



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – December 19, 2017**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:13 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 9:14 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 via phone along with Legal Counsel Caryn Papantonakis. Secretary 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 along with Legal Counsel Mark Smith and attorney Regina Adams with Radcliffe, Bobbitt, Adams, & Polley.
4. **Adoption of Agenda:** Shirley Reed made a motion to adopt the agenda as presented. Seconded by Fred Scibuola. Motion carried.
5. **Open Forum:** Mr. Jeremy Hyde made the board aware that Cathy Sunday was published in the Safe-D newsletter.
6. **Open Comments from the Board of Commissioners:** Fred Scibuola gave congratulations to Harris County Emergency Corps for the CAAS reaccreditation. He stated that it's a pleasure to be a part of an organization that takes care of its people and the business. Shirley Reed said there were 600 senior citizens on December 11th at the M.O. Campbell center and half were our clients. She noted that nothing negative was spoken about the organization (HCEC). In addition, HCEC transported her daughter and the crew was fantastic. Ashley in dispatch did an outstanding job calming everyone down to be able to provide the information needed. Her daughter is still waiting for results and is extremely sick. Heath White announced that CAAS members were also on that call with HCEC and they were very complementary on how the call was handled. Cathy Sunday saw an article from EMS World talking about ultrasounds. Cathy is looking forward to when that can be offered by HCEC as a part of their services. Mr. Hyde stated that HCEC have two ultrasounds and will be rolling those out for service in the future as there is specialized training for them.
7. **Review and possibly approve all Meeting Minutes:** Mr. Wilson Orr made a correction to a typo that the CAAS review was on December 14th and 15th. Motion to approve all Meeting Minutes as amended was made by Fred Scibuola. Seconded by Shirley Reed. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** Cathy Sunday announced that Safe-D is coming up. Hotel rooms and registration need to be made. Dates are February 22nd-24th in Galveston. Cathy suggested getting hotel rooms for everyone and drop what is not needed. Keir Vernon suggested Best Western at a rate of \$119.00 per night. Cathy needs to know if extra tickets are needed for spouses and attendees are to contact her and let her know.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** Tabled.

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

1/30/18 (Date)

President of ESD-1 Secretary of ESD-1

11. **Possible action on Building Committee report:** Tabled.
12. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Fred Scibuola gave the report as follows: The beginning of November, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$9,847,572. During the month of November, HCESD No 1 received \$233,470 in revenue – the majority of which came from Tax Deposits from Harris County. HCESD No 1 processed \$1,022,053 in disbursements during the month. 89% of this balance is a payment to HCEC for the monthly invoice related to Contract Revenue (\$905,971) for November. The ending balance as of November 30, 2017 is \$9,847,572. The invoices pending board approval total \$973,005. The current balance as of 11/20/2017 is \$9,058,989. The invoices pending board approval total \$80,595. The current account balance as of 12/15/2017 is \$9,537,510 and after the current payments there will be \$9,456,915 remaining. Cathy Sunday contacted Melissa about the tax payments and possible over-payment. She is waiting to hear back from her but it appears that we have not been overpaid and continue to dispense information. A motion was made to approve The Morton Accounting Services' monthly report and authorize payment of bills was made by Fred Scibuola. Seconded by Shirley Reed. Motion carried.
13. **Possible action on The Morton Accounting Services' monthly report:** None.
14. **Discuss and possibly approve Amending HCESD1 Budget for 2018:** Caryn Papantonakis presented the amended budget for 2018. The following changes were made; Medical Equipment expense was changed to \$916,200. Commissioner reimbursement was increased to \$36,000. Loan Pay down was added for \$354,000. Travel & meetings, conference, and lodging were evened out at \$3000.00 each. Motion to approve the Amended HCESD1 Budget for 2018 was made by Fred Scibuola. Motion carried.
15. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 1606 911 calls this month, down from 1629 in the previous month. Response time is 8:25.
 - CAAS re-accreditation visit was December 14th and 15th. The committee stated that HCEC was one of the most compliant services they have visited. They were highly impressed with the building- appearance, cleanliness, and setup. They were equally impressed with the delivery of our HR docs and employee surveys.
 - HCEC is hosting community groups at our building throughout December related to the Christmas needs of the needy and elderly of our community.
 - HCEC distributed holiday bonuses on December 15th. Our employees expressed appreciation to the board.
 - 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.
 - Ambulance Failures: 6 (0 during response/patient care)
 - Fleet Accident: 2 Non-Fault, minor damage (Unit 1501, 1302)

Keir Vernon said that the auditors were appreciative that all of the documents were handed over in a timely manner. Heath White felt that they spent a lot of their time fact-finding and taking in information they could use in other facilities. HCEC has embraced this culture and preparation was much simpler this time around.
16. **Possible action on Harris County Emergency Corps Report:** None.
17. **Discuss and possibly approve land purchase from Harris County ESD #10:** Caryn Papantonakis spoke with the attorney a couple weeks ago and just received the draft late yesterday evening and has not had ample time to fully review it. She needs to contact them regarding some missing information on it as well.

18. **Adjourn to closed session:** No action on closed session.
19. **Possible action on closed session:** None.
20. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, January 30, 2017 at 9:00 am.
21. **Adjourn:** Fred Scibuola made a motion to adjourn. Shirley Reed seconded. Motion carried. Meeting adjourned at 10:42 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – January 30, 2018**

APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 2/27/18 (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 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, and Secretary Richard Vestewig along with Legal Counsel Caryn Papantonakis. Asst. Treasurer Wilson Orr 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 along with Legal Counsel Mark Smith and attorney Regina Adams with Radcliffe, Bobbitt, Adams, & Polley.
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 announced that Wilson Orr had his 40th birthday yesterday. Cathy Sunday made hotel reservations for Safe-D conference.
6. **Open Comments from the Board of Commissioners:** Fred Scibuola has recently been on a couple of ride-alongs with HCEC supervisors. He was very impressed and commented how professional everyone was. He was able to see a Stryker stretcher in use and complimented about how great it was.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve Meeting Minutes as presented made by Fred Scibuola. Seconded by Richard Vestewig. 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:** Jeremy Hyde stated that a building committee meeting will be held in the near future as the construction documents are almost completed. Estimated completion is after February 14th and will be presented to the Board.
11. **Possible action on Building Committee report:** None.
12. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** The Morton Accounting Services' monthly report was presented to the board and reads as follows: At the beginning of November, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$9,058,989. During the month of November, HCESD No 1 received \$3,706,055 in revenue – the majority of which came from Tax Deposits from Harris County. HCESD No 1 processed \$1,106,493 in disbursements during the month. 92% of this balance is a payment to HCEC for the monthly invoice related to Contract Revenue (\$1,016,836) for December. The ending balance as of December 31, 2017 is \$11,658,551. The invoices pending board approval total \$1,401,194. The current account balance as of 1/29/2018 is \$15,419,223 and after the current payments there will be \$14,018,029 remaining. Keir Vernon made a

correction to the Morton Accounting monthly report as follows: 92% of this balance is a payment to HCEC for the monthly invoice related to Contract Revenue (\$1,016,836) for November. The report stated that amount was for December which is incorrect. Fred Scibuola made a motion to approve the monthly report with corrections and to authorize payment of bills. Shirley Reed seconded. Motion carried.

13. **Possible action on The Morton Accounting Services' monthly report:** None.
14. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 1721 911 calls this month, up from 1606 in the previous month. Response time is 8:26.
 - HCEC is working on closing out end of year financials. Our complete financials will be available at the February meeting.
 - HCEC is hiring a part-time PR person to help with community events.
 - HCEC is in the process of evaluating new cardiac monitors. These not only defibrillate patients but also take most of the vital signs in the field and diagnose other heart abnormalities.
 - HCEC received the new Stryker auto-load stretcher systems and they are being installed currently, one unit at a time at Frazer.
 - Ambulance Failures: 6 (1 during response/patient care)
 - Fleet Accident: 1 HCEC-Fault, minor damage (Unit 1503)
15. **Possible action on Harris County Emergency Corps Report:** None.
16. **Discuss and possibly approve purchase of cardiac monitors:** Tabled.
17. **Discuss and possibly approve land purchase from Harris County ESD #10:** Caryn Papantonakis received the updated version of the contract late last night and needs additional time to review and make minor changes which were previously discussed. Jeremy noted that the Old Humble property is the land that is being purchased from Harris County ESD #10 and the total amount is \$523,711. The property titled 94 is the station we currently own that we will give back to joint ownership, conveying that to them at \$200.00. The 94 crew will stay in current station until new building is completed. The Woodland Hills property is the property that needs to be secured for future plans. The total cost is \$353,300. Ms. Papantonakis is waiting on additional information for the contracts and would like the purchase amounts to be approved today. Shirley Reed made a motion to approve the Old Humble purchase and sale agreement for \$523,711, the Woodland Hills purchase and sale agreement for \$353,300, and the 94 purchase and sale agreement for \$200 as well as giving Ms. Papantonakis the authority to negotiate the final details and sign for the properties. Seconded by Fred Scibuola. Motion carried.
18. **Adjourn to closed session:** None
19. **Possible action on closed session:** None.
20. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, February 27, 2018 at 9:00 am.
21. **Adjourn:** Fred Scibuola made a motion to adjourn. Richard Vestewig seconded. Motion carried. Meeting adjourned at 9:52 am.



HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES – February 27, 2018

APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 3/27/18 (Date)

1. **Call to Order:** Shirley Reed called the meeting to order at 9:04 am. *9:04* *President of ESD-1*
2. **Moment of Silence and Pledge of Allegiance:** Shirley Reed called for a moment of silence and followed with the Pledge of Allegiance at 9:02 am. *9:02* *Secretary of ESD-1*
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 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, Public Relations Coordinator, Elliot Chong, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith and attorney Rita Rodriguez with Radcliffe, Bobbitt, Adams, & Polley. *9:04*
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Seconded by Richard Vestewig. Motion carried.
5. **Open Forum:** Keir Vernon introduced Elliot Chong as HCEC's new Public Relations Coordinator. Mr. Chong stated that he moved here from Denver and had worked for a youth program non-profit. He is originally from Louisiana. He has had partnerships with the EMS industry in his past position and looks forward to developing a better understanding as he services HCEC.
6. **Open Comments from the Board of Commissioners:** Richard Vestewig reminded the Board that the Safe-D meeting was last weekend and spoke of upcoming actions of legislation and reported that he'd like a report every other month from Caryn Papantonakis and Mark Smith. Mr. Smith spoke to Alvin College and needs to follow up about giving classes. He recommended speaking to Lone Star College as well. Cathy Sunday discussed what she learned at the Safe-D meeting with emphasis on the fact that we would fall under the law that governs special districts but we would need special language to state rights and authorities.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve Meeting Minutes as presented made by Fred Scibuola. Seconded by Richard Vestewig. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** Shirley Reed announced the upcoming Community CPR class, it will be in the paper next week and will run into April. The scheduled date of the CPR class is on Saturday, April 21st, at HCEC headquarters (Aldine Bender location).
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** Jeremy Hyde noted that he recently did a 100% document review. There were several changes made during the review and those changes will be made on the final documents. An update and timeline was emailed to the Board. The cost estimates will be at the next Building Committee Meeting. AGCM emailed Mr. Hyde and stated that they spent much more time than allotted on the design process and there will be an increase in charges for that.
11. **Possible action on Building Committee report:** None.

12. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** The Morton Accounting Services' monthly report was presented to the board by Fred Scibuola. Keir Vernon made the board aware that the report was incorrect. Mr. Hyde has already spoken to Melissa regarding the report and it will be amended and she will also send the blank checks that were requested. The following information is accurate: The invoices pending approval total \$1,279,166. The current account balance as of 2/26/2018 is \$20,655,037 and after the current payments there will be \$19,375,871 remaining. Mrs. Papantonakis noted that signatures are needed to engage audit. Fred Scibuola made a motion to approve the same CRI Audit and to 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:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 1761 911 calls this month, up from 1721 in the previous month. Response time is 8:45.
 - HCEC received the first Stryker auto-load stretcher systems and the first units are already being installed. Frazer will install approximately 2 units per month until they are complete.
 - HCEC will participate in the Gathering of the Eagles conference next week where EMS professionals get updated on the latest prehospital medical advancements.
 - HCEC is in the process of hiring a new Community Health Paramedic. The interviews are ongoing.
 - HCEC is also adding some relief EMS supervisors as well as a part-time public relations person.
 - Ambulance Failures: 4 (2 during response/patient care)
 - Fleet Accident: 2 Fault (Unit 5315 minor, 1601 moderate)
15. **Possible action on Harris County Emergency Corps Report:** None.
16. **Discuss and possibly approve purchase of cardiac monitors:** The current monitors used at HCEC were discontinued and HCEC was able to sell them for \$5000 each. The new monitors that were being reviewed were Zoll and Physio. The monitor chosen, after lengthy testing and review, was Physio's monitor. Physio stated they would warranty all of our Physio equipment in the building for 6-10 years including stretchers and AED's. The bid for 47 cardiac monitors including accessories, 10 year warranty, 50 AED's, and back-end software is \$1,459,884.10. The service is just over \$1 million for 10 years. In house financing for 6 years at 0% interest. There will be a replacement of everything on the monitors (case, cords, etc.) at 5 years. The rollout of the new equipment will be April 16th. Payment schedule would be 6 payments of \$413,000 each year. Richard Vestewig made a motion to approve the purchase of the cardiac monitors. Motion carried.
17. **Discuss and possibly approve land purchase from Harris County ESD #10:** Caryn Papantonakis will be receiving the final papers soon and she will start the review process. They have agreed to use Mark Smith's company as the Title Company.
18. **Adjourn to closed session:**
19. **Possible action on closed session:** None.
20. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, March 27, 2018 at 9:00 am.
21. **Adjourn:** Fred Scibuola made a motion to adjourn. Richard Vestewig seconded. Motion carried. Meeting adjourned at 10:23 am.



HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – March 27, 2018

APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
4/24/18 (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 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 Secretary Richard Vestewig, Cassandra Robinson-Bacon with Morton Accounting along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Administration, Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith.
4. **Adoption of Agenda:** Richard Vestewig made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** The Board is invited to Open House on April 7th at Station #1. They just received a new Fire Truck and it will be there to see. The event is open to the Public as well.
6. **Open Comments from the Board of Commissioners:** A document was passed out to the Board from Texas CLASS. Mrs. Sunday suggested looking into the company. Mr. Scibuola will call Tony Sekaly from Texas CLASS to see if he will come to the next meeting and give a presentation. Mr. Wilson Orr asked for any important information or notes from the Safe-D meeting to be emailed to him for review as he was unable to attend.
7. **Review and possibly approve all Meeting Minutes:** Shirley Reed found an error on the time on Agenda #1 and Agenda #2. The meeting started at 9:02 and the Pledge of Allegiance started at 9:04. Motion to approve Meeting Minutes as amended made by Fred Scibuola. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** Mr. Jeremy Hyde provided a legislative document to the Board. It will continue to be a working document but there will likely not be many changes.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** Richard Vestewig said there was a phone meeting with AGCM recently discussing the near final plans. They did not find any major problems that need addressed. There is another meeting this Thursday and Joiner and AGCM will both be present. Mr. Vestewig is hoping to receive the documents to approve at that time. Mrs. Sunday brought documents and contacts for financing for Mr. Hyde to review.
11. **Possible action on Building Committee report:** None.
12. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** The Morton Accounting Services' monthly report was presented to the board by Ms. Robinson-Bacon and reads as follows: At the beginning of February, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$15,281,306. During the month of February, HCESD No 1 received \$5,652,528 in

revenue – the majority of which came from Tax Deposits from Harris County. HCESD No 1 processed \$1,285,828 in disbursements during the month. 87% of this balance is a payment to HCEC for the monthly invoice related to Contract Revenue (\$809,706) for February and to Stryker Medical for stretchers purchased (\$304,334). The ending balance as of February 26, 2018 is \$19,648,006. The invoices pending board approval total \$1,125,870. The current account balance as of 3/22/2018 is \$19,952,284 and after the current payments there will be \$18,826,414 remaining. Once that report was written, there have been three additional checks written, one to Shirley Reed for \$900, another to Fred Scibuola for \$900, and lastly a check to Chase for \$3,785.41. That brings the unpaid bill total to \$1,131,455.41 and the new ending balance in the account will be \$18,820,828.60. Shirley Reed made a motion to approve The Morton Accounting Services' report. Seconded by Richard Vestewig. Motion carried. Fred Scibuola made a motion to authorize the payment of bills. Shirley Reed seconded. Motion carried.

13. **Possible action on The Morton Accounting Services' monthly report:** None.
14. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 1487 911 calls this month, down from 1761 in the previous month. Response time is 8:40.
 - The Houston Open is this week in our district. HCEC covers event medicine for the golf tournament.
 - HCEC received the first of the Physio monitors. The training will be conducted with our staff at Trimester CE the week of April 9.
 - Participated in the Gathering of Eagles conference. There EMS professionals get updated on the latest prehospital medical advancements.
 - HCEC hired a new Community Health Paramedic, Corey Naranjo. Corey is a RN/Paramedic and will do a great job expanding our program.
 - HCEC is doing final interviews for relief supervisors
 - Ambulance Failures: 3 (0 during response/patient care)
 - Fleet Accident: 1 Non-Fault, 3 Fault (Unit 1503, 1502x2, 1302 all minor).
15. **Possible action on Harris County Emergency Corps Report:** None.
16. **Discuss and possibly approve land purchase from Harris County ESD #10:** Mrs. Caryn Papantonakis stated that Mark Smith's company will be the Title Company. Exhibits A and B were not included in the documents for review but they will be sent to Caryn along with the contract for final review. Fred Scibuola made a motion to approve both purchase sale agreements pending Caryn Papantonakis' receipt of documents and approval of exhibits. Seconded by Richard Vestewig. Motion carried.
17. **Discuss and possibly approve Request For Proposal for Building financing:** Mr. Hyde presented a document to the Board that was previously reviewed by Caryn Papantonakis and Melissa Morton. This would be a document that would be sent out to anyone who would potentially finance for us. The deadline for the bids will be April 19th. Two amendments will be made to the document, the deadline date which was originally on April 30th and also a change of phone and email contact for Jeremy Hyde. Melissa and Jeremy can review all applications and choose the top 3 for the Board to vote on. Fred Scibuola made a motion to approve Request For Proposal for Building financing. Richard Vestewig seconded. Motion carried.
18. **Adjourn to closed session:** Adjourned to closed session at 10:03 am.
19. **Possible action on closed session:** None.
20. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, April 24, 2018 at 9:00 am.
21. **Adjourn:** Fred Scibuola made a motion to adjourn. Richard Vestewig seconded. Motion carried. Meeting adjourned at 10:17 am.



HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
SPECIAL MEETING
MINUTES – April 5, 2018

APPROVED

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

on 4/24/18 (Date)
President of ESD-1 Secretary of ESD-1

1. **Call to Order:** Cathy Sunday called the meeting to order at 2:01 pm.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence and followed with the Pledge of Allegiance at 2:02 pm.
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 Guest Royce Sunday. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde and Executive Administrative Asst. Michelle Sterling along with Joby Copley of Joiner Architects and Spencer Clark and Ian Davis of AG/CM.
4. **Adoption of Agenda:** Fred Scibuola 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. **Discuss and possibly approve final architectural drawings for EMS Station 92 (Isom Rd.):** Mr. Jeremy Hyde announced that the Building Committee met last Thursday and reviewed plans in detail and felt comfortable with the plans after all questions were answered at that time. They verified a lot of the concerns with plumbing and septic systems. Mr. Joby Copley presented the advertisement draft to the Board for review. There will be a pre-bid meeting prior to answer contractor questions and review qualifications. They must be fully insured and bonded and it is required to include all subcontractors that they use in their qualifications. If the approval is completed today, it will move forward tomorrow, April 6th, and have the advertisement in by the weekend. The 24th of April will be the pre-bid meeting at 2:00 pm. May 1st at 2:00 pm will be the bid meeting. Richard Vestewig asked if negotiation is allowed with the contractor. Mr. Copley recommended after selecting a contractor it wouldn't be frowned upon if there were some negotiations if needed in certain areas. The Board will be able to see the scoring of all contractors and AG/CM and Joiner will bring the best valued contractor to the Board on May 8th. The contractor will provide us with a 1 year warranty. Motion made by Richard Vestewig to approve final architectural drawings for EMS Station 92. Seconded by Fred Scibuola. Motion carried.
8. **Discuss and possibly approve final architectural drawings for EMS Station 94 (Aldine Bender Rd.):** Motion to approve final architectural drawings for EMS Station 94 was made by Richard Vestewig. Seconded by Fred Scibuola. Motion carried.
9. **Discuss and possibly approve issuance and advertisement for RFP for general contractor for stations 92 and 94:** Motion to approve issuance and advertisement for RFP for general contractor for Stations 92 and 94 was made by Shirley Reed. Seconded by Fred Scibuola. Motion carried.
10. **Adjourn to closed session:** Adjourned to closed session at 2:41 pm.
11. **Possible action on closed session:** Motion was made by Shirley Reed to approve addendum #1 to the loan RFP to change the loan origination date to 05/18/2018 and add an option to defer loan payments for 6 months. Seconded by Richard Vestewig. Motion carried.

12. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, April 24, 2018 at 9:00 am.
13. **Adjourn:** Fred Scibuola made a motion to adjourn. Richard Vestewig seconded. Motion carried. Meeting adjourned at 2:46 pm.



HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – April 24, 2018

APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 4/30/18 (Date)
Ces *RW*
President of ESD-1 Secretary of ESD-1

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:05 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 9:06 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 (via telephone), Asst. Treasurer Wilson Orr, Melissa Morton and Cassandra Robinson-Bacon with 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, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Guests present were Tony Sekaly from Texas CLASS, Ian Davis with AG/CM, Landon Newton with Gov. Cap. Corp, and Alyssa Hill with Carr, Riggs, & Ingram (CRI).
4. **Adoption of Agenda:** Richard Vestewig made a motion to adopt the agenda as presented. Seconded by Fred Scibuola. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Fred Scibuola honored Barbara Bush in regards to her recent death.
7. **Presentation by Tony Sekaly of Texas CLASS regarding investment opportunities:** Tony Sekaly of Texas CLASS gave a presentation regarding investment opportunities. He had met Mr. Scibuola at the Safe-D conference in Galveston about a month and a half ago. He passed out current rate sheets to the members of the Board. There are seven different pools in the state of Texas, all of them compound daily and TX CLASS pays daily. Texas CLASS has been in existence for 19 years and they have ESD 8 and moving forward with twenty-five next week. TX CLASS is an overnight investment pool, if you put in \$100 today, you will be able to get all \$100 out tomorrow. He stated that they have over 650 clients statewide and manage over 8 billion dollars in these pools in Texas. They are an alternative to your bank with a higher return. Commercial paper is one option and an investment in Texas. The government pool is paying 1.67 today. You can wire funds or perform an ACH and money is sent out 3 times a day at 10:00 am, 12:00 pm, and 4:00 pm. TX CLASS is managed by a firm in Denver and only deal with public funds (schools, MUD, special districts, etc.). All information can be found on the website including rates and calculators. Ms. Morton has never dealt with TX CLASS but has other districts using the pools. The rates are much higher than the bank but she can try to negotiate rates with the bank to match them. Mr. Sekaly stated that there is no set amount that has to go into the fund and there is no cost to join. He recommends one pool for our size but noted that it can be a part of more than one if you'd like. No fees from TX CLASS when wiring funds but the bank may have their own charges. Ms. Morton said ACH are less costly through the bank. The steady rise in the yield is due to the feds raising rates, he explained. As short term rates go up, they will go up as well. Government pool was started over a year ago but the rates weren't up enough prior to that. Ms. Morton will check into this because we need to see if we are allowed to be in the prime. The advisors will alert if we need to move funds due to a decrease but their goal is to not have that happen. When the stock market drops, it does not affect us. The main affect would be Federal rates. He asked that the Board review it and consider. Texas CLASS has never had a problem from an audit (They had 3 separate audits with no hiccups).

8. **Review and possibly approve all Meeting Minutes:** Motion to approve Meeting Minutes as presented made by Fred Scibuola. Seconded by Shirley Reed. Motion carried.
9. **Report from Education for EMS Commissioner Working Group:** Shirley Reed announced that the Community CPR class was a success. There were some discussions of doing some things for the children of the community such as an explorer group.
10. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
11. **Report from Building Committee:** None.
12. **Possible action on Building Committee report:** None.
13. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** The Morton Accounting Services' monthly report was presented to the Board as follows: At the beginning of March, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$19,648,006. During the month of March, HCESD No 1 received \$369,505 in revenue – the majority of which came from Tax Deposits from Harris County. HCESD No 1 processed \$1,131,467 in disbursements during the month. 95% of this balance is a payment to HCEC for the monthly invoice related to Contract Revenue (\$755,297) for February and to Stryker Medical for stretchers purchased (\$315,037). The ending balance as of March 31, 2018 is \$18,886,045. The Operating expenses are a little high due to recent conferences. Contract services is on target except for outside contract. General Admin expenses reflects the insurance which is over budget but it is the annual expense. Quarterly expenses on target for HCAD and conference meetings are slightly high due to the EMS on the Hill conference. Spent 2.7 million this year out of the 17 million dollar budget. Motion to approve The Morton Accounting Services' monthly report and authorize payment of bills was made by Fred Scibuola. Seconded by Wilson Orr. Motion carried.
14. **Possible action on The Morton Accounting Services' monthly report:** None.
15. **Discuss and possibly approve Audit:** Ms. Alyssa Hill presented a copy of the draft audit in a packet for the Board to review. Overall the financial statements are consistent with prior years. If the Board chooses to go with TX CLASS there will be additional standard disclosures to go along with that in the future. There is a healthy cash balance. Capital assets were a net decrease due to new contracting. The Wells Fargo loan was paid off a year early. There was an increase in property taxes and no changes in lease revenues. There are disclosures regarding the Stryker agreement and the preliminary to purchase land with District #10 on page 19, note 12. The audit went very well, Ms. Morton provided everything they needed throughout the process. No audit adjustments during the audit. The final audit will be sent once approved. On page 12 of the draft the amount should be #393 and she will amend the final document to reflect these changes. Motion to approve the audit with changes was made by Fred Scibuola. Seconded by Shirley Reed. Motion carried.
16. **Discuss and possibly approve finance agreement for new EMS stations 92 and 94:** Ms. Morton is still waiting on Chase Bank to get information to her. Mr. Landon Newton said this transaction can be funded into any account. We would have access to 100% of the funds. May 18th is the closing date to move forward. He is an investment banking firm and gathered all the information, prepared the packet, and sent it to approximately 15-20 banks and then presented us with the best rates. Option 1 (15 year) and Option 2 (20 year) is with his fee included. Payoff can be made early on those options. Option 3 and 4 does not include his fees which would need to be paid direct to him at closing. He requires a bond council and tax opinion on this transaction and that cost will come out of his fees. True Interest Cost (TIC) shows his fee in as an interest rate. The entire amount will be wired to whatever checking account we give him and we will have full access to the funds to use as we need. Ms. Morton recommends Option 3 (15 year) with the \$70,000 up front to have the long term savings. Fred made a motion to Table the final decision pending Contract from Chase and approval on Option 3 until the special meeting on May 8th while waiting on Chase Bank. Motion carried.
17. **Discuss and possibly approve Lease Agreement between HCESD1 and HCEC:** Tabled until June meeting.

18. **Discuss and possibly approve contract amendment with AG/CM for construction management services:** Jeremy stated that AG/CM has been going above and beyond so the agreement reflects additional pay as well as moving some things from Joiner to them. Motion to approve contract amendments with AG/CM not to exceed the estimated amounts was made by Shirley Reed. Seconded by Fred Scibuola. Motion carried.
19. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Jeremy Hyde as follows:
 - HCEC responded to 1667 911 calls this month, up from 1487 in the previous month. Our response time is 8:37.
 - The Houston Open was held last month in our district. HCEC covered event medicine for the golf tournament.
 - HCEC conducted training for the Physio monitors during Trimester CE in early April. Our medic staff enjoyed as the training provided by the manufacturer. We expect to deploy the new monitors the week of May 7.
 - HCEC announce the promotions of new supervisors: Shaun Kirkdorffer, Marisol Puerto, Jennifer Pagel, and Drew Crutchfield.
 - Ambulance Failures: 3 (1 during response/patient care)
 - Fleet Accident: 2 Fault (Unit 1102, 5313 all minor)
20. **Harris County Emergency Corps Report:** None.
21. **Adjourn to closed session:** Adjourned to closed session at 10:29 am.
22. **Possible action on closed session:** None.
23. **Announce next Board Meeting:** The Regular Board of Commissioners meeting will be held on Wednesday, May 30 at 9:00 am at the DoubleTree Hotel on JFK.
24. **Adjourn:** Fred Scibuola made a motion to adjourn. Richard Vestewig seconded. Motion carried. Meeting adjourned at 10:40 am.





HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
SPECIAL MEETING
MINUTES – May 8, 2018

APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 5/30/18 (Date)
[Signature] *R 22*
President of ESD-1 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 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 Secretary Richard Vestewig along with Legal Counsel Caryn Papantonakis (via phone). 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 guest Regina Adams with Radcliffe, Bobbitt, Adams and Polley.
4. **Adoption of Agenda:** Fred Scibuola 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. **Discuss and possibly approve loan package for future stations 92 and 94:** Mr. Jeremy Hyde stated that all loan documents were together for \$6.2 million but the proposal amounts were much higher. It was suggested to approve up to \$7.2 million so that Mrs. Cathy Sunday can sign without needing an approval when the time comes. The deal expires May 28th but Mr. Hyde will have a number that's more firm by the 23rd.
8. **Discuss and possibly approve General Contractor for future stations 92 and 94:** Mr. Hyde announced that Joiner was on location last week with all of the Contractors for the bids. The bids were much higher than anticipated. A handout was provided to the Board showing Contractor's bids and Joiner's recommendation. Joiner's recommendation was the highest bidder. Mr. Hyde suggested looking into Construction Master's (the 2nd highest bidder) as we've had prior positive experiences with them on another project. Shirley Reed made a motion for Jeremy Hyde to move forward with Construction Masters to negotiate price. Fred Scibuola seconded. Motion carried.
9. **Discuss and possibly approve waiver of conflict of interest with attorneys Radcliffe, Bobbitt, Adams and Polley:** Regina prepared a conflict of interest letter for the Board. It's disclosing that she works for both entities. Fred Scibuola made a motion to approve the waiver of conflict of interest. Motion carried.
10. **Adjourn to closed session:** None.
11. **Possible action on closed session:** None.
12. **Announce next Board meeting:** A Special meeting will be held on May 23rd at 9:00 am.
13. **Adjourn:** Fred Scibuola made a motion to adjourn. Shirley Reed seconded. Motion carried. Meeting adjourned at 10:00 am.



HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
SPECIAL MEETING
MINUTES – May 23, 2018

APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 5/30/18 (Date)
 
President of ESD-1 Secretary of ESD-1

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:08 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 Secretary Richard Vestewig. 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 and Guests Landon Newton with Government Capital Corp, Joby Copley with Joiner, Spencer Clark with AG/CM, and Justin Davis with Construction Masters.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Richard Vestewig seconded. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** None
7. **Discuss and possibly approve loan package for future stations 92 and 94:** Mr. Landon Newton stated that he should receive Regina's tax opinion today. He has presented the final document and waiting on legal counsel before the transaction is closed. A revised and final proposal was passed out to the Board. The previous financed amount was \$6.2 million, the project amount increased to \$7 million. The 15 year term is a fixed rate at 30 payments of \$300,488 semi-annually. The transaction can be prepaid at any time with no fees or penalty. A 60 day notice is required in the event that payoff amount is early. Partial payments are allowed with a minimum of \$250,000 additional on payment dates only. No max amount limit. The Promissory Note may be prepaid in whole upon sixty day notice in writing to Lender by payment of the applicable "Early Redemption Value" set forth in Schedule A. Final document will be changed to say: The note will allow partial payment with a minimum of \$250,000 on any payment date. Page 4 of the Loan agreement – Article #9 was brought to attention by Fred Scibuola. After discussion, Mr. Mark Smith reviewed the Article and stated that the statement is proper and legal. Shirley made a motion to approve loan package for future stations 92 and 94. Fred Scibuola seconded. Motion carried.
8. **Discuss and possibly approve General Contractor for future stations 92 and 94:** Mr. Hyde stated that all the Contractor responses were received and were significantly over budget originally. In addition, there were some areas that were found that money could be saved by removing items and doing them at a later date. Number 5 on the handout will be removed. Number 7 regarding cabinets in dorms will be removed with approximately \$15,000 in savings. Number 11 regarding yellow jacket fans will be removed. Number 13 will be removed. Number 15 will have MC cables instead of conduit which is a cost savings. Piping CPVC will be a cost savings as well but no final number as of yet. Number 17 is up for negotiation because they are still researching the cost savings. Number 18 is removed. Number 19 is removed. Number 20 regarding duct work will be removed with approximately \$10,000 credit. Construction Masters substantial completion date is May 21st. Each day past the 21st that the project is not completed, Construction Masters would be subjected to \$2000 per day. There will be weather days included in the contract for unforeseen issues. Mr. Fred Scibuola would like Article 5 to be clarified. He feels the Contractor should be responsible for unforeseen issues and

not the owner (us) as we would not be at fault. Mr. Clark assured the Board that AG/CM would be there in the event of anything happening and will work amicably with Construction Masters to resolve. Mr. Copley said the verbiage is fairly common and also reminded the Board that there are funds set aside for unforeseen issues as well. Mr. Clark stated that the owner is at risk during a project because the fault cannot be held on Construction Masters, AG/CM, or Joiner. That is a risk that comes along with being the owner. Mark Smith stated that Article 8 regards to time. Contractor can ask for an extension of time if needed (due to nature or unforeseen issues) which concludes that we should not be penalized. Mr. Justin Davis stated that he's never went to the owner for additional money if the project was delayed 30 days. Fred Scibuola would like an attorney to edit the clause. Mr. Davis said he will turn in a schedule of values for each building between the 25th and 30th of the month and will go to AG/CM and Joiner to review. Page 6, Article 6.2 states that if we have a disagreement then arbitration will start if it cannot be settled in mediation. Mark Smith agrees that the verbiage is correct. The contract will be amended and Mark will review it more before signatures are completed.

9. **Adjourn to closed session:** None.
10. **Possible action on closed session:** None.
11. **Announce next Board meeting:** The Regular Board of Commissioner's meeting will be held on May 30 at 9:00 am at DoubleTree.
12. **Adjourn:** Shirley Reed made a motion to adjourn. Motion carried. Meeting adjourned at 10:52 am.



HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS

REGULAR MEETING
MINUTES – May 30, 2018

Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 6/26/18 (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 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, and Secretary Richard Vestewig along with Legal Counsel Caryn Papantonakis. Absent were Asst. Treasurer Wilson Orr. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Guests present were Joby Copley with Joiner, Spencer Clark and Marty Schmitt with AG/CM, Justin Davis with Construction Masters, and HCEC personnel: Keir Vernon, Shannon Burleson, Erin Matheson, Monty Northern, Cooper Lumsden, Chad Adam, Desiree Pierce, Tony Tuttoilmondo, Martin Douglas, Dr. Cameron Decker, Chivas Guillote, Amro Darwish, Mike Newman, and Elliot Chong.
4. **Adoption of Agenda:** Richard Vestewig made a motion to adopt the agenda as presented. Seconded by Fred Scibuola. Motion carried.
5. **Open Forum:** Harris County Emergency Corps personnel gave a presentation to the Board on their 2017 accomplishments and 2018 goals.
6. **Open Comments from the Board of Commissioners:** Shirley Reed thanked HCEC for the Banquet last week.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve Meeting Minutes as presented made by Fred Scibuola. Seconded by Shirley Reed. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** Cathy Sunday announced the EMS Alliance meeting coming up. It was decided that the Board would not attend the conference this year.
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:** The Morton Accounting Services' monthly report was presented to the Board by Fred Scibuola as follows: At the beginning of April, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$18,886,045. During the month of April, HCESD No 1 received \$313,246 in revenue – the majority which came from Tax Deposits from Harris County. HCESD No 1 processed \$1,344,957 in disbursements during the month. 93% of this balance is a payment to HCEC for the monthly invoice related to Contract Revenue (\$862,867) for April and to Stryker Medical for medical equipment purchased (\$392,465). The ending balance as of April 30, 2018 is \$17,854,334. The invoices pending board approval total \$1,038,122. The current account

balance as of 5/25/2018 is \$17,996,733 and after current payments there will be \$16,958,611. Shirley Reed made a motion to approve The Morton Accounting Services' monthly report. Seconded by Richard Vestewig. Motion carried. Richard Vestewig made a motion to 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 contractor for future stations 92 and 94:** Caryn Papantonakis stated that her and Mark Smith reviewed the contract and made changes as needed. Her recommendation is that it is good to move forward. Fred Scibuola made a motion to approve contractor for future stations 92 and 94. Seconded by Shirley Reed. Motion carried.
15. **Discuss and possibly approve fee for architect:** Mr. Copley stated that the fee is based on numbers prior to bidding and remains the same. Fred Scibuola made a motion to approve fee for architect. Seconded by Shirley Reed. Motion carried.
16. **Discuss and possibly approve third party construction services:** Spencer Clark stated that here was no allowance for a water proofing consultant and no numbers are back. A selection will be made based on qualifications. A report will be provided once mechanical and plumbing are checked and within code. Fred Scibuola made a motion to accept and approve the reports submitted Spencer Clark. Shirley Reed seconded. Motion carried.
17. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Jeremy Hyde as follows:
 - HCEC responded to 1667 911 calls this month, up from 1487 in the previous month. Our response time is 8:37.
 - Physio monitors and stretcher mounts were deployed the week of May 7. We are receiving good feedback thus far.
 - HCEC had 3 air condition failures this month. Two at HQ and one at station 94.
 - We are remodeling the right half of Station 95 to include more storage space as well as a quiet place for our medics to sleep before/after shift. This is a safety precaution to not have them driving while fatigued.
 - HCEC held a successful employee banquet on May 23. Our employees liked the location at the Golf Club of Houston.
 - Ambulance Failures: 8 (0 during response/patient care)
 - Fleet Accident: 1 Non-Fault (Unit 1303 minor)
 - HCEC Directors presented accomplishments for the past year.
18. **Harris County Emergency Corps Report:** None.
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, June 26 at 9:00 am.
22. **Adjourn:** Fred Scibuola made a motion to adjourn. Richard Vestewig seconded. Motion carried. Meeting adjourned at 12:30 pm.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – June 26, 2018**

APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 7/31/18 (Date)
[Signature] President of ESD-1
[Signature] Secretary of ESD-1

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 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 (arrival at 9:05 am), Treasurer Fred Scibuola, Secretary Richard Vestewig, and Melissa Morton with The Morton Accounting Services (TMAS) along with Legal Counsel Caryn Papantonakis. Absent were Asst. Treasurer Wilson Orr. 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. Guests present were Joby Copley with Joiner, Spencer Clark with AG/CM, Royce Sunday with ESD 25, and Karen Souther and Bonnie Cottrell whom are district residents.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda tabling Agenda items #8 and #9. Seconded by Richard Vestewig. Motion carried.
5. **Open Forum:** Heath White introduced Karen Souther and Bonnie Cottrell. Ms. Souther came to the office and spoke with him. He will discuss in closed session. Ms. Souther and Ms. Cottrell choose not to speak during the meeting at this time.
6. **Open Comments from the Board of Commissioners:** None.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve Meeting Minutes as presented made by Fred Scibuola. Seconded by Richard Vestewig. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** Tabled.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** Tabled.
10. **Report from Building Committee:** Caryn Papantonakis stated that there has been another delay on closing. The attorneys for ESD 10 have not been available or responding. They now have additional documents they are wanting to bring. When ESD bought the property there were back taxes and those will need to be paid prior to the purchase. ESD is paying for some penalties and HCESD No 1 portion is \$441.93. Mrs. Papantonakis said closing will take place Wednesday afternoon or Friday. Spencer Clark said Construction Masters will call for an order of delay without any cost. This will simply delay the start of the project and extend an equal amount of time to the end of the project.
11. **Possible action on Building Committee report:** None.
12. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** The Morton Accounting Services' monthly report was presented to the Board by Melissa Morton as follows: At the beginning of May, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$17,854,334.. During the month of May, HCESD No 1 received \$7,144,808 in revenue – the majority which

came from the receipt of Loan proceeds (\$7,000,000). HCESD No 1 processed \$1,038,148 in disbursements during the month. 84% of this balance is a payment to HCEC for the monthly invoice related to Contract Revenue (\$874,450) for May. The ending balance as of May 31, 2018 is \$23,960,994. The invoices pending board approval total \$1,116,792. The current account balance as of 5/25/2018 is \$24,023,813 and after the current payments there will be \$22,907,021 remaining. Ms. Morton stated the invoice total does not include closing on the two properties in the amounts of \$346,593 and \$518,394.93. The total for year to date in expenses is \$4,806,000. She explained that we are right on target for the quarter and the year. Revenue has started to slow up which is typical for this time of year until approximately November. The current rate with Chase Bank is .18%. They have a sweep account which would have an interest rate in between 1.18-1.53%. TX Class has a higher interest rate and no fees per Jeremy Hyde. 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:** Melissa Morton recommends opening a TX Class account and allocate a majority of the funds to the account. Fred Scibuola made a motion to open a TX Class account and allocate a majority of the funds into that account. Seconded by Shirley Reed. Motion carried.
14. **Discuss and possibly approve MEP commissioning for new stations 92 and 94:** Spencer Clark reported that any fee commissioning is testing mechanical systems, etc. The proposal came back from Rice & Gardner and was under budget. The MEP Engineer reviewed the proposal and it looks good. Jeremy Hyde confirmed that amount quoted from Rice & Gardner was \$35,888. Fred Scibuola made a motion to approve MEP commissioning for new stations 92 and 94. Seconded by Richard Vestewig. Motion carried.
15. **Discuss and possibly approve groundbreaking ceremony for new stations 92 and 94:** No action.
16. **Discuss and possibly approve new auction for surplus items:** Jeremy Hyde stated that there is not much to be auctioned off but the items include a tire balancer, 15 Stryker Ambulance Cots, 3 ambulances, a 2006 Van, and a work truck (Shop 213). Motion to approve new auction for surplus items was made by Fred Scibuola. Seconded by Richard Vestewig. Motion carried.
17. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Jeremy Hyde as follows:
 - HCEC responded to 1697 911 calls this month, up from 1526 in the previous month. Our response time is 8:28.
 - HCEC representatives attended the Texas EMS Alliance conference in Conroe. This conference focuses on EMS management topics. Dr. Decker, Keir Vernon, and Jeremy Hyde were speakers at the conference.
 - HCEC purchased a new cargo van for the logistics department after their old van failed.
 - Construction is progressing at Station 92 and will begin shortly at Station 94. The second ambulance at Station 92 was temporarily moved to station 94 and a peak ambulance is up at Bender during construction.
 - Ambulance Failures: 4 (0 during response/patient care)
 - Fleet Accident: 2 Fault (Unit 1301/ 1503 minor backing)
18. **Harris County Emergency Corps Report:** None.
19. **Adjourn to closed session:** Adjourn to closed session at 9:50 am. Entered regular session at 10:05 am.
20. **Possible action on closed session:** None.
21. **Announce next Board Meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, July 31 at 9:00 am.
22. **Adjourn:** Fred Scibuola made a motion to adjourn. Richard Vestewig seconded. Motion carried. Meeting adjourned at 10:15 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – July 31, 2018**

APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 8/28/18 (Date)

Shirley Reed President of ESD-1
Mark Smith Secretary of ESD-1

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 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 (arrival at 9:04 am), Treasurer Fred Scibuola, Secretary Richard Vestewig, and Asst. Treasurer Wilson Orr along with Legal Counsel Caryn Papantonakis. 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. Guests present were Spencer Clark with AG/CM, Shantell Boone-Felton with Spring ISD, and Darrel Felton with Mud District 24.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Seconded by Richard Vestewig. Motion carried.
5. **Open Forum:** Heath White recently had a meeting with an upset resident and worked diligently to resolve any issues he could assist with. Shantell Boone-Felton introduced herself and is pleased to be here to meet everyone and to be able to observe today as she is filling out an application for the open Commissioner position.
6. **Open Comments from the Board of Commissioners:** Shirley Reed thanked everyone who showed up for the school district and stated that they were very pleased to have the fingerprint cards that were provided. In addition, she invited anyone able to come to the Grandparents raising grandchildren's 15th annual family strengthening conference at MO Campbell on September 9th.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve Meeting Minutes as presented made by Fred Scibuola. Seconded by Richard Vestewig. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** Jeremy Hyde presented a printout of documents related to the EMS Agenda 2050. The purpose of it is to try to predict the future of EMS. He made the Board aware that the documents can be found online as well.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** Spencer Clark said that Station 92 is moving ahead. The building pad was approved, underground utilities have started, detention pond is built, and the building plans have been received and in the process of being approved. Station 94 has the building pad built and approved. The rough grading is completed. He is currently awaiting permits from the city (outside city limits permit). Station 94 is at a stand-still until the permit is completed so he is considering paying fees for an expedited review. Construction Masters will not be charging any money for the time delay.
11. **Possible action on Building Committee report:** None.

12. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** The following report was given by Mr. Scibuola: At the beginning of June, the Harris County Emergency Services District No 1 (HCESD No 1) beginning operating fund balance was \$23,960,994. During the month of June, HCESD No 1 received \$160,823 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,989,042 in disbursements during the month. 90% of this balance is a payment to HCEC for the monthly invoice related to Contract Revenue (\$919,270) for June and to Community National Title for land purchases (\$864,988). The ending balance as of June 30, 2018 is \$22,132,775. The invoices pending board approval total \$1,233,370. The current account balance as of 7/27/2018 is \$22,178,610 and after the current payments there will be \$20,945,240 remaining.
13. **Possible action on The Morton Accounting Services' monthly report:** None.
14. **Discuss and possibly approve investing funds in Texas Class:** Tabled.
15. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Jeremy Hyde as follows:
 - HCEC responded to 1513 911 calls this month, down from 1697 in the previous month. Our response time is 8:37.
 - HCEC held the annual management seminar in Galveston in early July. During this event we reviewed our strategic plan and looked for opportunities for efficiencies.
 - HCEC participated in a community meeting with the residents of the Groves community.
 - We are nearly complete with the new Stryker stretcher installs.
 - We are in the process of issuing the new AEDs to our fire departments.
 - Work is almost complete in the renovation of the right half of station 95 to have a safe sleeping area for our oncoming and off going crews.
 - Ambulance Failures: 8 (1 during response/patient care)
 - Fleet Accident: 0
16. **Possible action on Harris County Emergency Corps Report:** None.
17. **Adjourn to closed session:** None.
18. **Possible action on closed session:** None.
19. **Announce next Board Meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, August 28, 2018 at 9:00 am.
20. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 9:50 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – August 28, 2018**

1. **Call to Order:** Shirley Reed called the meeting to order at 9:00 am.
2. **Moment of Silence and Pledge of Allegiance:** Shirley Reed called for a moment of silence and followed with 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 (via phone), Vice President Shirley Reed, Treasurer Fred Scibuola, and Secretary Richard Vestewig, 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. Guests present were Spencer Clark with AG/CM and Pete Serna.
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:** Fred Scibuola took a moment to mention the passing of John McCain. Cathy Sunday thanked the Board for the flowers she received for her birthday.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve Meeting Minutes as presented made by Fred Scibuola. Seconded by Richard Vestewig. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** Jeremy Hyde mentioned the American Ambulance Association and that it focused on reimbursements. Keir Vernon will be attending a session in Las Vegas next week and will bring an update for the Board at next meeting. She also announced the Chronic Disease Self-Management workshops that are being held every Wednesday at HCEC and being hosted by Harris County Public Health department.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** Spencer Clark said that they have made good progress within the last month at Station 92 despite the rain. Rain causes the ground to be wet and it causes for delay with machinery and equipment. Received the shop drawing for the metal building. Underground plumbing is going in and there are no leaks. Station 94 plan and profile approved by the city. Construction Masters is not charging for any lost time but will charge for additional days. Underground electrical coming up and the building pad itself is scheduled to start next week. They are still working on underground utilities and getting building pad ready for concrete. Contract extension will hopefully not have additional funds for the delays and the extension days have not been agreed upon yet. The project has gone smooth so far and he will continue to keep the Board updated as the project moves forward.
11. **Possible action on Building Committee report:** None.

12. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** The following report was given by Mr. Scibuola: At the beginning of July, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$22,132,775. During the month of July, HCESD No 1 received \$48,018 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,233,382 in disbursements during the month. 94% of this balance is a payment to HCEC for the monthly invoice related to Contract Revenue (\$991,065) for July and to Construction Masters of Houston for Construction Pay Request #1 (\$167,245). The ending balance as of July 31, 2018 is \$20,947,412. The invoices pending board approval total \$1,369,595. The current account balance as of 7/27/2018 is \$21,060,071 and after current payments there will be \$19,690,476 remaining. Jeremy Hyde would like a budget versus actual in the future to show standard operating. Richard Vestewig made a motion to approve The Morton Accounting Services' monthly report and authorize payment of bills. Shirley Reed seconded. Motion carried.
13. **Possible action on The Morton Accounting Services' monthly report:** None.
14. **Discuss and possibly approve investing funds in Texas Class:** Caryn Papantonakis said this was already approved but she provided the paperwork to the Board. She chose our investment officer as Melissa Morton. Shirley Reed and Fred Scibuola will sign the documents today and she will submit it and it should go into effect as of today.
15. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Jeremy Hyde as follows:
 - HCEC responded to 1484 911 calls this month, down from 1513 in the previous month. Our response time is 8:34.
 - HCEC held Trimester CE earlier this month. During this time, we require all certified medics to attend for our focused continuing education.
 - Work is progressing on the construction sites with pier work beginning.
 - HCEC gave up the Toyota Center and Rockets contract due to the inability to get a funding increase.
 - HCEC is working on health insurance renewal. The employees continue to be thankful to the ESD board for the family benefits.
 - HCEC held 2 Town Hall meetings to discuss employee survey. Will look into pay raises for next year and adjust some policies.
 - Ambulance Failures: 10 (2 during response/patient care)
 - Fleet Accident: 2 (units 1303, 1207 minor backing incidents)
16. **Possible action on Harris County Emergency Corps Report:** None.
17. **Adjourn to closed session:** Adjourned to closed session at 9:35 am.
18. **Possible action on closed session:** None.
19. **Announce next Board Meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, September 18, 2018 at 9:00 am. There will be a Special meeting held on Tuesday, September 9, 2018 at 9 am.
20. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 9:55 am.

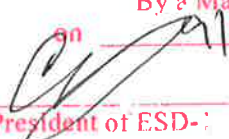



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
SPECIAL MEETING
MINUTES – September 4, 2018**

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 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, and Treasurer Fred Scibuola. Absent was Secretary Richard Vestewig.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Adjourn to closed session:** ESD Commissioners adjourned to closed session.
7. **Possible action on closed session:** ^{Shirley Reed} ~~Cathy Sunday~~ made the motion to appoint Pete Serna to the vacant board position. Motion carried unanimously. 8
8. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 11:00 am.

APPROVED

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

on 9/18/18 (Date)
 
President of ESD-1 Secretary of ESD-1



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – September 18, 2018**

APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
On 10/16/18 (Date)

Shirley Reed *Mrs. J*
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 and followed with the Pledge of Allegiance at 9:03 am.
3. **Oath of Office for Commissioner Appointee Pete Martin Serna:** Mr. Serna took the Oath of Office. Amanda Feuge presented the oath statement and Mr. Serna repeated after her. Ms. Feuge then notarized all documents after Mr. Serna provided signatures.
4. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola, and Asst. Treasurer Pete Serna, CPA Melissa Morton of The Morton Accounting Services (TMAS) along with Legal Counsel Caryn Papantonakis. Richard Vestewig was absent. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Operations Heath White, Executive Assistant and Notary Amanda Feuge, Community Health Paramedic Corey Naranjo, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith.
5. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
6. **Open Forum:** None.
7. **Open Comments from the Board of Commissioners:** Fred Scibuola stated that he'd like to be able to introduce new business as an agenda item. Caryn Papantonakis said that she added "possible action on" to the agenda for that reason. She stated that Open Comments is the agenda item that new business would be discussed and she can then add it to the future agenda if needed. Shirley Reed thanked HCEC for showing up at the annual Grandparents Raising Grandchildren event. She said that Amy Corbett and Sue Poparad of HCEC were superb. She also thanked Mr. Jeremy Hyde for donating the lunch.
8. **Review and possibly approve all Meeting Minutes:** Motion to approve Meeting Minutes as presented made by Fred Scibuola. Seconded by Shirley Reed. Motion carried. On the Special Meeting Minutes from September 4, 2018, Shirley made the motion on Agenda item #7, not Cathy Sunday and it was unanimous. Motion to approve Meeting Minutes from September 4th, 2018 as amended was made by Fred Scibuola. Motion carried.
9. **Report from Education for EMS Commissioner Working Group:** None.
10. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
11. **Report from Building Committee:** Spencer Clark is not present today but Mr. Hyde said that not much has been happening due to rain. Mr. Serna brought up the flood zones for the new stations. The Board was aware of this from prior discussions and there have been actions taken and plans to address it. Mr. Hyde confirmed with Mr. Serna that there is flood insurance on all stations. He will provide him with the full insurance packet so that he can suggest changes if needed. He will also give him the Policy and Procedures as well as the disaster plans.

12. **Possible action on Building Committee report:** None.
13. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton stated that at the beginning of August, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$20,947,412. During the month of August, HCESD No 1 received \$105,941 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,369,607 in disbursements during the month. 92% of this balance is a payment to HCEC for the monthly invoice related to Contract Revenue (\$1,000,608) for July and to Construction Masters for our construction project (\$260,306). The ending balance as of August 31, 2018 is \$19,683,746. She received a late invoice for HCEC, the additional bill brought the unpaid bills amount to \$1,097,834. She will be going through some extra steps with Chase bank to allow TX Class to do transactions. Chase will need a couple of days for that to go active once they receive the signed documents. Motion to approve The Morton Accounting Services' monthly report and authorize payment of bills was made by Fred Scibuola. Shirley Reed seconded. Motion carried.
14. **Possible action on The Morton Accounting Services' monthly report:** None.
15. **Discuss and possibly approve budget:** Melissa Morton stated that the budget is based on a minimum of .00009. The effective rate is over 10. The Commissioner reimbursement is \$7200. There was a reduction in election expenses to \$2000. Legal notices is at \$17,000. Melissa discussed with the Board about when we need to publish in the paper. The numbers have to be in by October 19 which is when the tax rate is adopted. Travel and conferences is around \$14,000 for next year. Jeremy Hyde stated that the ambulance lease may change the numbers in the near future by approximately \$84,000. Motion to approve the budget made by Shirley Reed. Fred Scibuola seconded. Motion carried.
16. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Jeremy Hyde as follows:
 - HCEC responded to 1546 911 calls this month, up from 1484 in the previous month. Our response time is 8:42.
 - HCEC is holding free fall prevention and screening education for senior citizens in conjunction with the Harris Health System in September.
 - HCEC participated in a large community event, the Family Strengthening Conference at MO Campbell. We had an ambulance on display and spoke about our CHP and Baby Box education programs.
 - HCEC held our monthly Baby University for expectant mothers in our community. During this event we also fitted several vehicles with car seats.
 - We are continuing to train our new Supervisors, In-Charge candidates, and FTOs. We had so many promotions lately that we will need to do a shift bid for 2019.
 - HCEC has 4 National Night Out events scheduled for October
 - HCEC is deploying the new AEDs to the fire departments as they complete the training.
 - HCEC is hosting a collaborative meeting with regional Community Health Paramedics on October 2. Besides sharing best practices, a social worker will attend to give an update to participants.
 - Ambulance Failures: 7 (0 during response/patient care)
 - Fleet Accident: 0

In addition to the report, Mr. Hyde would like to bring a member from HCEC in each month to explain their position and goals to the Board. Starting off this trend, Corey Naranjo joined the meeting today to explain his role. Mr. Naranjo introduced himself as the Community Health Paramedic (CHP) for HCEC. He explained that the role of CHP is very different from home health. There are huge gaps in healthcare that we are not addressing. We are seeing huge numbers of frequent callers. They sometimes need help finding resources or managing their own care. They use 911 as their outlet and safety net. Field crew will refer patients they feel need a CHP. Mr. Naranjo then follows up and will see what they need and tries to bridge the gap. He enrolls them into the CHP Program for 30 or 60 days, and more if needed, until it's under control and then they graduate from the program. Currently he has 14 active patients. He is working on adding information to the website with the PR representative, Abbey Lee, to help offer resources to the community. He is trying to establish a partnership with other healthcare entities and have them sponsor the program. It is a work in progress. He is applying for a grant currently in the amount of \$15-\$20,000 to get CHP training at MedStar

Mobile Healthcare in Fort Worth. He prefers an experienced Paramedic who is also a Registered Nurse. He has received some donations such as ACE Hardware who will be doing it for home safety. Drug Disposal pouches were donated from North Harris County Substance Abuse Coalition, a branch of Harris County Public Health. He is working on events with Houston Northwest, Memorial Hermann Injury Prevention, Harris County Public Health, and the Harris Health System. There is an event at Aldine Health Center tomorrow for screening. He has also helped arrange the Chronic Disease Self-Management class for free which is held at HCEC Bender location each week. Other accomplishments include fall risk assessments, referral process finalized, joined Harris County Child Fatality Review team, and started attending East Aldine District's Public Safety meetings. He is currently reaching out to downtown hospitals to identify all of our VAD (Ventricular Assist Device) patients and working on flagging hospice patients. He and Chivas Guillote have a meeting with the CEO of LBJ in hopes of a partnership with Harris Health. Mr. Hyde received an email about Mr. Naranjo from a very grateful patient and family. He read it aloud to the Board.

17. **Possible action on Harris County Emergency Corps Report:** None.
18. **Discuss and possibly approve security upgrades for 2800 Aldine Bender:** Jeremy stated that he has been unable to receive quotes yet. The quotes will include securing back area with fencing, installing a hurricane rollup door behind glass doors or bullet proof glass, enhance camera system, and change employee badge system. Mr. Serna suggested using a fingerprint system. Jeremy will look into all options.
19. **Discuss and possibly approve durable medical equipment maintenance contracts:** Mr. Hyde stated that we had 7 units prior to the purchase of the new stretchers that Stryker was unaware of. The invoice is updated to cover all units. In good faith, Stryker already performed maintenance on them prior to payment. It is a 5 year deal in the amount of \$36,605. Motion was made to approve durable medical equipment maintenance contracts made by Shirley Reed. Seconded by Pete Serna. Motion carried.
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, October 16, 2018 at 9:00 am.
23. **Adjourn:** Fred Scibuola made a motion to adjourn. Shirley Reed seconded. Motion carried. Meeting adjourned at 10:21 am.



HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – October 16, 2018

APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 11/27/18 (Date)
President of ESD-1 Secretary of ESD-1

1. **Call to Order:** Shirley Reed called the meeting to order at 9:00 am.
2. **Moment of Silence and Pledge of Allegiance:** Shirley Reed called for a moment of silence and followed with the Pledge of Allegiance at 9:01 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: Vice President Shirley Reed, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, and Secretary Richard Vestewig along with Legal Counsel Caryn Papantonakis. President Cathy Sunday 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 along with Legal Counsel Mark Smith. Guests present were Joby Copley with Joiner.
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:** Fred Scibuola said they had a successful turnout for National Night Out with 987 participants. Guests included ems personnel, fire trucks, SWAT and multiple sheriff's officers. They performed a demonstration on how to use fire extinguishers. He and Pete Serna attended. Mr. Serna thanked Heath White and Jeremy Hyde for welcoming him and getting him up to speed with everything involving his new Board position.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all Meeting Minutes as presented was made by Fred Scibuola. Seconded by Richard Vestewig. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** Corey Naranjo is continuing with the Chronic Disease class hosted at Bender location.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** Joby Copley announced that he finally has permits. The delays have set contractors back approximately 30-45 days. There is no increase in cost for the delays. Slabs are in for both stations and the retention pond is in at Station 92. Mr. Copley presented the Board with color selections for both buildings. No objections by the Board.
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 report as follows: The beginning of September, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$19,683,746. During the month of September, HCESD No 1 received \$72,673 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,082,157 in disbursements during the month. 91% of this balance is a payment to HCEC for the monthly invoice related to Contract Revenue (\$988,062. The ending

balance as of September 30, 2018 is \$18,674,262. The invoices pending board approval total \$485,004 less a credit for Construction Masters of \$167,245 which leaves invoices to be paid \$317,759. The current account balance as of 10/15/2018 is \$18,725,388 and after the current payments there will be \$18,074,629 remaining. On 09/20/2018 we processed a transfer of \$15,000,000 from our Chase Money Market to fund the Texas Class account. The current interest rate at Texas Class is 2%. During the 10 days the funds were in Texas Class we received over \$8,000 in interest compared to our prior month's interest payment of \$3,000 for the whole month in Chase. Motion made to approve The Morton Accounting Services' monthly report and authorize payment of bills was made by Fred Scibuola. Seconded by Richard Vestewig. Motion carried.

13. **Possible action on The Morton Accounting Services' monthly report:** None.
14. **Discuss and possibly approve Resolution adopting tax rate:** Caryn Papantonakis presented a report included in the packet to the Board for review. She said this is due on Friday and will submit everything needed tomorrow. Motion to approve Resolution adopting tax rate made by Fred Scibuola. Seconded by Pete Serna. Motion carried.
15. **Discuss and possibly approve construction photography for new building sites:** Multivista will photograph the construction project. This was recommended to us by Mr. Copley. They will take thousands of images throughout the process and it will become a formal record. They will go to the sites every 2 weeks and more if necessary. The amount is \$6250 for both building locations. Motion to approve the construction photography for Station 92 and 94 not to exceed \$6250 was made by Fred Scibuola. Seconded by Pete Serna. Motion carried.
16. **Discuss and possibly approve security upgrades for 2800 Aldine Bender:** Jeremy Hyde stated that the quotes presented are not all inclusive. The bulletproof glass for the front of building was approximately \$50,000, however, he was only able to receive one quote so he will continue to price other options. The upgraded cameras for the Bender location and some stations, which will provide better definition, was quoted at \$18,793.28. The bid for the upgraded lighting system at Bender along with the electronic entry system was provided from 3 different vendors. Duke Systems came in at the lowest bid, in the amount of \$66,958.98, and they are experienced with working on other call centers and maintain good reviews. They will include a 1 year warranty but maintenance can be done internally. Motion to approve security upgrades in the total amount of \$85,752.26 was made by Richard Vestewig. Seconded by Pete Serna. Motion carried.
17. **Discuss and possibly approve remount of ambulances:** Mr. Hyde presented the Board with quotes for review. There are a total of 3 units and each ambulance requires slight differences and therefore the quotes are different. A combined max total of \$456,171 for all 3 units. All of the units have over 160,000 miles currently. Motion to approve remount of ambulances made by Fred Scibuola. Seconded by Richard Vestewig. Motion carried.
18. **Discuss and possibly approve purchase of support vehicles:** Mr. Hyde made the Board aware that this purchase is for two of the vehicles that are causing the most problems. He would like to replace with Ford Explorers or equivalent not to exceed \$33,145 each. Each vehicle will include a lighting package, graphics, radios, and electronics valuing at \$25,000 bringing the grand total not to exceed \$91,290. Motion to approve purchase of support vehicles was made by Fred Scibuola. Seconded by Richard Vestewig. Motion carried.
19. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 1521 911 calls this month, down from 1546 in the previous month. Response time is 8:32.
 - HCEC has met the requirements for ACE (Accredited Center of Excellence) accreditation for our Communications Center. This will make us one of the few dual accredited systems in Texas. Our onsite audit is scheduled for October 24th, 2018.
 - HCEC participated in 4 National Night Out events in October.
 - HCEC hosted a collaborative meeting with regional Community Health Paramedics on October 2. Besides practices were shared and it was a successful event.

- HCEC and ESD held a successful auction of surplus equipment. Final totals have yet to be sent as all items are not yet paid for.
- Ambulance Failures: 6 (0 during response/patient care)
- Fleet Accident: 1 (1601, Minor)

20. **Possible action on Harris County Emergency Corps Report:** Service contract is coming up for renewal and will be added to future agenda. HCEC will be getting a website redevelopment (approximately \$12,000) in which they also negotiated to redevelop the ESD1 website for \$5720. HCEC will back-bill ESD No 1 for \$5720. Fred made a motion to add service contract update to agenda for next month. Motion carried. Pete Serna made a motion to approve the back-bill to ESD No 1 in the amount of \$5720 for the redevelopment of the website. Richard Vestewig seconded. Motion carried.
21. **Adjourn to closed session:** Adjourn to closed session at 9:52 am.
22. **Possible action on closed session:** None.
23. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, November 27, 2018 at 9:00 am.
24. **Adjourn:** Fred Scibuola made a motion to adjourn. Richard Vestewig seconded. Motion carried. Meeting adjourned at 10:05 am.



HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1

BOARD OF COMMISSIONERS

REGULAR MEETING

MINUTES – November 27, 2018

APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 11/29/19 (Date)
President of ESD-1 Secretary of ESD-1

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:00 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence and followed with 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, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, and Secretary Richard Vestewig (via phone) along with Melissa Morton of The Morton Accounting Services. Vice President Shirley Reed was not present. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Administration, Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Guests present were Spencer Clark with AGCM and Margaret and Meryl Kizzie whom are district residents.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** Margaret and Meryl Kizzie spoke about an incident that Harris County Emergency Corps was called to involving their son/grandson at their home. They spoke their thoughts and opinions on the services they were provided and gave the Board members a handout.
6. **Open Comments from the Board of Commissioners:** Mr. Pete Serna mentioned being interested in the Safe D class in April as he needs 16 hours. The hotel is already reserved and registration just opened per Cathy Sunday. Mrs. Sunday thanked the Board for the Thanksgiving turkeys.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all Meeting Minutes as presented was made by Pete Serna. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** Mr. Mark Smith is working with Alvin Community College and was accepted to contract for classes. He is hoping to get ESD in around January. He is continuing to research a Commissioner's Boot Camp.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** Mr. Jeremy Hyde approached AGCM to repurchase property on Woodland Hills due to the development of those two neighborhoods. The building committee met with AGCM last week for a meeting. They discussed getting an RFQ. This station will not be as large as the other two but have a basic two-bay system. Mr. Spencer Clark stated that Construction Masters includes all risk coverage. There is no flood insurance included in that. He would like to wait until the metal is completed. The elevation survey still needs to be completed on site and it will be no later than the middle of December to get the flood insurance. It is a temporary flood insurance until the project is completed. The site is built up by 6-8 lifts that which were approved by Harris County Flood. Mr. Clark said there has finally been better weather and they are about to start paving at stations 92 and 94. Utility work, storm sewer, electrical and paving will be done while waiting for the delivery of the metal (due mid-December). He is also working on getting more parking space. He is currently working with the City of Houston on 108 inch water line and there will be some coordinating between the teams. The project is currently on time with no change orders.

11. **Possible action on Building Committee report:** None.
12. **Discuss and possibly approve AGCM to conduct RFQ for architect for future Station 97:** Total proposed fee not to exceed the amount of \$39,060.00 and is based on an estimated 252 hours for the scope of services.
13. **Discuss and possibly approve AGCM to conduct RFP for communications tower at Station 94:** This project is in line with Station 94 project. A communications tower is needed in order to have a communications center. It was originally pulled from the main project to reduce fees. Total for communications tower not to exceed \$9,300.00. Motion to approve all building committee for RFQ and RFP was made by Pete Serna. Seconded by Fred Scibuola. Motion carried.
14. **Discuss and approve the Morton Accounting Services' monthly report:** Melissa Morton gave the following report: At the beginning of October, the Harris County Emergency Services District No 1 (HCESD No1) beginning Operating Fund Balance was \$18,674,262. During the month of September, HCESD No 1 received \$69,721 in revenue with the majority coming from the county tax receipts. HCESD No 1 processed \$1,352,656 in disbursements during the month. 74% of this balance is a payment to HCEC for the monthly invoice related to Contract Revenue (\$999,280). The ending balance as of October 31, 2018 is \$17,391,327. The invoices pending board approval total \$1,434,825. Additionally there was an invoice that was approved for HCEC during the October meeting that wasn't included in the records for \$999,280. The invoice is included this month only for recording purposes. The current account balance as of 11/26/2018 is \$17,433,206 and after the current payments there will be \$15,998,381 remaining with a majority going to TX Class. Ms. Morton will contact Chase bank to see if they can remove the \$250,000 limit and and reactivate Mr. Scibuola's access. Motion to approve the Morton Accounting Services' monthly report and payment of bills made by Fred Scibuola. Motion carried.
15. **Possible action on The Morton Accounting Services' monthly report:** None.
16. **Discuss and possibly approve updating service contract with Morton Accounting Services:** Tabled. Motion to table until next meeting was made by Fred Scibuola. Motion carried.
17. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 1600 911 calls this month, up from 1521 in the previous month. Response time is 8:42.
 - HCEC is now ACE accredited in our communications center. We are 1 of 8 in Texas with that designation.
 - HCEC attended the Texas EMS Conference as well as the GETAC and EMTF (state disaster and EMS planning) meetings.
 - HCEC attended the EMS World Expo in Nashville in October. In addition to medical related classes, we evaluated several new ambulance innovations.
 - New security film is being installed on the door and windows at Bender.
 - New premise access solution is being implemented at Bender to be live December 10.
 - The Department of State Health Services renewed the HCEC Ambulance Service Permit until November 30, 2020.
 - Ambulance failures: 5 (1 during response/patient care)
 - Fleet Accidents: 3 (1208, 233, 1203 – All minor, 2 at fault-backing)
18. **Possible action on Harris County Emergency Corps Report:** None.
19. **Adjourn to closed session:** Adjourn to closed session at 9:50 am.
20. **Possible action on closed session:** None.

21. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, January 29, 2019 at 9:00 am.
 22. **Adjourn:** Fred Scibuola made a motion to adjourn. Pete Serna seconded. Motion carried. Meeting adjourned at 10:06 am.
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**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
SPECIAL MEETING
MINUTES – December 19, 2018**

1. **Call to Order:** Cathy Sunday called the meeting to order at 11:00 am.
2. **Moment of Silence and Pledge of Allegiance:** 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 Asst. Treasurer Pete Serna. Commissioner Richard Vestewig was present by phone call. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde. Guests present were Kathy Chain and Eric Montelongo from HCEC and Chad Joiner and Colene Joiner from Joiner Architects and Spencer Clark from AGCM.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Seconded by Shirley Reed. Motion carried.
5. **Open Forum:** None.
6. **Discuss and possibly approve interior design for new stations 92 and 94:** After discussion with Joiner Architects, the group agreed on the design and color selections attached hereto. Motion by Fred Scibuola to accept color and design selections. Seconded by Pete Serna. Motion Carried.
7. **Adjourn to closed session:** None.
8. **Possible action on closed session:** None.
9. **Adjourn:** Fred Scibuola made a motion to adjourn. Shirley Reed seconded. Motion carried. Meeting adjourned at 12:15 pm.

APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 11/29/19 (Date)
 President of ESD-1
 Secretary of ESD-1