successful completion of the program, would become an employee of HCEC and commit to working for the Service for a minimum of two (2) years.

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APPROVED
 Document approved by Harris County ESD-1
 Board of Commissioners
 By a Majority Vote
 On 3/28/17 (Date)
 President of ESD-1
 Secretary of ESD-1

After some discussion, the guests were thanked and excused. Commissioner Orr inquired as to how many current employees had come from Lone Star College, to which Mr. Hyde replied that his best guestimate would be 60%+. Lone Star students are of primary consideration when looking to fill open positions. Mr. Hyde then suggested that funding could be \$30k and that it could come from the auctions that HCEC conducts. HCESD-1 would not have to be directly involved with the process. Caryn Papantonakis expressed reservations as did Melissa Morton, from a legal standpoint, for Commissioners being directly involved and encouraged HCEC to invest and oversee the scholarship program; no Board approval necessary. Mr. Hyde said that the title of the scholarship would reference HCESD-1. The Board agreed to encourage HCEC to create an endowment for the scholarship. Wilson Orr inquired as to how the process would be handled. Shirley Reed said that a policy would be written with explicit instructions pertaining to all that the scholarship would entail. Jeremy Hyde said that he would bring back a report of the next scholarship discussion.

10. **Possible action on the Education for EMS Commissioners Working Group's report:** Commissioners Scibuola and Orr determined that their upcoming meeting would be Wednesday, March 8, 2017 at 5:00 pm at the Fall Creek neighborhood clubhouse.
11. **Report from Building Committee:** Nothing new to report.
12. **Possible action on Building Committee report:** None.
13. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton of TMAS discussed the wrap up of year-end. She said the audit will be taking place on Wednesday [March 1, 2017] and documents have been sent. On the discussion of year-end, Ms. Morton said HCESD-1 was under budget for expenses by approximately \$2.5M. Everything was basically on target. A majority of that budget savings was money underspent for program expenses and ambulance charges. The original budget was \$13.5M, while actuals came in at \$10.3M.

Ms. Morton then presented the monthly accounting report as written. It included the beginning Operating Fund Balance of \$6,673,822 for January 2017. Revenue received totaled \$6,466,544 – the majority of which came from tax collections. Disbursements were \$838,342; noting that 95% of that expense was for the HCEC contract (\$753,265), with a reimbursement of \$4,834 for income received in error from the VA and an invoice for De Lage Laden for the monthly debt payment of \$39,848. Ending balance as of January 31, 2017 was \$12,302,024. The current balance as of February 27, 2017 is \$17,822,660 and after payment of bills in the amount of \$1,105,281, the balance will be \$16,718,027. Fred Scibuola made a motion to approve The Morton Accounting Services' monthly report and authorize payment of bills. Seconded by Richard Vestewig. Motion carried.

14. **Possible action on The Morton Accounting Services' monthly report:** None.
15. **Harris County Emergency Corps Report:** Mr. Hyde referenced his HCEC President's report that was issued in the Board packets. In addition, he noted:
 - Super Bowl coverage was great! There were 94 HCEC medic personnel at the event, with 400+ patient contacts and of those, 13 patients were taken to the hospital. We billed \$150k for the standby only.
 - Maintenance laid out new carpet in Dispatch and the Crisis Room.
16. **Possible action on Harris County Emergency Corps Report:** None.
17. **Discuss and possibly approve purchase of fleet vehicles:** Jeremy Hyde said while HCEC is not currently in need of new ambulances, fleet vehicles need to be replaced. Motion by Fred Scibuola to purchase the Dodge Durango for \$29,148 and to purchase the 2016 RAM 2500 Crew Cab Pick-up for \$47,554. Seconded by Wilson Orr. Motion carried.
18. **Adjourn to closed session:** Not required.
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, March 28, 2017 at 9:00 am.
21. **Adjourn:** Fred Scibuola made a motion to adjourn. Richard Vestewig seconded. Motion carried. Meeting adjourned at 9:55 am.



APPROVED

Document approved by Harris County ESD-1

Board of Commissioners

By a Majority Vote

on 4-25-17 (Date)

President of ESD-1

Secretary of ESD-1

Harris County Emergency Services District 1

2800 Aldine Bender Road

Houston, Texas 77032

Page 1 of 2

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – MARCH 28, 2017**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:01 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence 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, 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, VP of Operations Heath White, VP of Administration Keir Vernon, Administrative Asst. Michelle Sterling, and HR Coordinator Deborah Guidry, along with Legal Counsel Mark Smith.
4. **Adoption of Agenda:** Richard Vestewig made a motion to adopt the agenda as presented. Seconded by Shirley Reed. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Cathy Sunday said she attended the SAFE-D meeting this month. Two classes were dedicated to EMS and the structure was friendlier than in the past.

Shirley Reed said her granddaughter was killed in the motor vehicle accident in Mount Pleasant last week.
7. **Review and possibly approve all Meeting Minutes:** Richard Vestewig made a correction. There was a moment of silence in remembrance of Melissa Morton's Father who recently passed away, but the call for silence was made by Fred Scibuola, not Mr. Vestewig. Motion by Fred Scibuola to approve the meeting minutes of February 28, 2017 as amended. Seconded by Richard Vestewig. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** Fred Scibuola said that he, Wilson Orr, and Jeremy Hyde met on Wednesday, March 15, 2017. Jeremy Hyde said Keir Vernon is helping to research EMS 101 to this course approved for Commissioner CE hours. Ms. Vernon said the topics will be Human Resources, Finance, Operations, and Compliance. She submitted an agenda and is waiting on finalization. The TX EMS Alliance class is Monday June 19, 2017 and it will be a 4-hour class from 9:00 am to 1:00 pm. In August, it will be time to convene for the EMS Best Practices group, which is CAAS preparation.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** Jeremy Hyde said that there is a written report included in the Board packet. He said there was an initial discussion regarding the square footage budget and Mr. Hyde gave was discussed. They are coming up with a budget and we will speak with them once it is completed. Richard Vestewig asked about a firm schedule. Jeremy Hyde said that would probably be discussed at the next meeting with them.
11. **Possible action on Building Committee report:** None.

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12. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Jeremy Hyde said that Ms. Morton has 1100 new accounts added to our tax rolls, including 41 commercial buildings. Cathy Sunday requested a list of the additions from Ms. Morton. Ms. Morton's monthly accounting report was presented as written, which included the beginning Operating Fund Balance of \$12,306,465 for February 2017. Revenue received totaled \$5,567,315 – the majority of which came from tax collections. Disbursements were \$1,170,760; noting that 93% of that expense was for the HCEC contract (\$986,806), with a reimbursement of \$350 for generator work, a payment to Voltmaster Electric for generator work (64,946) an invoice for De Lage Laden for the monthly debt payment of \$39,848. Ending balance as of February 28, 2017 was \$16,703,019. The current balance as of March 27, 2017 is \$16,948,276 and after payment of bills in the amount of \$803,102, the balance will be \$16,145,174. Fred Scibuola made a motion to approve The Morton Accounting Services' monthly report and authorize payment of bills. Seconded by Shirley Reed. Motion carried.
13. **Possible action on The Morton Accounting Services' monthly report:** None.
14. **Harris County Emergency Corps Report:** Mr. Hyde referenced his HCEC President's report that was issued in the Board packets. In addition, he noted:
 - HCEC is preparing for CAAS, by conducting policy reviews and maintenance. Renewal year application to be submitted by the end of next month.
 - HCEC has a new rehab trailer.
 - The Board will be notified on a case-by-case basis with regard to our ambulances that are getting close to 200,000 miles, for approval to exceed the mileage.
 - HCEC just completed medical responses for Rodeo Houston, ending with a smooth season and are now preparing for Shell Houston Open for the weekend of April 1.
15. **Possible action on Harris County Emergency Corps Report:** No action required.
16. **Adjourn to closed session:** Not required.
17. **Possible action on closed session:** No action required.
18. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, April 25, 2017 at 9:00 am.
19. **Adjourn:** Shirley Reed made a motion to adjourn. Fred Scibuola seconded. Motion carried. Meeting adjourned at 9:45 am.



APPROVED

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

on 4-25-17 (Date)


President of ESD-1


Secretary of ESD-1

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

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
SPECIAL MEETING
MINUTES – April 5, 2017**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:38 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday led 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, and Secretary Richard Vestewig. Treasurer Fred Scibuola and Assistant Treasurer Wilson Orr were absent. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde. Visitors included Joby Copley of Joiner Architects and Amos Byington of AGCM.
4. **Adoption of the Agenda:** Commissioner Richard Vestewig made a motion to adopt the agenda, and it was seconded by Commissioner Shirley Reed. Motion carried.
5. **Open Forum:** No requests for open forum
6. **Open Comments from the Board of Commissioners:** none
7. **Review and Possibly Approve all Meeting Minutes:** no action
8. **Report from Building Committee:** none
9. **Possible action on Building Committee Report:** none
10. **Discuss and Possibly Approve schematic designs by Joiner Architects for future stations:** Joby Copley reviewed the interior schematic drawings for stations 92 and 94. Mr. Vestewig asked about the existing septic system at station 92 and if it could be reused. Amos Byington stated that his company is arranging an inspection of both the septic and well systems on that property.

Ms. Reed asked about ESD 10 selling us the property for the new station 94. My Hyde stated that ESD 10 was drawing up the paperwork for the land swap for our old property to the new parcel. Once that is done, it will be presented to the ESD 1 Commissioners.

President Sunday inquired about computer floor vs recessed slab for the training room/backup Comm center. The architects will get pricing both ways, but it was agreed that a recessed slab might be easier. Ms. Sunday also asked for a coffee bar in the Comm Center/training room area. It was also discussed to add an office to open to the lobby for any classes that might occur there.

Ms. Reed asked if both properties were outside the city limits of Houston. Mr. Copley said they were outside of Houston but since they are both within the ETJ that the city might have some approval power. Also the size and the location of the detention pond at station 92 were discussed. Ms. Reed also asked about landscaping, and Mr. Copley stated that they were designing in sustainable landscaping.

Ms. Reed made a motion to accept the schematic design with the revisions requested today. Seconded by Mr. Vestewig. Motion carried.

11. **Adjourn to Closed Session:** no closed session
12. **Possible action on closed session:** none
13. **Announce next board meeting:** Next regular board meeting is April 25, 2017 at 9am.
14. **Adjourn:** Motion to adjourn by Ms. Reed at 10:33am seconded by Mr. Vestewig. Motion carried.



HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1

BOARD OF COMMISSIONERS

REGULAR MEETING

MINUTES – April 25, 2017

APPROVED
 Resolved and approved by Harris County ESD-1
 Board of Commissioners
 By a Majority Vote
 _____ (Date)
 6/15/17

CS

 President of ESD-1
MW

 Secretary of ESD-1

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:15 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence at 9:16 am and followed with the Pledge of Allegiance.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Asst. Treasurer Wilson Orr, Secretary Richard Vestewig, CPA Cassandra Robinson of The Morton Accounting Services (TMAS) and CPA Alyssa Hill of Carr, Riggs, & Ingram, LLC. Absent was Treasurer Fred Scibuola and Vice President Shirley Reed. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Operations Heath White, VP of Administration Keir Vernon, and Executive Administrative Asst. Michelle Sterling, along with Legal Counsel, Mark Smith.
4. **Adoption of Agenda:** Jeremy Hyde said that there was no need to discuss item 17 on the agenda and therefore item 17 is omitted. Wilson Orr made a motion to adopt the agenda as amended. Seconded by Richard Vestewig. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Cathy Sunday recommended downloading the 2017 blue book. The secretary is no longer responsible for the agenda. Many things the board has been doing has changed. She stated that the board can no longer go by "not seconding things." Any questions can be answered by Caryn. Safe-D website has the link on their site. She mentioned that we are now responsible for P&P for our contracting agencies. Cathy also believes that they will need to be reviewed and approved before contracting and possibly adjust their policies if need be. Mr. Orr was concerned with the hours it would take just to review the P&P. Cathy stated that we are responsible for the strategic planning as well. Mark Smith read the paragraph out loud from the new 2017 book and emphasized that the contractor should check that they have policies and procedures in place and if they are available for review if we'd like to. Richard Vestewig asked what would happen if they don't have P&P. Cathy Sunday does not think we should use contract services if they don't have P&P. Wilson Orr stated that he feels that we can still work with them but be very specific in the contract with that in mind.
7. **Review and possibly approve all Meeting Minutes:** Richard Vestewig made a motion to approve all meeting minutes. Wilson Orr seconded. Motion carried
8. **Report from Education for EMS Commissioner Working Group:** Wilson Orr stated that there was no report from the committee but asked if there was anything anyone felt they needed to discuss in the future meeting. No comments were made.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** None.
11. **Possible action on Building Committee report:** None.

12. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Cassandra Robinson said at the beginning of March, the Harris County Emergency Services District No 1 beginning Operating Fund Balance was \$15,703,019. During the month of March, HCESD No 1 received \$373,048 in revenue. The majority of which came from the tax deposits from Harris County. HCESD No 1 processed \$885,097 in disbursements during the month. 89% of this balance is a payment to HCEC for the monthly invoice related to Contract Revenue (\$750,419) and a payment to De Lage Laden for our monthly debt payment (\$39,848). The ending balance as of March 31, 2017 is \$16,190, 970. The invoices pending approval total \$926,097. The current account balance as of 4/22/2017 is \$16,404,348 and after the current payments there will be \$15,478,251 remaining. Cathy Sunday asked if we have moved anything into a money market from the operating account. Cassandra was unsure but will find out. Jeremy Hyde mentioned that he has previously asked Melissa for pay off amount on Station 94. They will need pay off prior to demolishing building. Wilson Orr would like to make note that the mortgage payment for May has been paid after signing today. After some discussion Wilson Orr made the motion to approve with corrections. It was seconded by Richard Vestewig. Motion carried.
13. **Possible action on The Morton Accounting Services' monthly report:** Cathy Sunday made a motion to get approval from Wells Fargo for pay off amount. Richard Vestewig seconded. Motion carried.
14. **Discuss and possibly approve 2016 audit:** Alyssa Hill stated that she has taken over the account due to retirement of Leslie. There are no major changes from prior years. Financial statements are single period but they are all consistent. Noted fiscal year was just over \$15 million, there was an increase in tax roll (all properties). Purchased 3 new ambulances in 2016. There was an increase in tax revenue without modifying the rate. She referred to pg. 4 saying there was a significant increase in cash (2.3 million) and increase to net income. Capital assets had a slight increase. There was also an increase in net property taxes by 1.8 million. All other expenses remained in line with the prior years. There were no changes in agreements. Required disclosures are consistent with the previous years. Mr. Orr referred to the last page asking if the numbers are estimated and Alyssa said yes. The two largest estimates are the allowance on the tax receivables and depreciation. Accounting policies are consistent and appropriate. No disagreements were made during the audit and no new findings or issues were found. Carr, Riggs, & Ingram, LLC was unaware of any fraud regarding financial statements. We decreased our overall bottom line by about \$70,000. Cathy Sunday and Richard Vestewig signed the draft approval for the final document. Richard Vestewig made a motion to approve the 2016 audit, Wilson Orr seconded. Motion carried.
15. **Harris County Emergency Corps Report:** Jeremy Hyde stated that there was nothing new to report and that it was a normal month. He mentioned the write-up from a student from LSC- CF about Corey Naranjo. Corey received the Corps Award for HCEC. Richard Vestewig asked for more information regarding the Corps Award and Mr. Hyde explained that the Corps Award is a nomination internally from fellow coworkers for going above and beyond. The winner receives a plaque, gift card, and a cookie cake. Mr. Hyde reminded everyone of the EMS Awards Banquet that is being held on May 25th at the Hyatt Regency North and invitations will be sent to all board members. EMS week is May 22nd-27th and we will be having activities for the staff throughout the week. Richard Vestewig made the motion to approve the HCEC Report, Wilson Orr seconded. Motion carried.
16. **Possible action on Harris County Emergency Report:** None.
17. **Discuss and possibly approve architectural drawings for Station 92 and 94:** Item omitted from agenda.
18. **Adjourn to closed session:** Not required.
19. **Possible action on closed session:** None.
20. **Announce next Board meeting:** The Regular Board of Commissioner's meeting will be held on Tuesday, May 30, 2017 at 9:00am.
21. **Adjourn:** Wilson Orr made a motion to adjourn the meeting, Richard Vestewig seconded. Motion carried. Meeting adjourned at 10:29 am.



HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1

BOARD OF COMMISSIONERS
REGULAR MEETING

Meeting Date: Tuesday, May 30, 2017 Location: 2800 Aldine Bender
Meeting Time: 9:00 a.m. Houston, Texas 77032
Posting Date: Thursday, May 25, 2017

AGENDA

1. Call to order
2. Moment of Silence and Pledge of Allegiance
3. Roll Call of Commissioners
4. Adoption of agenda
5. Open Forum*
6. Open Comments from the Board of Commissioners
7. Review and possibly approve all Meeting Minutes
8. Report from Education for EMS Commissioners Working Group
9. Possible action on the Education for EMS Commissioners Working Group's report
10. Report from Building Committee
11. Possible action on Building Committee report
12. Approve The Morton Accounting Services' monthly report and authorize payment of bills
13. Possible action on The Morton Accounting Services' monthly report
14. Harris County Emergency Corps Report (JH)
15. Possible action on Harris County Emergency Corps Report
16. Discuss and possibly approve payoff of Wells Fargo loan
17. Discuss and possibly approve architecture drawings for EMS stations 92 and 94
18. Adjourn to closed session
 - a. Meeting closed for the purposes to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public employee, up to and including Commissioners, Executive Director, Director(s) and potential appointees to the Board of Commissioners - Tex. Gov't Code § 551.074(a) (1).
 - b. Confer with attorney re: pending or threatened litigation - Tex. Gov't Code § 551.071(1) (A).
 - c. Receive advice from attorney regarding legal issues - Tex. Gov't Code § 551.071(2).
 - d. Discussion regarding the purchase, exchange, lease, or value of real property - Tex. Gov't Code § 551.072.
19. Possible action on closed session
20. Announce next Board meeting
21. Adjourn

1270882
05/25/2017 PERSONAL
\$9.00 MPR / NOTICE MTG
2017 MAY 25 PM 3:01
FILED
Star Stewart
COUNTY CLERK
HARRIS COUNTY
TEXAS

CANCELED
LACK OF QUORUM

Richard Vestwig by *CP*
Richard Vestwig by Caryn Papantonakis
Secretary



SEAL

*Persons wishing to speak before the board may speak one time only and will be limited to 5 minutes per speaker



HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – June 15, 2017

APPROVED
 Document approved by Harris County ESD-1
 Board of Commissioners
 By a Majority Vote
 on 7/25/17 (Date)
Shirley Reed *Wendy*
 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 followed with 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, Secretary Richard Vestewig, CPA Melissa Morton of The Morton Accounting Services (TMAS), along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Operations Heath White, VP of Administration Keir Vernon, and Executive Administrative Asst. Michelle Sterling, along with Legal Counsel, Mark Smith.
4. **Adoption of Agenda:** Jeremy Hyde pointed out that there was no need to discuss item 10 or item 17 on the agenda and therefore item 10 and 17 is omitted. Cathy Sunday made a motion to adopt the agenda as amended. Seconded by Fred Scibuola. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** The board discussed speaking to the public about what services HCEC provided and to bring awareness to the public about how to prevent common things that make them sick. The commissioners will make the public aware of what HCEC does and HCEC will cover the PR, education, and promoting. Medical information needs to come from HCEC but commissioners can relay the information. Jeremy Hyde stated that he'd have the annual report with an outline of all previous events by next month.
7. **Review and possibly approve all Meeting Minutes:** Cathy Sunday made a motion to approve all meeting minutes. Richard Vestewig seconded. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** There is a training session in Conroe at La Torretta on Monday morning. The most beneficial class is EMS 101 as it will focus on information for EMS directors. The sessions will be geared toward new leadership, so while it is focused on EMS and not ESD, it is information that the commissioners have asked about in the past so it will be beneficial for everyone. Keir Vernon was unsuccessful at getting EMS Alliance to approve commissioner credit hours for the course. Cathy Sunday explained that it is important for commissioners to understand the EMS industry to help know what to expect from present and future directors. The cost is approximately \$100 per person and is not a covered ESD expenditure. Those who would like to attend are Cathy Sunday, Wilson Orr, Shirley Reed, and Richard Vestewig. Melissa Morton made the board aware that there is money available in the budget and advised the members to do an expense report for mileage. Keir Vernon will provide ESD with the membership pricing to the Alliance and will register everyone able to attend. Wilson Orr made a motion to approve the funds for the lightening round for EMS Alliance course. Seconded by Fred Scibuola. Motion carried.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** Item omitted from agenda.

11. **Possible action on Building Committee report:** None.

12. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton gave a financial overview for the month of May and referred to the handout made available to everyone present. She reported that after paying bills totaling \$1,357,230 there is \$13,332,489 in the bank. Cathy Sunday questioned why HCEC is getting charged for 2 bills from the HOA. Fred Scibuola stated that he, along with Wilson Orr, want to be involved in the budget with Ms. Morton and Ms. Papantonakis in the future. Shirley Reed made a motion to accept the Morton Accounting Services' monthly report and to authorize bills. Richard Vestewig seconded. Motion carried.

12. **Possible action on The Morton Accounting Services' monthly report:** None.

13. **Harris County Emergency Corps Report:** Mr. Jeremy Hyde presented his report and confirmed that HCEC submitted CAAS documents and said CAAS said our documentation was superb. He also made the board aware that HCEC got the certificate Mission Lifeline Gold Plus from the American Heart Association. Mr. Hyde included the HCEC financial report in the handout for review. Cathy Sunday, Shirley Reed, and Fred Scibuola commended HCEC as an organization for being professional and having an excellent staff.

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

15. **Discuss and possibly approve payoff of Wells Fargo loan:** Station 94 needs to be paid off due to upcoming demolition. Shirley Reed made a motion to approve payoff of Wells Fargo loan in the amount of \$239,299.90. Richard Vestewig seconded. Motion carried.

16. **Discuss and possibly approve architectural drawings for Station 92 and 94:** Item omitted from agenda.

17. **Adjourn to closed session:** Adjourned to closed session at 10:08 am.

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

19. **Announce next Board meeting:** The Regular Board of Commissioner's meeting will be held on Tuesday, July 25, 2017 at 9:00 am.

20. **Adjourn:** Meeting adjourned at 10:26 am.



HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – July 25, 2017

APPROVED
 Document approved by Harris County ESD-1
 Board of Commissioners
 By a Majority Vote
 on 9/21/17 (Date)
Shirley Reed President of ESD-1
Richard Vestewig Secretary of ESD-1

1. **Call to Order:** Shirley Reed called the meeting to order at 8:59 am.
2. **Moment of Silence and Pledge of Allegiance:** Shirley Reed called for a moment of silence at 9:00 am. and followed with the Pledge of Allegiance.
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. Absent were President Cathy Sunday and CPA Melissa Morton of The Morton Accounting Services (TMAS). Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Administration, Keir Vernon, HR Coordinator, Will Barrett, Public Relations, Amy Spoerle, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Seconded by Richard Vestewig. Motion carried.
5. **Open Forum:** Mr. Jeremy Hyde introduced Harris County Emergency Corps employee, Will Barrett, who has joined the company as HR Coordinator. Mr. Barrett moved here from Chicago a few years ago and has his Master's Degree in Technology and Training Development in Human Resources.

Ms. Amy Spoerle has been working for 3 years with the Injury Prevention Team. Infant mortality has been higher in the county so they have been discussing resources to find or develop a program that would meet the needs of the community. Memorial Hermann presented the Baby Box, a concept from Finland, to Amy and asked if HCEC would be willing to be a distributor. Amy will be starting the Baby University for pregnant women in their 2nd and 3rd trimesters, offering education, and will continue to offer classes until their infant is 12 months old. This program will be referral only. The HCEC medics will be getting cards to hand out as they see women/parents in need. The cards will have a link to the HCEC website with information regarding the services provided. Amy is hoping to collect data from the participating families so that she can get solid statistics over time. There will be a press release to Aldine ISD and some local clinics as a slow start to ease into the program. Amy presented the Baby Box to the board. It consisted of a starter kit including a certificate, diapers, a thin mattress pad, and the box itself which is where the infant will safely sleep. Amy will update HCEC on the launch class date and time. Ms. Spoerle is not asking HCESD-1 for funds, she is receiving mostly grants at this time, but will see how the program evolves over time and will assess in the future.

6. **Open Comments from the Board of Commissioners:** None.
7. **Review and possibly approve all Meeting Minutes:** Wilson Orr made a motion to approve all Meeting Minutes. Seconded by Fred Scibuola. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** The group discussed the lightening round class they attended. They all agreed that it was extremely informative and the members felt it was very well organized and beneficial.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.

10. **Report from Building Committee:** Richard Vestewig noted that he attended a presentation last week for the design of the building as well as the initial prices. Due to costs and continual changes, the Building Committee decided not to have a presentation today. They are hoping to reduce costs and will present after changes are made within the next couple of weeks.
11. **Possible action on Building Committee report:** None.
12. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Jeremy Hyde read the Morton Accounting Services' monthly report as follows; At the beginning of June, Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$14,600,379. During the month of May, HCESD No 1 received \$185,124 in revenue – the majority of which came from Tax Deposits from Harris County. HCESD No 1 processed \$1,357,241 in disbursements during the month. 90% of this balance is a payment to HCEC for the monthly invoice related to Contract Revenue (\$988,812) and the payoff of the Wells Fargo Loan (\$239,300). The ending balance as of June 30, 2017 is \$13,428,262. The invoices pending board approval total \$746,668. Mr. Hyde added that there should be approximately \$4.2 million left by the end of the year which is similar to the previous year. Fred Scibuola made a motion to authorize payment of bills. Richard Vestewig seconded. Motion carried.
13. **Possible action on The Morton Accounting Services' monthly report:** None.
14. **Harris County Emergency Corps Report:** Mr. Hyde presented the HCEC report to the board and discussed the recent meeting that took place to revise Harris County Emergency Corps' 5 year strategic plan. The Director's would like to be at the next Board of Commissioners meeting to present their goals to the board. The meeting will be lengthy due to the additional speakers.
15. **Possible action on Harris County Emergency Corps Report:** None.
16. **Discuss and possibly approve architecture drawings for EMS stations 92 and 94:** Tabled.
17. **Discuss and possibly approve land purchase from Harris County ESD #10:** Tabled.
18. **Discuss and possibly approve Interlocal Agreement for communications Interoperability:** Mr. Hyde stated that the new software will allow the CAD system to link up with surrounding areas. There is no cost to the Board. Harris County Emergency Corps will be covering startup costs that are not covered by the grant received and will cover annual costs for the maintenance as well. Fred Scibuola made a motion to approve the Interlocal Agreement for the development and deployment of a CAD to CAD interoperability dispatch linking platform. Wilson Orr seconded. Motion carried.
19. **Adjourn to closed session:** None.
20. **Possible action on closed session:** None.
21. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Wednesday, August 30, 2017 at 3:30 pm.
22. **Adjourn:** Fred Scibuola made a motion to adjourn. Wilson Orr seconded. Motion carried. Meeting adjourned at 9:56 am.



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

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – August 30, 2017**

1. **Call to Order:** Meeting canceled due to lack of quorum caused by Hurricane Harvey.



HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – September 21, 2017

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

on 10/17/17 (Date)

[Signature] President of ESD-1
[Signature] Secretary of ESD-1

1. **Call to Order:** Shirley Reed called the meeting to order at 9:03 am.
2. **Moment of Silence and Pledge of Allegiance:** Shirley Reed called for a moment of silence at 9:04 am and followed with 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, CPA Melissa Morton of The Morton Accounting Services (TMAS) along with Legal Counsel Caryn Papantonakis. Also present were Joby Copley with Joiner Architects, Amos Byington and Mitchell Lam with AGCM, and Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Operations Heath White, VP of Administration, Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. *Cathy Sunday attended via phone.*
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Seconded by Wilson Orr. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** None.
7. **Review and possibly approve all Meeting Minutes:** Wilson Orr made a motion to approve all Meeting Minutes. Seconded by Fred Scibuola. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** None.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** None.
11. **Possible action on Building Committee report:** None.
12. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton gave the report as follows: At the beginning of July, the Harris County Emergency Services District No 1 beginning operating fund was \$13,428,262. During the months of July and August, HCESD No 1 received \$134,322 in revenue, the majority which came from tax deposits from Harris County. HCESD No 1 processed \$746,691 in disbursements during the month. 92% of the balance was a payment to Harris County Emergency Corps for the monthly invoice related to contract revenue which was \$687,907. The ending balance as of August 31, 2017 is \$12,815,893. Caryn stated that based on the date that they received the tax rolls, it will need to be approved by October 20, 2017, and the next meeting will need to be prior. Melissa inquired that the effective tax rate of .098 is the lowest rate with the highest being .1065. She suggested keeping it at 10 cents. The notice in the paper needs to be made, a hearing will follow 10 days later. October 5, 2017 will be the first hearing and October 12, 2017 will be the second hearing and the board meeting will follow to adopt the rate on October 17, 2017 at 9:00 am. Fred Scibuola made a motion to approve The Morton Accounting Services' monthly report and authorize the payment of bills. Seconded by Richard Vestewig. Motion carried.

13. **Possible action on The Morton Accounting Services' monthly report:** None.
14. **Discuss and possibly approve HCESD Budget:** Ms. Morton stated the estimated beginning balance of approximately \$5 million will carry forward. HCEC has not changed. Melissa discussed the budget with the board. The ending balance is approximately \$3.8 million. Cathy Sunday wanted to be sure the budget would cover the commissioners to attend EMS on the Hill in March or April. Melissa said the budget came in under last year in that category. Travel and lodging can be increased to \$15,000 per Melissa. There has not been a fee to attend in the past but Melissa said that would be covered under dues and fees which has a budget of \$7000 that has been untouched. Travel and Meetings category needs to be increased to \$15,000 per Mr. Scibuola, Melissa said she will get that completed. Motion to approve the budget as revised was made by Fred Scibuola. Seconded by Richard Vestewig. Motion carried.
15. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 1565 911 calls this month, down from 1572 in the previous month. Response time is 8:52.
 - HCEC made excellent preparation for Hurricane Harvey and those efforts paid off. The building was on generator power for approximately 4 days and it worked flawlessly. There was plenty of fuel, food, and personnel.
 - HCEC is filing a FEMA claim to reduce the financial impact of the storm. The estimated costs were nearly \$100,000 in excess payroll and expenses occurred as a result of the storm.
 - HCEC is pricing options for patient cardiac monitors and upgraded stretcher systems in the remaining units. The current monitors were discontinued earlier in the year.
 - The 2016 HCEC annual report has been submitted for review.
16. **Possible action on Harris County Emergency Corps Report:** A motion was made to approve the FEMA reimbursement by Fred Scibuola. Seconded by Richard Vestewig. Motion carried.
17. **Discuss and possibly approve architecture drawings for EMS stations 92 and 94:** Joiner presented a packet with the architecture drawings to the board for review. Answers to questions and changes to the drawings were addressed and are as follows: The ambulance bay was changed to increase the depth of the space, a total of 32'. Windows and overhead doors are hurricane rated which includes 120mph wind load (average is 90mph). Sound proofing will be in the Day room and anywhere near dorms. Security camera views on the building can be seen on any PC. Mr. Orr recommended increasing shelving in the kitchen pantry and having the door swing out instead of in to help with storage space. The Day room was carpeted per the plans but Mr. Hyde asked that the entire area be LVT like the kitchen. Mrs. Keir Vernon recommended sound proofing in station 94 multipurpose room to help with the call center noise. It was agreed that all those changes would be made. Fred Scibuola made a motion to approve the architecture drawings with the changes discussed. Seconded by Wilson Orr. Motion carried.
18. **Discuss and possibly approve land purchase from Harris County ESD #10:** Tabled.
19. **Adjourn to closed session:** None.
20. **Possible action on closed session:** None.
21. **Announce next board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, October 17, 2017 at 9:00 am.
22. **Adjourn:** Fred Scibuola made a motion to adjourn. Wilson Orr seconded. Motion carried. Meeting adjourned at 10:58 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
SPECIAL MEETING – PUBLIC HEARING
MINUTES – October 05, 2017**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:00 am.
2. **Invocation:** None.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola and Assistant Treasurer Wilson Orr. Also present was Harris County Emergency Corps (HCEC) President Jeremy Hyde.
4. **Adoption of Agenda:** Wilson Orr made a motion to adopt the agenda as presented. Motion seconded by Fred Scibuola. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** None.
7. **Adjourn:** Wilson Orr made a motion to adjourn. Shirley Reed seconded. Motion carried. Meeting adjourned at 9:15 am.

APPROVED

Document approved by Harris County ESD-1

Board of Commissioners

By a Majority Vote

on 10/15/17 (Date)


President of ESD-1


Secretary of ESD-1



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – October 17, 2017**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:01 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for the Pledge of Allegiance at 9:02 am. and followed with a moment of silence.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola, and Secretary Richard Vestewig, along with Legal Counsel Caryn Papantonakis. Asst. Treasurer Wilson Orr and CPA Melissa Morton of The Morton Accounting Services (TMAS) were not present. Also present were Harris County ESD #10 personnel: Chief Bryan Harris, President Mark Tucker, Heather Schwalbech, and Harris County Emergency Corps (HCEC) personnel: VP of Operations Heath White, VP of Administration, Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Seconded by Richard Vestewig. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Shirley Reed mentioned some upcoming events as follows: December 11, 2017 at the MO Campbell center from 10:00 am. to 2:00 pm. They will be honoring all pioneers of Aldine. Anyone age 60 and over are welcomed to attend. The children will be serving and gifts will be provided. December 16, 2017 will be the giveaway for the community at HCEC. US Foods will be providing turkeys and ham again and there will be donations provided from others. October 28, 2017 is the Fall Fest event at East Aldine Management District from 10:00 am. to 1:00 pm. Volunteers are welcomed. Fred Scibuola publicly thanked Chief Bryan Harris and his staff for the National Night Out event.
7. **Review and possibly approve all Meeting Minutes:** Shirley Reed made a correction to the meeting minutes. Cathy Sunday was present via telephone at the meeting on September 21, 2017 and not present in the room. Motion made by Fred Scibuola to approve all meeting minutes as amended. Seconded by Shirley Reed. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** None.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** Cathy Sunday stated that there has been no new actions since the Building Committee met last time, only waiting on the purchase of the property.
11. **Possible action on Building Committee report:** None.

APPROVED

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

On 11/28/17 (Date)


President of ESD-1


Secretary of ESD-1

info@hcesd-1.org

Phone: 281-449-3131

Fax: 281-227-3335

12. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Fred Scibuola gave the accounting report as follows: At the beginning of September, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$12,815,893. During the months of September, HCESD No 1 received \$31,617 in revenue – the majority of which came from Tax Deposits from Harris County. HCESD No 1 processed \$2,108,799 in disbursements during the month. 91% of this balance is a payment to HCEC for the monthly invoice related to Contract Revenue (\$1,911,573) for August and September. The ending balance as of September 30, 2017 is \$10,738,710. The invoices pending board approval total \$895,308 plus the additional check of \$3000 for a total of \$898,308. The current account balance as of October 16, 2017 is \$10,749,112 and after the current payments there will be \$9,850,804 remaining. Motion to approve The Morton Accounting Services' monthly report was made by Fred Scibuola. Seconded by Richard Vestewig. Motion Carried.
13. **Possible action on The Morton Accounting Services' monthly report:** Richard Vestewig made a motion to authorize the payment of bills. Seconded by Shirley Reed. Motion carried.
14. **Discuss and possibly approve Resolution adopting tax rate:** After discussion, a motion made to approve the Resolution adopting tax rate by Richard Vestewig. Seconded by Shirley Reed. Motion carried.
15. **Harris County Emergency Corps Report:** HCEC report was given by Mr. White as follows:
 - HCEC responded to 1509 911 calls this month, down from 1565 in the previous month. Response time is 7:55.
 - HCEC had a successful case review this month. Interesting and/or difficult EMS medical cases are presented by the medics that were on the call.
 - The Admin staff had CPR training on 10/13/2017.
 - HCEC is upgrading all of its network infrastructure to ensure we have the latest technology to keep our data secure and to continue our reliability.
 - HCEC is changing email servers on 10/23/2017. We are migrating to the Office 365 hosted platform.
 - HCEC is evaluating new cardiac monitors in October. The two main brands are Zoll and Physio. We are doing field tests on both.
 - The logistics room is undergoing a reorganization. Please pardon the dust while we improve.
 - HCEC is migrating to the Voya retirement platform away from Mass Mutual. This will result in reduced fees for the plan holders and HCEC.
 - HCEC renewed its health insurance this year with only a 3% increase in premium. We will realize a much higher bill than last year because of the dependent coverage. Our agent cautioned us that next year we will see a 25%+ increase in premiums.
 - HCEC had a non-fault crash on 9/21/2017 in ambulance #1304 with minor injuries to one patient and our Paramedic driver. Our Paramedic was the only occupant of the ambulance and was driving it to HQ for maintenance. A driver struck the ambulance in the rear quarter panel causing the unit to turn over on its side. We anticipate that insurance will total the unit.
16. **Possible action on Harris County Emergency Corps Report:** None.

17. **Discuss and possibly approve land purchase from Harris County ESD #10:** Chief Bryan Harris said that Harris County ESD #10 has come up with an equitable way to share the cost of the property that HCEC will be using. Right now HCEC has ½ acre but needs 1 ½ acres. They came up with a division of costs to work for everyone. Ms. Heather Schwalbech presented the numbers which reflect the handout provided to the members of the Board which are as follows: 4.098 acres were purchased by ESD #10 for \$847,917 (\$206,910 per acre or \$103,455 per half acre). ESD 1 needs one acre and is already providing half an acre to ESD #10 so ESD 1 is only charged for the ½ acre it needs from the ESD #10 tract which is a cost of \$103,455. Additionally, ESD 1 seeks to gain an additional 10,000 sq. ft. from the second Kane transaction being finalized now which results in an additional cost of \$70,000 (.23 acres/ 10,000 sq. ft. at \$7.00/sq. ft.) The total owed from ESD 1 for the 1.23 acres comes in at \$173,000. The cost of the detention pond is \$475,675 which is a shared cost with ESD 10, ESD 1 would be given 30.65% of the pond for the usage difference which brings the ESD 1 cost to \$145,794. Therefore, ESD 1's total responsibility for the land costs at Old Humble Road will total \$318,794. ESD 1 is also purchasing ½ the Woodland Hills property which totals 3.96 acres. The cost is \$3.50 a sq. ft. totaling \$300,113.98. ESD 1 will incur some costs for permitting, construction, and other similar related costs bringing the total responsibility for the land at the Woodland Hills property at \$300,134. The Woodland Hills property has already passed permitting. Chief Harris explained that there will be no closing costs and will be an even swap between lawyers. There will be other expenses and ESD 1 will capture all of the soft costs during building and will be billed by ESD 10. Tabled.
18. **Discuss items related to annual Interbelt Business Owners Association meeting:** Cathy Sunday reported that that the Interbelt Business Owners Association refused to do an audit upon request. They have never been audited in the past. They keep about \$4000 in the bank. Since they are charging us for two properties, Ms. Sunday feels strongly about wanting to see an audit, she said. Caryn Papantonakis stated that they may not be required to provide an audit. Ms. Papantonakis will look into it to get more information and asked that Cathy forward her the financials. Cathy will also send an email to the board members for the next meeting date and time so that they may attend.
19. **Discuss items related to new laws affecting ESDs in Texas:** Mark Smith did not see anything alarming in the new laws. Board members can now receive \$150 per day for working, up to \$7200 annually, and it went into effect on September 1, 2017. This will not include minor duties such as signing checks in which it doesn't take much time to complete.
20. **Adjourn to closed session:** None.
21. **Possible action on closed session:** None.
22. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, November 28, 2017 at 9:00 am.
23. **Adjourn:** Richard Vestewig made a motion to adjourn. Shirley Reed seconded. Motion carried. Meeting adjourned at 10:19 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – October 25, 2017**

1. **Call to Order:** Shirley Reed called the meeting to order at 9:01 am.
2. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners, Vice President Shirley Reed, Treasurer Fred Scibuola, and Asst. Treasurer Wilson Orr. Absent were President Cathy Sunday, Secretary Richard Vestewig, and Legal Counsel Caryn Papantanakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Operations Heath White, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith.
3. **Invocation:** None.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Seconded by Wilson Orr. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** None
7. **Discuss and possibly approve resolution to adopt annual limit on fees for office of Commissioners pursuant to Texas Water Code Section 49.060:** Fred Scibuola made a motion to approve resolution to adopt annual limit on fees for office of Commissioners pursuant to Texas Water Code Section 49.060 up to, and not exceeding, \$7200 per year. Seconded by Wilson Orr. Motion carried.
8. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, November 28, 2017 at 9:00 am.
9. **Adjourn:** Fred Scibuola made a motion to adjourn. Wilson Orr seconded. Motion carried. Meeting adjourned at 9:11 am.

APPROVED

Document approved by Harris County ESD-1

Board of Commissioners

By a Majority Vote

on 11/28/17 (Date)


President of ESD-1


Secretary of ESD-1



HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – November 28, 2017

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

11/29/17 (Date)
Shirley Reed
President of ESD-1 Secretary of ESD-1

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:07 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence and followed with the Pledge of Allegiance 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, Treasurer Fred Scibuola, Asst. Treasurer Wilson Orr, and CPA Melissa Morton of The Morton Accounting Services (TMAS) along with Legal Counsel Caryn Papantonakis. Treasurer Richard Vestewig was not present. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Operations Heath White, VP of Administration, Keir Vernon, and Executive Administrative Asst. Michelle Sterling. Legal Counsel Mark Smith was not present.
4. **Adoption of Agenda:** #14 will be tabled. Fred Scibuola made a motion to adopt the agenda as amended. Seconded by Wilson Orr. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Shirley Reed invited everyone on December 11, 2017 at the M.O. Campbell center from 10:00 am. to 1:00 pm. Ages 60 and over are welcomed to attend. The event involves Grandparents Raising Grandchildren, the PTA, and Harris County Emergency Corps and will be held at 1865 Aldine Bender Rd. Houston, TX 77032.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all Meeting Minutes was made by Fred Scibuola. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** None.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** None.
11. **Possible action on Building Committee report:** None.
12. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton stated that at the beginning of October, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$10,738,802. During the month of October, HCESD No 1 received \$10,689 in revenue – the majority of which came from Tax Deposits from Harris County. HCESD No 1 processed \$901,919 in disbursements during the month. 92% of this balance is a payment to HCEC for the monthly invoice related to Contract Revenue (\$830,029) for October. The ending balance as of October 31, 2017 is \$9,847,572. The invoices pending board approval total \$973,005. The current balance as of 11/20/2017 is \$9,922,603 and after the current payments there will be \$8,949,598 remaining. Ms. Morton received an invoice from Joiner from Mr. Hyde in the amount of \$48,969.00 that will need to be added to the bills.

Melissa will be making amendments to the budget. The 2018 budget change will be available at the next meeting. Melissa says she hopes that the Houston Chronicle's bill will change in the future once they acquire the new company they have purchased and taken over. Keir Vernon confirmed that the Chronicle has purchased HCN (Houston Community Newspaper). A motion was made by Fred Scibuola 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. **Discuss and possibly approve Amending HCESD1 Budget for 2018:** Tabled.
15. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 1509 911 calls this month, down from 1565 in the previous month. Response time is 7:55.
 - HCEC is preparing for our CAAS re-accreditation review on December ~~14~~¹⁴ and 15. *CP*
 - HCEC is hosting community groups at our building throughout December related to the Christmas needs of the needy and elderly of our community.
 - HCEC is evaluating new cardiac monitors following the news that our current monitors are discontinued and past its service date.
 - The Clinical Services Department is preparing for Trimester CE during the first week of December. All of our clinical staff is required to attend these education sessions.
 - HCEC sent representatives to the American Ambulance Association, the Texas EMS Conference, and EMS World Expo in the last month.
 - The logistics was reconfigured last month to reduce shrinkage and streamline our supply handling process.
 - Dr. Decker has been certified as a Board Certified EMS physician.
 - Mr. Hyde passed out a copy of the HCEC 2018 Budget for review.
 - HCEC annual Christmas Party will be held on December 6, 2017 from 6 pm – 10 pm at Showbiz Cinema at the Fallbrook location. Commissioners will be receiving invites per Keir Vernon. Guests to bring unwrapped gifts for any age group for donations.
16. **Possible action on Harris County Emergency Corps Report:** None.
17. **Discuss and possibly approve purchase of auto-load stretchers:** Mr. Hyde presented the new Stryker auto-load stretchers to the Board. He noted that they have an expandable patient surface for obese patients as well as arm rests. After thorough review and research, the Stryker auto-load was chosen after field testing as well as by patient feedback. The service warranty is 2 years. Frazier agreed that no warranty starts until the stretcher is installed/mounted. There are two options for purchase as follows: A cash payment of \$619,371.88 or a 2%- 5 year payout which results in an additional \$20,000.00. After deliberation, it was decided that cash would be the best option. Ms. Morton will adjust the 2018 budget to include this purchase as Mr. Hyde pointed out that these will not be shipped and invoiced until 2018. Fred Scibuola made a motion to approve the purchase, in the amount of \$619,371.88, of auto-load stretchers. Motion carried.
18. **Discuss and possibly approve land purchase from Harris County ESD #10:** Tabled.
19. **Adjourn to closed session:** None.
20. **Possible action on closed session:** None.
21. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, December 19, 2017 at 9:00 am.
22. **Adjourn:** Fred Scibuola made a motion to adjourn. Shirley Reed seconded. Motion carried. Meeting adjourned at 10:11 am.