





## HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1

### BOARD OF COMMISSIONERS

#### REGULAR MEETING

#### MINUTES – January 29, 2019

**APPROVED**  
Document approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote  
on 2/26/19 (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 9:01 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, and Secretary Richard Vestewig (via phone), Melissa Morton of The Morton Accounting Services 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 and Ian Davis with AGCM.
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:** Shirley Reed thanked all of HCEC and ESD-1 for their great support of Adopt-a-Family for the community. The families were very thankful. Fred Scibuola asked that everyone have a moment to think about the Houston officers that were wounded during last night's events. Cathy Sunday reminded the Board of the meet & greet being held by TX Class in San Antonio on March 6<sup>th</sup>.
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:** Ms. Reed announced the Public Health Department event coming up. The topic is nutrition and will be held at the Bender location starting on March 14<sup>th</sup> and continuing every Thursday through April 4<sup>th</sup>. The class is from 9:30 am to 10:30 am.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** Mr. Jeremy Hyde stated that there was a change order to extend completion date, asking for a no-cost extension for 35 days so the new completion date is June 25<sup>th</sup> for Station 92 and 94. Mr. Spencer Clark said the building are progressing very well thus far and he believes completion will be prior to the 25<sup>th</sup> of June. They are hanging HVAC ducting and are trying to get dried-in as quickly as possible. All concrete paving is down. There is a \$100,000 allowance for door hardware and access control but he found that there will be a \$17,735 overage for what they need. It is currently a change-order but he will have it changed so that it will come out of contingency funds. The intercom system was requested outside the proposal but Mr. Hyde believes that is no longer needed and will not be moving forward. Two RFI's (14 and 15) came out. They found there was a difference in size in column lines. Currently trying to work out the details. Also, found in field last week (RFI 16) detail that shows storefront glass above the canopy. There will be a column in the way. They can delete the storefront glass above the canopy, which saves money, and it will go back to brick. The Board agreed that was the best option. The Board would like a cornerstone on the northeast corner of all future buildings.

They would like the names of the architect, builder, and commissioners listed. Mr. Clark will get a quote. In addition, the funds for flood insurance for Station 94 will come out of owner contingency funds.

11. **Possible action on Building Committee report:** Motion to change order RFI-16, switching storefront glass to brick veneer with no increase in cost for stations 92 and 95 was made by Fred Scibuola. Motion carried. Pete Serna made a motion to approve the flood insurance. Seconded by Shirley Reed. Motion carried. Motion to change completion date from May 21<sup>st</sup> to June 25<sup>th</sup> was made by Shirley Reed. Seconded by Fred Scibuola. Motion carried.
12. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton gave the report as follows: At the beginning of November, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$17,391,327. During the month of November and December, HCESD No 1 received \$3,533,770 in revenue- the majority of which came from the county tax receipts. HCESD No 1 processed \$2,527,895 in disbursements during the months. 72% of this balance is a payment to HCEC for the monthly invoices related to Contract Revenue (\$955,838 and \$870,905). The ending balance as of December 31, 2018 is \$18,397,202. The invoices pending board approval total \$1,662,140. The current account balance as of 1/25/2019 is \$22,731,738 and after the current payments there will be \$21,069,598 remaining. Additionally, there were invoices that were paid during December when there was no meeting that are included in the records for \$1,092,812 that require ratification. The invoices are included this month only for recording purposes. The balances are pre-audit and final balances will be adjusted as necessary once all of the year end adjusting entries have been posted. Interest in TX Class is 2.3%, receiving approximately \$28-29,000 a month in interest. Motion to approve the Morton Accounting Services' monthly report and authorize payment of bills was made by Fred Scibuola. Motion carried.
13. **Possible action on The Morton Accounting Services' monthly report:** None.
14. **Discuss and approve updating service contract with Morton Accounting Services:** Melissa Morton stated that she has been providing services for 5 years and is proposing a change in rate. All supporting documents are in the Board packet. Motion to update service contract with Morton Accounting Services was made by Shirley Reed. Seconded by Fred Scibuola. Motion carried.
15. **Discuss and possibly approve architect for Future Station 97 on Woodland Hills Drive:** Ian Davis stated the process was started in December, sending out packages for publications to architectural firms. Started with 12 but only actually received 3. They went through extensive scoring, approximately 8 hours. Martinez was asked to come in for an interview. They were eager and impressive. No substantial changes to the draft of the contract. Fee structure shows they are asking for 9% of total cost which is standard. This is a smaller firm with less experience but have a lot of projects of this magnitude under their belt. Mr. Hyde stated that the 9% includes all civil fees as well and he feels they are much more cost effective. Mr. Davis said that all design will be finished around September and construction will start around November or December. Motion to approve Martinez contract for Station 97 was made by Shirley Reed. Seconded by Fred Scibuola. Motion carried.
16. **Discuss and possibly approve vendor to construct a communications tower at Station 94 on Aldine Bender Road:** Tabled based on need for additional information.
17. **Discuss and possibly approve generators for new stations 92 and 94 (included as part of owner contingency):** Tabled due to needing additional information.
18. **Discuss and possibly approve ultrasound devices for EMS Supervisors:** Mr. Hyde stated that there are many uses for the ultrasound that will help give better diagnostics and aid in better decision making for the supervisors. The proposal is for one ultrasound for each supervisor vehicle (total of 2). Cost is \$32,000 each. Motion to approve ultrasound devices for EMS supervisors was made by Shirley Reed. 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, up from 1496 in the previous month. Response time is 8:23.
  - HCEC is in the process of completing the RFP to renew our contract with NRG Park.

- HCEC has put a second supervisor on the west side of the district when staffing allows. This has helped getting the west side crews advance assistance when needed.
- HCEC has completed a minor remodel of the employee breakroom and installed a stove and dishwasher.
- The sleeping quarters at Station 95 are almost complete and we will order furniture soon. New furniture was ordered for Station 93.
- Mr. Hyde presented a letter from a CHP patient thanking Corey Noranjo and the organization for their outstanding care.
- Ambulance failures: 3 (0 during response/patient care)
- Fleet Accidents: 4 (12908, 231, 1602, 1303 – All minor, 2 at fault with fixed objects)

20. **Possible action on Harris County Emergency Corps Report:** None.
21. **Adjourn to closed session:** Adjourn to closed session at 10:25 am.
22. **Possible action on closed session:** None.
23. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, January 26, 2019 at 9:00 am.
24. **Adjourn:** Fred Scibuola made a motion to adjourn. Pete Serna seconded. Motion carried. Meeting adjourned at 10:40 am.



## HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1

### BOARD OF COMMISSIONERS

#### REGULAR MEETING

#### MINUTES – February 26, 2019

**APPROVED**

Document approved by Harris County ESD-1  
Board of Commissioners

By a Majority Vote

on 3/25/19 (Date)

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 9:01 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 Melissa Morton with The Morton Accounting Services along with Legal Counsel Caryn Papantonakis. Vice President Shirley Reed 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 Ricardo Martinez with Martinez Architects, Ian Davis and Spencer Clark with AGCM.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Seconded by Pete Serna. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** The Safe-D 18<sup>th</sup> Annual Conference was on February 7<sup>th</sup> and was successful.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all Meeting Minutes as presented was made by Fred Scibuola. Seconded by Pete Serna. 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:** The Building Committee gave the Board an update on construction. Martinez Architects will be working on Station 97. Spencer Clark from AGCM also gave the board updates on construction at Station 92 and 94. He presented the board with 3 change orders for their approval.
11. **Possible action on Building Committee report:** Motion made by Fred Scibuola to approve 3 change orders: 1) Access Control for Stations 92 and 94 in the amount of \$46,781.10. 2) Flood Policy for Station 94 in the amount of \$1,704.00. 3) Fire Water Tank System for Station 94 in the amount of \$17,548.00. Second by Pete Serna. Motion carried.
12. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton gave the financial report as follows: At the beginning of January, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$19,758,433. During the month of January, HCESD No 1 received \$4,256,361 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,666,202 in disbursements during the month. 93% of this balance is a payment to HCEC for monthly invoices related to Contract Revenue (\$1,080,622) and to Construction Masters for Construction (\$472,114). The ending balance as of January 31, 2019 is \$22,348,593. The invoices pending

board approval total \$1,751,509. Motion to approve The Morton Accounting Services' monthly report and authorize payment of bills was made by Fred Scibuola. Seconded by Pete Serna. Motion carried.

13. **Possible action on The Morton Accounting Services' monthly report:** None.
14. **Discuss and possibly approve vendor to construct a communication tower at Station 94 on Aldine Bender Road:** Allstate Tower will provide the services to construct the new tower at Station 94. Total cost quote came in at \$241,833.90. The quote amount includes the furnish and erect the new 180' Self Supporting tower with foundations, constructed of hot dipped galvanized solid rod steel members with step bolts for climbing, anchor bolts, and all assembly and installation hardware, and furnish and install pad and pier tower foundation. Motion to approve vender to construct a communication tower at Station 94 was made by Pete Serna. Seconded by Fred Scibuola. Motion carried.
15. **Discuss and possibly approve generators for new stations 92 and 94 (included as part of owner contingency):** K & M Electric Company provided a quote for the Board to review. The total price of project is \$22,900. The price includes all labor and material, crane rental, setting of generator, and final hook up and wiring of generator. Generators will be anchored to generator pad. The generators will be coming from Cummins with a grand total of \$215,268. Motion to approve generators and installation for new stations 92 and 94 was made by Fred Scibuola. Seconded by Pete Serna. Motion carried.
16. **Discuss and possibly approve easement agreements with Centerpoint Energy:** The easement agreement was presented to the Board for review. Motion to approve easement agreements with Centerpoint Energy was made by Pete Serna. Seconded by Fred Scibuola. Motion carried.
17. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 1516 911 calls this month, down from 1521 in the previous month. Response time is 8:32.
  - HCEC is in the process of completing the RFP to renew our contract with NRG Park.
  - HCEC and ESD Building Committee met to discuss the configuration of the new station 97. The architects are in the process of schematic design.
  - HCEC and the ESD Budget Committee met to discuss revisions to the HCEC Service Contract.
  - HCEC received a safety award from Texas Mutual for 2018.
  - HCEC held its annual Goals and Accomplishments meeting in January. These will be presented to the ESD in a future meeting.
  - Today marks the first day of operating at Woodland Hills. M97, a 12 hour truck, will be in service.
  - Ambulance Failures: 8 (1 during response/patient care)
  - Fleet Accident: 3 (1301, 1513, 229, all no injury)
18. **Possible action on Harris County Emergency Corps Report:** None.
19. **Adjourn to closed session:** Adjourn to closed session at 10:06am.
20. **Possible action on closed session:** None.
21. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Wednesday, March 27, 2018 at 9:00 am.
22. **Adjourn:** Fred Scibuola made a motion to adjourn. Pete Serna seconded. Motion carried. Meeting adjourned at 10:36 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
SPECIAL MEETING  
MINUTES – March 12, 2018**

1. **Call to Order:** Shirley Reed called the meeting to order at 9:02 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 9:03 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday (arrived at 9:13 am), Vice President Shirley Reed, Treasurer Fred Scibuola, and Asst. Treasurer Pete Serna. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde and Executive Administrative Asst. Michelle Sterling. Guests present were Ricardo Martinez of Martinez Architects and Ian Davis, and Amos Byington of AG/CM.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Pete Serna seconded. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** None
7. **Discuss and possibly approve design drawings for EMS Station 97 (Woodland Hills Rd.):** Mr. Ricardo Martinez presented the Schematic Design packet to the Board for review. The Board would like all shower curtains rather than any shower doors inside the station. The signage on the building, as it will not be seen by the public, will be removed and will provide cost savings. They may still decide to keep the logo above the entrance because it is a low cost item. They will revisit options in future. Mr. Jeremy Hyde would like the flag pole removed due to the constant upkeep it will need to stay within code according to flag etiquette. The Board agreed to add a flag and lighting above the front entrance instead. There was discussion about the large ceiling fan in the bay area. They would like that removed and to possibly add smaller fans at the front of the bay but will discuss further options at a later date. Overall, the Board agreed on the design of the building. Motion made to approve the schematic design with the changes was made by Fred Scibuola. Seconded by Pete Serna. Motion carried.
8. **Adjourn to closed session:** None.
9. **Possible action on closed session:** None.
10. **Announce next Board meeting:** The Regular Board of Commissioner's meeting will be held on Monday, May 25 at 9:00 am.
11. **Adjourn:** Fred Scibuola 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 – March 25, 2019**

**APPROVED**  
Document approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote  
on 4/30/19 (Date)  
*CS* *Shirley Reed*  
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, Vice President Shirley Reed, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, and Cassandra Robinson-Bacon with The Morton Accounting Services' along with Legal Counsel Caryn Papantonakis. 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 Spencer Clark with AG/CM, Virginia Bazan, and Antonio Carrizales.
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. **Open Comments from the Board of Commissioners:** Mr. Scibuola has spoken to Harris County Emergency Corps employees regarding the new stations. Medics have suggested a secretary's desk in the rooms. They are excited to have regular size beds as well. They will further discuss the secretary desk additions during the Building Committee report.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve Meeting Minutes as presented made by Fred Scibuola. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** Shirley Reed announced the community CPR class coming up April 27<sup>th</sup>.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** Spencer Clark addressed Mr. Scibuola's suggestion of adding the fold-down desks at the stations; they will go ahead and add backing now as this is the time in the building process that it would need to be added in the event the Board decides to add the desks to the design. He will get cost estimates to us on the desk additions. They have been working on obtaining the fire permit for Station 92. The original submission was passed through, however, it was kicked back from Harris County engineering department now. The tank had already been purchased after the original approval so the tank and pump house will stay the same and they will route directly from the well. The domestic line will be capped off. Mr. Clark is working diligently to make sure that we will not incur any additional cost for this as it was the fault of Harris County passing the initial review. Construction Masters is continuing to move forward with work. Some drywall is installed, buildings are almost dried-in, and windows are arriving soon. He also met with the tower company and has a conference call with them this afternoon for the tower project. Mr. Hyde is still working on the furniture order and getting final quote to be reviewed at a later date. There are some Allowance expenditures to review as follows: 1) Construction Masters is proposing to make the following changes to the Contingency Allowance - Reduce storefront at entry and add additional brick. There will be a credit given in the amount of \$1,280 with the

changes made. 2) Construction Masters is proposing to make the following changes to the Graphics Allowance – Furnish and install room signage, building numbers and dedication plaque for each station. The cost for that will be \$10,176 of the \$50,000 allowance expenditure which will allow additional funds remaining of \$39,824. 3) Construction Masters is proposing to make the following changes to the Contingency Allowance – Rework exterior wall framing to adjust metal wall panel depth as discussed in RFI 15. The total for that comes in at \$10,342 leaving \$87,954 in the allowance balance. 4) Construction Masters is proposing to make the following changes to the Contingency Allowance – Add 2 piers and 15 LF of strap beam at both stations due to PEMB design with a total of \$4552 leaving \$84,682 in contingency. There are additional quotes and requests in the packet presented to the Board. Mr. Clark states that he feels the budget is intact and on target thus far. Also included for review by the Board was the recommendation letter for TAB (Procure Testing, Adjusting, and Balancing) services. AGCM is recommending DAC for these services per their experience on similar projects, they met the required specified certifications, and they came highly recommended from onsite team and other industry professionals. The budget for this was \$25,000 and the quote from DAC came in under budget at \$14,440. The contract will run through AGCM. The Board authorizes this contractor and will stamp the letter with approval. Mr. Clark presented a sample of the material that will be used for the cornerstone on each building. The size of the brick will be 20x18" and will be too small to add the logo along with the text/literature. This is also due to the nature of the logo being so complex. He will discuss with Joiner about leaving space on the brick for us to add a logo of our liking in the future.

11. **Possible action on Building Committee report:** Fred Scibuola made a motion to approve change-orders brought to us by AGCM for Stations 92 and 94. Motion carried.
12. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** The following report was given by Cassandra Robinson-Bacon: At the beginning of February, the Harris County Emergency Services District No 1 (HCESD No 1) beginning operating fund balance was \$22,348,593. During the month of February, HCESD No 1 received \$6,173,498 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,752,121 in disbursements during the month. 92% of this balance is a payment to HCEC for the monthly invoices related to Contract Revenue (\$952,875) and to Construction Masters for construction (\$651,742). The ending balance as of February 28, 2019 is \$26,769,969. The invoices pending board approval total \$2,219,531. In addition, she stated that Melissa Morton is waiting for a return email from Mrs. Sunday, Mr. Scibuola, and Ms. Papantonakis regarding debt confirmations. Motion to approve the Morton Accounting Services' monthly report and authorize payment of bills was made by Shirley Reed. Motion carried.
13. **Possible action on The Morton Accounting Services' monthly report:** None.
14. **Discuss and possibly approve resignation of ESD commissioner Richard Vestewig:** Shirley Reed made a motion to approve the resignation of ESD commissioner Richard Vestewig. Motion carried.
15. **Discuss and possibly approve service contract with Harris County Emergency Corps:** The Ambulance and Emergency Services Agreement was presented to the Board for review. Caryn Papantonakis mentions the increasing number of ambulances, reducing transfer costs per incident, and updated lease agreement. Mr. Hyde stated that an additional supervisor is now on the West side and they have begun to present employment offers to fill the new additional positions as well. Motion to approve the service contract with Harris County Emergency Corps was made by Fred Scibuola. Motion carried.
16. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Jeremy Hyde as follows:
  - HCEC responded to 1454 911 calls this month, down from 1516 in the previous month. Our response time is 8:34.
  - HCEC submitted the written RFP for NRG Park and is scheduled to do a live presentation for them April 1. We just finished Rodeo coverage with 21 straight days of concerts at NRG.
  - The Schematic Design of the new Station 97 was approved by the ESD Commissioners in February.
  - HCEC is currently working with Axley and Rode CPA firm on our annual audit.
  - HCEC received a grant from Memorial Hospital system to help improve our delivery of care to

pediatric and infant patients. They purchased the Handtevy system for our service and will provide all necessary training. This system organizes supplies and drug dosages for young patients based on their age and size.

- Community nutrition classes are being held at HCEC in a partnership with Harris Health.
- Free Community CPR classes will be held Saturday, April 27 from 9am-noon at HCEC.
- HCEC funded the remount of unit 5315 in 2018. It is scheduled for completion this month.
- Recent training was done on the new Lucas 3 machines. There are additional features that are very useful to patient care and HCEC would like to upgrade the Lucas 2's that are still in use (total of 4) to the Lucas 3 units.
- Ambulance Failures: 7 (0 during response/patient care)
- Fleet Accident: 1 (1603 no injury)

17. **Possible action on Harris County Emergency Corps Report:** Fred Scibuola made a motion to approve the purchase of 4 additional Lucas 3 machines for the cost of \$39,225. Motion carried.
18. **Adjourn to closed session:** Adjourn 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 30, 2019 at 9:00 am.
21. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:18 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – April 30, 2019**

1. **Call to Order:** Shirley Reed called the meeting to order at 9:04 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 9:05 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday (arrival at 9:06 am), Vice President Shirley Reed, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, Melissa Morton with The Morton Accounting Services' along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Operations Heath White, VP of Administration Keir Vernon and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Guests present were Spencer Clark and Amos By with AG/CM, Ricardo Martinez with Martinez Architects, Virginia Bazan with CRI, Shantell Boone-Feltor, and district citizens Meryl and Margaret Kizzee.
4. **Adoption of Agenda:** Agenda items 14 and 15 will be moved to after Open Forum due to time constraints. Fred Scibuola made a motion to adopt the agenda as amended. Motion carried.
5. **Open Forum:** Margaret Kizzee and Meryl Kizzee spoke in front of the Board regarding an incident that happened at their home in which HCEC provided medical support on June 12, 2017 and informed the board that they will be filing a formal complaint.
6. **Open Comments from the Board of Commissioners:** Cathy Sunday made sure the Board members received the Safe-D letter last night.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve Meeting Minutes as presented made by Pete Serna. 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:** Spencer Clark said that Station 94 is making good headway on the water line and is on schedule. Station 92 may be pushed out on time, they will be holding a meeting tomorrow with engineers about the well and pump. The following change orders were discussed; AER-G-02: Joiner found a few additional signs that are needed in the amount of \$1037.00. AER-OC-07: this change order is to add speakers and speaker wire to all dorm locations and this will come out of owner contingency fund in the amount of \$8493.06. AER-OC-08: Centerpoint gas connection fees at both stations in the amount of \$5887.00. AER-OC-09 is to add 2 electrical receptacles at each of the dorm rooms (totaling 12 per station) in the amount of \$5432.00.

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**APPROVED**  
Document approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote  
on 5-30-19 (Date)  
 **President of ESD-1**  
 **Secretary of ESD-1**

11. **Possible action on Building Committee report:** Fred Scibuola made a motion to approve the AER-G-02 change order for \$1037.00. Motion carried. Motion to accept the amount to add speakers and speaker wire at station 92 and 94 in the amount of \$8493.06 was made by Fred Scibuola. Motion carried. Motion to approve the \$5887.00 to cover expenses to Centerpoint for Station 92 and 94 was made by Fred Scibuola. Motion carried. Motion to approve change order AER-OC-09 in the amount of \$5432.00 was made by Shirley Reed. Motion carried.
12. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** The following report was given by Melissa Morton: At the beginning of March, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$26,769,969. During the month, HCESD No1 received \$504,585 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$2,222,446 in disbursements during the months. 78% of this balance is a payment to HCEC for monthly invoices related to Contract Revenue (\$1,002,169) and to Construction Masters for construction (\$722,893). The ending balance as of March 31, 2019 is \$25,052,109. The invoices pending board approval total \$1,845,298 and includes a debt payment due on May 15 for \$300,000 but has not made an invoice for that yet. Motion to approve the monthly report and authorize payment of bills was made by Fred Scibuola. Motion carried.  
  
~~Ms. Virginia Bazan~~ with Carr, Riggs, and Ingram provided the board with financial statements along with an opinion. Overall highlight of 2018 is consistent with prior year. There will be a new line item for Texas Class Investment. Property tax receivables increased. Capital assets increased to 4.3 million (new construction and stryker). Overall accounts payable is consistent with prior year. Ms. Bazan referred to page 15 to the last note which was the original from 2014. Her and Mr. Hyde discussed modifying the language "The agreement includes a provision to continue until December 31,202 of which the District and HCEC are currently operating under." In closing, she stated that the investment policy was last done in 2013 and will need to be done annually moving forward.
13. **Possible action on The Morton Accounting Services' monthly report:** Motion to approve quarterly investment report made by Fred Scibuola. Motion carried. Motion to approve HCESD No 1 Financial statement and required supplementary information dated December 31, 2018 with the amendment on page 15 was made by Fred Scibuola. Motion carried.
14. **Discuss and possibly approve design for future Station 97:** Cathy Sunday said the committee met yesterday. Mr. Amos updated on process. Design and development is getting specific now for major decisions on design. He presented a packet to the board for review. Next phase will be construction documents and will construct a package. Motion to approve design and to accept changes included in the packet was made by Shirley Reed. Motion carried.
15. **Discuss and possibly approve AGCM project management contract amendment:** Mr. Hyde stated that AG/CM has done the survey and geotech report so the contract outlines the additional work they have performed. Motion to approve AGCM project management contract amendment made by Pete Serna. Motion carried.
16. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Jeremy Hyde as follows:
  - HCEC responded to 1575 911 calls this month, up from 1454 in the previous month. Our response time is 8:29.
  - HCEC received the newly remounted unit 1801 (formerly 5313). This will go into service in the Events Division.
  - HCEC signed a contract to provide all medical support to the Astros personnel during games. This began 4/22/19.
  - HCEC received 2 Explorers for Dr. Decker and Chivas. They are currently being upfitted in-house. We changed vendors due to a problem with the original delivery and saved approximately \$5000. These are ESD assets.

- Jimmy Silva and Matt Orrson attended Navigator 2019, a nationwide emergency dispatch conference to accept our award as an Accredited Center of Excellence.
- Keir Vernon and Erin Matheson attended a workshop on Microsoft GP, our accounting software in order to create efficiencies within our system.
- The IT and Communications Division are attending training on our radio systems and our CAD.
- Among many other special events, HCEC participated in the IronMan coverage which came through our district on the Hardy Toll Road.
- Ambulance Failures: 10 (0 during response/patient care)
- Fleet Accident: 3 (1603 no injury, 215 no injury, 222 injuries)

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

18. **Discuss and possibly approve appointment of ESD Commissioner to fill unexpired term:**

19. **Adjourn to closed session:** Adjourn to closed session at 10:19 am in which they will discuss and possibly approve agenda item 18 during or after closed session.

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

21. **Announce next Board Meeting:** The Regular Board of Commissioners meeting will be held on Thursday, May 30, 2019 at 9:00 am at DoubleTree.

22. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:42 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
SPECIAL MEETING  
MINUTES – May 9, 2019**

**APPROVED**  
Document approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote  
on 5-30-19 (Date)  
*CJP* President of ESD-1  
*ASD* Secretary of ESD-1

1. **Call to Order:** Shirley Reed called the meeting to order at 9:02 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 9:03 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: Vice President Shirley Reed, Treasurer Fred Scibuola, and Asst. Treasurer Pete Serna. President Cathy Sunday was not present. (Excused) Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Operations Heath White and Executive Administrative Asst. Michelle Sterling.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Pete Serna seconded. Motion carried.
5. **Open Forum:** None.
6. **Discuss and possibly approve change orders for Stations 92 and 94:** Tabled due to information not being ready.
7. **Discuss and possibly approve furniture and IT equipment for Stations 92 and 94:** Jeremy Hyde stated that Station 94 will have a fully redundant dispatch center that will serve as an additional staffed center during major events (i.e. hurricanes, etc.). The facility will also be used for training. Station 94 will be IT heavy due to those reasons. Including radios for the tower and all of the data center IT infrastructure will start at the amount of approximately \$332,556.53 which is mainly to get started. There will need to be additional funding in the future. The dispatch center will not be a fully staffed operation but will be used as a backup to the primary Bender center during crisis/disasters as needed. Furniture pricing includes furniture for both stations and is quoted at \$36,437.48. Logo will be placed on certain items. Motion to approve the cost for the IT equipment to be utilized at Station 94 in the amount of \$332,556.23 was made by Fred Scibuola. Seconded by Pete Serna. Motion carried. Motion to approve the amount of \$44,820.48 including furniture and beds for Station 92 and 94 was made by Fred Scibuola. Seconded by Pete Serna. Motion carried.
8. **Discuss and possibly service contract with Harris County Emergency Corps:** Jeremy Hyde made the Board aware that there was a previous error in the contract that was previously approved. One change was made in Section 3.5 in the average cost of operations which totals \$984.21 per incident or service request. Motion to approve service contract with HCEC as amended in sections 3.3 and 3.5 was made by Pete Serna. Seconded by Fred Scibuola. Motion carried.
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 Thursday, May 30 at 9:00 am at the DoubleTree Hotel.
12. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 9:21 am.



**APPROVED**

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

on 6/24/19 (Date)

President of ESD-1

Secretary of ESD-1

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

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – May 30, 2019**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:17 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 9:18 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. Asst. Treasurer Pete Serna not present. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Operations Heath White, VP of Administration Keir Vernon, Medical Director Cameron Decker, VP of Clinical Services Chivas Guillote, Director of Special Events Monty Northern, Director of Communications Martin Douglas, Director of IT Michael Newman, IT Coordinator Isaiah Cameron, D90 Supervisor Landen Jackson, Special Projects Erin Matheson, Payroll Coordinator Toya Thompkins, Senior HR Coordinator Shannon Burleson, HR Coordinator William Barrett, Community Health Paramedic Corey Naranjo, Amy Corbett with HCEC Community Outreach Program, and Executive Administrative Asst. Michelle Sterling. Guests present were Spencer Clark with 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. **Review and possibly approve all Meeting Minutes:** Cathy Sunday made the following changes: April 30<sup>th</sup>: Agenda item 12, Alyssa with CRI gave the report, not Ms. Bazan. May 9<sup>th</sup>: Cathy Sunday had an excused absence. Motion to accept the Meeting Minutes for April 30<sup>th</sup> and May 9<sup>th</sup> as amended was made by Fred Scibuola. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** Shirley Reed announced the Diabetic class provided by Public Health and hosted by HCEC on June 3<sup>rd</sup> at Bender. Online registration is with HCEC.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** Spencer Clark with AGCM gave an update as follows: Change order #2 to add irrigation meter and back flow at station 94. Two Sons Environmental at station 92 for septic system, after the first 2 years we will not have to pay anything and can decide if we want to stay with same maintenance company at that point. AER-OC-14 was a credit because they went with the metal wall panels. This was credited to the owner contingency fund. AER-OC-13 HVAC labor and material approximately \$2370.00. AER-SP-001: Septic pump system at station 92. AGCM provided a recommendation letter to recommend Kuhn & Associates to bring them on board for Station 97. They will be available to AGCM as they need them and will charge per visit. Mr. Clark stated that the budget for station 97 is \$12,500 for that service. Fee schedule was provided to the Board. Lastly, AGCM provided a recommendation letter for MEP Consulting for Station 97 to make sure the building is energy efficient and all plumbing components are adequate. The quote is approximately \$8500.

11. **Possible action on Building Committee report:**

- Fred Scibuola made a motion to accept Kuhn and Associates, Inc. as the Building Envelop Consulting and Testing Firm. Motion carried.
- Fred Scibuola made a motion to accept MEP Commissioning for station 97 in the amount of \$8500. Motion carried.
- Shirley Reed made a motion to accept the credit of \$12,000 on request number AER-OC-14. Motion carried.
- Fred Scibuola made a motion to approve request number AER-SP-001 for septic pump system at station 92. Motion carried.
- Fred Scibuola made a motion to approve AER-OC-13 for HVAC labor and material. Motion carried.
- Fred Scibuola made a motion to approve Two Sons Environmental Services. Motion carried.
- Shirley Reed made a motion to approve Change Order #2 for irrigation and back flow meter at station 92. Motion carried.

12. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:**

The following report was given by Fred Scibuola: At the beginning of April, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$25,052,109. During the month, HCESD No1 received \$335,979 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$2,204,483 in disbursements during the months. 77% of this balance is a payment to HCEC for monthly invoices related to Contract Revenue (\$1,068,559) and to Construction Masters for construction (\$636,547). The ending balance as of April 30, 2019 is \$23,183,605. The invoices pending board approval total \$2,024,532. Motion to approve the monthly report and authorize payment of bills was made by Fred Scibuola. Motion carried.

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

14. **Discuss and possibly approve well upgrade for Isom Road property:** Spencer Clark referred to AER-OC-12 for stations 92 and 94. Upgrading is the best route to go for the longevity of the building and the total comes in at \$40,570.55. Motion to approve well upgrade in the amount given on AER-OC-12 was made by Fred Scibuola. Motion carried.

15. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Jeremy Hyde as follows:

- HCEC responded to 1605 911 calls this month, up from 1575 in the previous month. Our response time is 8:21.
- This is EMS week at HCEC. Along with the Banquet on 5/23/19, HCEC held breakfast, a crawfish boil, a taco truck, and distributed gifts throughout the week.
- HCEC prepared for a possibly flooding event in early May. Luckily no major issues occurred but it was a good test of our low level disaster plan.
- HCEC conducted a successful ultrasound class for supervisors and FTOs. The class was informative and we are now using the ultrasound devices in the field.
- HCEC admin people participated in leadership training this week conducted by Jay Fitch of Fitch and Associates. It was a very informative session.
- Ambulance Failures: 7 (0 during response/patient care)
- Fleet Accidents: 0

In addition to the report given by Mr. Hyde. HCEC personnel gave a PowerPoint presentation to the Board members covering 2018 accomplishments and 2019 goals.

16. **Possible action on Harris County Emergency Corps Report:** None.
17. **Discuss and possibly approve appointment of ESD Commissioner to fill unexpired term:** Tabled.
18. **Adjourn to closed session:** Adjourn to closed session at 12:10 pm.
19. **Possible action on closed session:** None.
20. **Announce next Board Meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, June 25, 2019 at 9:00 am.
21. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 12:32 pm.



## HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1

### BOARD OF COMMISSIONERS REGULAR MEETING MINUTES – June 24, 2019

RESOLUTION approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote  
on 7/17/19 (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, Vice President Shirley Reed, Treasurer Fred Scibuola, and Asst. Treasurer Pete Serna along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Operations Heath White, and VP of Administration, Keir Vernon along with Legal Counsel Mark Smith. Guests present were Spencer Clark with AGCM.
4. **Adoption of Agenda:** Pete Serna 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:** Cathy Sunday let everyone know that she enjoyed the goals presentation given by HCEC staff at prior meeting. Mr. Serna expressed his appreciation that the board meeting was moved to today to accommodate his schedule.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all Meeting Minutes as presented was made by Pete Serna. Seconded by Fred Scibuola. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** Mark Smith stated that SB2 passed. There is a 3.5% cap on property tax. Mark is still reviewing all the details. He currently has no additional information on his ESD Commissioner training program. Jeremy Hyde provided information on the new CMS initiative ET3. This program will provide alternative transport and payment options for 911 providers. HCEC will continue to monitor and provide future updates.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** Construction Masters is proposing a change order to add conduit for tower cables at Station 94. The cost is \$1225.00 and will come from the contingency allowance and does not increase the contract amount. Spencer Clark stated that they are waiting for tower to finish in fabrication and will install once it arrives. They are still waiting on several permits but there is no hold up. No lights are needed as tower is under FAA ceiling. Station 92 and 94 have the auto transfer switches in. Driveway was repaired at 94, waiting on boring to be completed under Aldine Bender. Still need to do curbs, light posts, and generators. Station 92 is ready for well upgrades after power is hooked up this week. Pete Serna made a motion to accept proposal in the amount of \$1225 for the conduit for tower cables. Shirley Reed seconded. Motion carried.
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 May, HCESD-1 beginning Operating Fund Balance

was \$23,183,605. During the month, HCESD-1 received \$190,146 in revenue – the majority of which came from the county tax receipts. HCESD-1 processed \$2,025,744.31 in disbursements during the month. 91% of this balance is a payment to HCEC for the monthly invoice related to Contract Revenue (\$1,104,960) and to Construction Masters for Construction (\$743,480). The ending balance as of May 31, 2019 is \$21,348,007. The invoices pending board approval total \$1,291,031. Fred Scibuola made a motion to approve the monthly report and authorize payment of bills listed in the report. Motion carried. Mr. Scibuola addressed the Board about invoices that were received for processing, but not on the list from the accountant. Cathy Sunday advised that bills not present on the list could be paid upon validation of the expense and approval by Board. Mr. Scibuola made the motion to approve and pay the Invoice for Allstate Tower in the amount of \$60,458.48 for the new St 94 Tower, which was not on the accountant's list. The motion was approved.

13. **Possible action on The Morton Accounting Services' monthly report:** Information on the investment policy was reviewed and found to have incorrect date. Caryn Papantonakis will discuss with accountant and review with Board at next meeting.
14. **Discuss and possibly approve authorization of Harris County Emergency Corps to issue liens pursuant to Texas Property Code Chapter 55:** Texas Property Code allows Hospitals and EMS agencies to place liens on proceeds related to accidents. Mark Smith led discussion on the process for liens and collection practices. Mr. Smith polled the Board for their position on HCEC utilizing a collection company to pursue liens against insurance and liability claims and confirmed that there is the option to settle claims or release liens without sending patients to collections. Pete Serna asked about the volume of liability claims for HCEC, as well as data on any outstanding HCESD-1 patient accounts. Mr. Serna made the motion authorizing HCEC to subrogate Insurance carriers for collection of Liability accounts thru liens. Motion approved.
15. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 1577 911 calls this month, down from 1605 in the previous month. Response time is 8:40.
  - Medic 91 had to leave their station for 2 weeks for driveway repairs by Little York FD. Little York FD housed our crews in their station during that time.
  - HCEC employee satisfaction surveys were sent to employees for input.
  - HCEC is still in negotiation with NRG Park on our contract renewal.
  - HCEC participated in the Texas EMS Alliance EMS Evolution conference this month. Topics included a legislative update and the new ET3 payment model being tested by Medicare.
  - Ambulance Failures: 11 (0 during response/patient care)
  - Fleet Accident: 3 (5313, 1602, 1601- all Minor backing)

In addition, included in the packet for review is a quote from VistaCom to upgrade/replace existing Eventide recorder at Bender offices to the new Eventide Nexlog 740 recorder. The new configuration will be used to record the following: 16 analog phones, 40 Telex IP radios, 16 Sangoma Free PBX 100 phone system. The quote comes in at a total of \$43,635.00. The current Eventide recording system at Bender will be used as a redundant agent at the backup Communications center at St 94.

16. **Possible action on Harris County Emergency Corps Report:** Motion to approve the purchase of the new system from VistaCom in the amount of \$43,635.00 was made by Pete Serna. Seconded by Shirley Reed. Motion carried.
17. **Adjourn to closed session:** Adjourn to closed session at 9:45 am.
18. **Possible action on closed session:** The Board made an action to appoint Virginia Bazan as Commissioner to fill vacant position formerly held by Richard Vestewig.
19. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Wednesday, July 17, 2019 at 9:00 am.
20. **Adjourn:** Fred Scibuola made motion to adjourn; seconded by Pete Serna seconded. Motion carried and adjourned at 10:05 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – July 17, 2019**

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 Virginia Bazan:** Jimmy Silva read the oath of office and Ms. Virginia Bazan and she repeated after him. Mr. Silva notarized the document and Ms. Bazan was sworn into office as a Commissioner of Harris County ESD #1.
4. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Secretary Virginia Bazan, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, Cassandra Robinson-Bacon with The Morton Accounting Services' 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. Guests present were Jimmy Silva for Notary, Antonio Carrizales, Janet Neaves, Johannah Carrizales, and Maritza Bautista.
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:** Ms. Bazan thanked the Board and said she is looking forward to working with everyone. Mr. Scibuola stated that he did a ride-a-long with Jennifer Pagel recently during a firework incident. He was extremely impressed with Mrs. Pagel who maintained her cool attitude during the situation which had very little information provided. It was a high stress situation and she handled it with professionalism.
8. **Review and possibly approve all Meeting Minutes:** Motion to approve Meeting Minutes as presented 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:** Jeremy Hyde toured Station 94. The cabinets are being installed. The holdup is CenterPoint Energy as they have not hooked up electricity to the buildings yet. Pushing for the end of August to finish and the tower is expected to be completed at the end of July.
12. **Possible action on Building Committee report:** None.

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**APPROVED**  
Document approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote  
on 8/27/19 (Date)  
*Shirley Reed*  
President of ESD-1  
*Virginia Bazan*  
Secretary of ESD-1

13. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** The following report was given by Cassandra Robinson-Bacon: At the beginning of June, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$21,348,007. During the month, HCESD No1 received \$186,612 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,291,128 in disbursements during the months. 89% of this balance is a payment to HCEC for monthly invoices related to Contract Revenue (\$992,710) and to CDW Government (\$162,459). The ending balance as of June 30, 2019 is \$20,243,490.
14. **Possible action on The Morton Accounting Services' monthly report:** None.
15. **Discuss and possibly approve updated Investment Policy:** Mrs. Papantonakis has updated the policy and it is now current. Melissa Morton is still listed as the investment officer. There are 2 resolutions in the packet presented to the Board (adopting the new policy and keeping Melissa as the investment officer). Shirley Reed made a motion to accept the new policy. Fred Scibuola seconded. Motion carried. Shirley Reed made a motion to retain Melissa Morton as the investment officer. Seconded by Virginia Bazan. Motion carried.
16. **Discuss and possibly approve reallocation of funds for Building Project Management:** Mr. Hyde stated that when AG/CM bid on the projects the expected completion date had been delayed until August or beginning of September. Spencer to stay on until Station 97 completion. There is a remaining balance of \$61,000 for 3<sup>rd</sup> party consultants that has been unused. Proposing to reallocate \$51,967 of those funds back to AG/CM so that we can retain Spencer Clark on the job. Fred Scibuola made a motion for reallocation of funds to be paid to AG/CM in the amount of \$51,967 to retain Spencer Clark due to schedule overruns. Shirley Reed seconded. Motion carried.
17. **Discuss and possibly approve purchase of furniture:** Training room tables for Station 92 and the CPR room at Bender location need replaced as well as chairs in Baker Hughes educational rooms. The total quote includes replacement of furniture in the reception lobby as well. The total is \$76,510. Lockers at Stations 92, 94, and 97 total \$18,942. Motion made by Shirley Reed to purchase lockers for 92, 94, and 97 and all furniture for Bender, 92, and 94. Motion carried.
18. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Jeremy Hyde as follows:
  - HCEC responded to 1609 911 calls this month, compared to 1577 in the previous month. Our response time is 8:26.
  - HCEC sent over \$238,000 in longevity bonuses to our employees last week. This is calculated based on their months of service to HCEC. Last year we paid out \$201k which means we are retaining employees longer.
  - HCEC is still in negotiation with NRG Park on our contract renewal.
  - AS the stations 92 and 94 near completion, we are finalizing our capital needs for them. We also ordered a radio analysis to determine the best way to improve our emergency radio coverage with the new tower
  - Ambulance Failures: 14 (0 during response/patient care)
  - Fleet Accidents: 2 (1501, 1301 both minor)
19. **Possible action on Harris County Emergency Corps Report:** Jeremy Hyde stated that ESD #1 was not a part of the HGAC government cooperative purchasing program and needed to join to get discounts on vehicles. Fred Scibuola made a motion to authorize Jeremy Hyde to join the cooperative purchasing program on behalf of ESD #1. Motion carried.
20. **Adjourn to closed session:** Adjourn to closed session at 9:44 am.
21. **Possible action on closed session:** Motion was made by Fred Scibuola to allow Mark Smith to represent both ESD #1 and HCEC on a pending lawsuit. Motion carried.

22. **Announce next Board Meeting**: The Regular Board of Commissioners meeting will be held on Tuesday, August 27, 2019 at 9:00 am.
23. **Adjourn**: Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:02 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – July 17, 2019**

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 Virginia Bazan:** Jimmy Silva read the oath of office and Ms. Virginia Bazan and she repeated after him. Mr. Silva notarized the document and Ms. Bazan was sworn into office as a Commissioner of Harris County ESD #1.
4. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Secretary Virginia Bazan, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, Cassandra Robinson-Bacon with The Morton Accounting Services' 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. Guests present were Jimmy Silva for Notary, Antonio Carrizales, Janet Neaves, Johannah Carrizales, and Maritza Bautista.
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:** Ms. Bazan thanked the Board and said she is looking forward to working with everyone. Mr. Scibuola stated that he did a ride-a-long with Jennifer Pagel recently during a firework incident. He was extremely impressed with Mrs. Pagel who maintained her cool attitude during the situation which had very little information provided. It was a high stress situation and she handled it with professionalism.
8. **Review and possibly approve all Meeting Minutes:** Motion to approve Meeting Minutes as presented 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:** Jeremy Hyde toured Station 94. The cabinets are being installed. The holdup is CenterPoint Energy as they have not hooked up electricity to the buildings yet. Pushing for the end of August to finish and the tower is expected to be completed at the end of July.
12. **Possible action on Building Committee report:** None.

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**APPROVED**  
Document approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote  
on 8/27/19 (Date)  
*Shirley Reed*  
President of ESD-1  
*Virginia Bazan*  
Secretary of ESD-1

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18. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Jeremy Hyde as follows:
  - HCEC responded to 1609 911 calls this month, compared to 1577 in the previous month. Our response time is 8:26.
  - HCEC sent over \$238,000 in longevity bonuses to our employees last week. This is calculated based on their months of service to HCEC. Last year we paid out \$201k which means we are retaining employees longer.
  - HCEC is still in negotiation with NRG Park on our contract renewal.
  - AS the stations 92 and 94 near completion, we are finalizing our capital needs for them. We also ordered a radio analysis to determine the best way to improve our emergency radio coverage with the new tower
  - Ambulance Failures: 14 (0 during response/patient care)
  - Fleet Accidents: 2 (1501, 1301 both minor)
19. **Possible action on Harris County Emergency Corps Report:** Jeremy Hyde stated that ESD #1 was not a part of the HGAC government cooperative purchasing program and needed to join to get discounts on vehicles. Fred Scibuola made a motion to authorize Jeremy Hyde to join the cooperative purchasing program on behalf of ESD #1. Motion carried.
20. **Adjourn to closed session:** Adjourn to closed session at 9:44 am.
21. **Possible action on closed session:** Motion was made by Fred Scibuola to allow Mark Smith to represent both ESD #1 and HCEC on a pending lawsuit. Motion carried.

22. **Announce next Board Meeting**: The Regular Board of Commissioners meeting will be held on Tuesday, August 27, 2019 at 9:00 am.
23. **Adjourn**: Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:02 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – August 27, 2019**

1. **Call to Order:** Shirley Reed called the meeting to order at 9:04 am.
2. **Moment of Silence and Pledge of Allegiance:** Fred Scibuola called for a moment of silence and followed with the Pledge of Allegiance at 9:05 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: Vice President Shirley Reed, Secretary Virginia Bazan, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, Cassandra Robinson-Bacon with The Morton Accounting Services' along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, VP of Clinical Services Chivas Guillote, VP of Administration Keir Vernon and Executive Administrative Asst. Amanda Feuge along with Legal Counsel Mark Smith. Guests present was Spencer Clark with AGCM.
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:** Mr. Serna recognized Jeremy for renewing the contract with the Texans and NRG.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve Meeting Minutes as presented made by Fred Scibuola. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** Chivas Guillote discussed the rollout of Handtevy during trimester CE this month and the benefits it will have on the community for pediatric calls thanks to a grant from Memorial Herman that helped train our trainers and purchase the Handtevy bags.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** Spencer spoke of the holdup that City of Houston is causing from the water line they are laying down in front of station 94. Due to this delay, construction is limited due to lack of water and the ability to pull permits for occupancy of the building. However while waiting on COH to complete the water line they will do as much as possible on the station. There is no time frame for completion now, but once the COH is done with the water line it should be approximately 1 month to completion from that point. Station 92 needs a new well since the pump upgrade will not be enough to pass inspection from the city. They are requesting an additional allowance of 12,850 to cover the cost well and warranty. It will take 90 days to get the permit. There is a change order to change out the light fixtures at both stations of \$6,227 and Harris County fees of \$250. Spencer said after all these funds no more requests for money.
11. **Possible action on Building Committee report:** Motion to approve the additional allowance by Fred Scibuola. Motion carried. Motion to approve change order by Pete Serna. Motion carried.

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Board of Commissioners  
By a Majority Vote  
on 9/24/19 (Date)  
*Shirley Reed* President of ESD-1  
*Pete Serna* Secretary of ESD-1

12. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** The following report was given by Cassandra Robinson-Bacon: At the beginning of June, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$20,243,490. During the month, HCESD No1 received \$127,933 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,802,510 in disbursements during the months. 81% of this balance is a payment to HCEC for monthly invoices related to Contract Revenue (\$1,134,855) and to Contract Masters for Pay Request #11 (\$379,534). The ending balance as of June 31, 2019 is \$18,504,371. Motion to accept the monthly report by Fred Scibuola. Motion carried
13. **Possible action on The Morton Accounting Services' monthly report:** None.
14. **Discuss and possibly approve amending contract with RBAP for elections and litigations:** Mark Smith explained that due to some changes at the RBAP firm they were requesting an amendment to the contract that is currently in place. Motion by Fred Scibuola to approve the new contract. Motion carried.
15. **Discuss and possibly approve conflict waiver:** Mark Smith wanted to clarify the terms of the joint representation of HCESD1 and HCEC in the Lawsuit with a waiver with both parties agreeing to the terms and conditions laid out in the waiver. Motion by Virginia Bazan for HCESD1 to approve the waiver. Motion carried.
16. **Discuss and possibly approve purchase of fleet vehicles:** Jeremy Hyde purposed the purchase of 2 EMS response vehicles to replace aging fleet. One Tahoe will replace the last remaining 2008 Supervisor Tahoe with over 125,000 miles and the other will replace the CHP 2008 Charger with over 100,000 miles. The vehicles can take up to 6 months to arrive after ordering. 2 Chevrolet Tahoes (or equivalent) vehicles not to exceed \$32,985 each: \$65,970. Vehicle lightening package, graphics, radios, and elections not to exceed: \$25,000. Total request: \$90,970. Motion to approve purchase of fleet vehicles by Pete Serna. Motion carried.
17. **Legislative update:** Mark Smith pointed out a few new items that were most relevant: Ethics and open governments bill 793, 1791 – can't stop CHL on properties, 944 – public information law stating that everything needs to be backed up to a cloud which includes all emails and text messages dealing with district business, 2840 – requires that any company banning Israel we can't do business with.
18. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Jeremy Hyde as follows:
  - HCEC responded to 1587 911 calls this month, compared to 1609 in the previous month. Our response time is 8:22.
  - HCEC renewed our agreement with NRG Park and the Houston Texans in a multi-year deal.
  - HCEC conducted its second Trimester CE in mid-August. Attendees were taught the Handtevy Method of drug doses for infant and pediatric patients.
  - HCEC participated in a large Aldine ISD back to school event at MO Campbell. Numerous attendees learned CPR and Stop the Bleed training free of charge from HCEC
  - HCEC is partnering with Aldine ISD to present Stop the Bleed training to staff. It was funded in part by the East Aldine District
19. **Possible action on Harris County Emergency Corps Report:** None.
20. **Adjourn to closed session:** Adjourn to closed session at 9:50 am.
21. **Possible action on closed session:** None.

Board of Commissioners  
Regular Meeting – 08/27/2019  
Page 3 of 3

22. **Announce next Board Meeting**: The Regular Board of Commissioners meeting will be held on Tuesday, September 24, 2019 at 9:00 am. Special Meeting September 12, 2019 at 9:00am
23. **Adjourn**: Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:10 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
SPECIAL MEETING  
MINUTES – September 12, 2019**

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, Secretary Virginia Bazan, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, and Legal Counsel Caryn Papantonakis via phone. 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 Michael Medwedeff and Amos Byington from AGCM and Justin Myers from Martinez Architects.
4. **Adoption of Agenda:** Cathy Sunday made a change to the Agenda moving agenda item #8 and 9 to the #6 place due to time constraints for attendees. Fred Scibuola made a motion to adopt the agenda as amended. Motion carried.
5. **Open Forum:** None.
6. **Discuss and possibly approve Budget:** An interim budget was presented to the Board for approval. Motion made by Shirley Reed to approve the interim budget. Motion carried.
7. **Discuss and possibly approve setting hearing dates regarding tax rate:** Shirley Reed made a motion that the property tax rate be increased by the adoption of a tax rate of \$0.10 per \$100 valuation, which is effectively a 4.48 percent increase in the tax rate. Motion carried. A notice will be put in on September 17<sup>th</sup>. 1<sup>st</sup> public hearing date on September 24 at 9:00 am. 2<sup>nd</sup> hearing will be held on October 3 at 12.30 pm. Adoption of tax rate will occur on October 10 at 9:00 am. Motion to approve the hearing dates and authorization of Melissa Morton to publish in the chronical was made by Shirley Reed. Motion carried.
8. **Discuss and possibly approve architectural drawings for future station 97:** Mr. Byington stated that all of the decisions that have previously been made have been put together for construction purposes. The first round of permits have been completed. They are further along than typically at this point in time. Mr. Byington proposes approval for the documents that he has presented to the Board today. Once the contractor is negotiated then they can proceed. It will take approximately 1 month from tomorrow to complete the processes and then will break ground. 1 month from today there will need to be another special meeting. It is not uncommon to be doing permits during the bid process but they are at the tail end of the process. He fully anticipates it to be completed in the next few weeks and by the next building committee meeting. He feels they are ahead of schedule on Station 97 and does not anticipate any issues throughout the process. Justin stated that the cost estimate slightly increased from the last one. Fred Scibuola made a motion to approve the architectural drawings for future station 97. Motion carried.
9. **Discuss and possibly approve RFQ-RFP process for construction of future station 97:** Mr. Byington has started putting together documents for bidding purposes and would like to go out to bid for contractors on Friday. He will finish reviewing bid documents and should be ready tomorrow. The first advertisement will be in the Chronicle tomorrow.

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on 9/24/19 (Date)  
*Shirley Reed* President of ESD-1  
*[Signature]* Secretary of ESD-1

Tentative schedule as follows:

9/13/2019: Issue construction documents for bid and first advertisement published  
9/23/2019: Pre-bid conference  
9/25/2019: Final questions due from bidders  
10/1/2019: Bid opening (all bids will be due)  
10/1/2019-10/4/2019: Evaluate bids. Contract evaluations will start.  
10/10/2019: Special meeting

Building committee meeting scheduled for October 3 at 1:00 pm. Motion to approve RFP-RFQ process for construction of future station 97 as presented was made by Fred Scibuola. Motion carried.

10. **Adjourn to closed session:** None.
11. **Possible action on closed session:** None.
12. **Announce next Board meeting:** The Regular Board of Commissioner's meeting will be held on Tuesday, September 24 at 9:00 am and a Special Meeting will be held on October 10 at 9:00 am.
13. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 9:21 am.



## HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1

### BOARD OF COMMISSIONERS

#### REGULAR MEETING

MINUTES – September 24, 2019

**APPROVED**  
Document approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote  
on 10/29/19 (Date)  
President of ESD-1 Secretary of ESD-1

1. **Call to Order:** Shirley Reed called the meeting to order at 9:06 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 9:07 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 Melissa Morton and Cassandra Robinson-Bacon with Morton Accounting Services along with Legal Counsel Caryn Papantonakis. President Cathy Sunday and Secretary Virginia Bazan were 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 Spencer Clark and Michael Medwedeff with 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. **Review and possibly approve all Meeting Minutes:** Motion to approve regular Board of Commissioner Meeting minutes and Special Meeting minutes as presented was made by Pete Serna. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** HCEC is hosting the Explorers program open house on October 1<sup>st</sup> from 7 pm. to 9 pm. Fall Creek open house is coming soon.
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 power is connected, flooring is down, and paint is happening now. The punch list walk will be completed next week on Monday. Station 92 should be completed in the next 2-3 weeks. Water well permit is expected to be sometime in November per Michael Medwedeff. Demo time will be two weeks after move-in after the water well is finished. Complete move-in should happen between mid-December and the beginning of the year. Station 94 is working on getting final power hooked up. Rain saturated the ground which has delayed the trucks coming to the site. Move in is approximately 5-6 weeks from now. Almeda has a few additional expenses but they are able to stay within the contingency fund so there should be no new change orders. No flooding near properties with recent weather conditions. Mr. Hyde advised the Board that he and Caryn Papantonakis signed an application for water and sewage services for Station 97.
11. **Possible action on Building Committee report:** None.
12. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Cassandra Robinson-Bacon gave the monthly report as follows: At the beginning of August, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$18,504,371. During the month, HCESD No 1 received \$79,329 in revenue – the majority of which came from the county tax receipts. HCESD

No 1 processed \$1,799,301 in disbursements during the months. 75% of this balance is a payment to HCEC for monthly invoices related to Contract Revenue (\$1,079,342) and to Construction Masters for Pay Request #13 (\$276,494). The ending balance as of August 31, 2019 is \$16,784,399. The invoices pending approval total \$1,823,013. Motion made to approve The Morton Accounting Services' monthly report and authorize payment of bills was made by Fred Scibuola. Motion carried.

13. **Possible action on The Morton Accounting Services' monthly report:** None.
14. **Discuss and possibly approve amending budget:** Melissa Morton presented the budget to the Board and summarized the changes. Some of the points that were noted were as follows: The estimated starting balance is around \$12 million. There were no changes to ambulance or property revenue. Tax revenue is based on the 10% tax rate. Vehicle purchases were based on an estimate from Mr. Hyde. Legal notice line is at \$7000 but it may need to be raised depending on the current ad invoice. Ending balance of \$7.2 million. Fred Scibuola made a motion to approve the amended budget as presented. Pete Serna seconded. Motion carried.
15. **Discuss and possibly approve software license for backup dispatch center:** Jeremy Hyde received the quote in July from Mace Incorporated. The software converts the radios to the computers just as we have at the Bender location. This vendor is the least expensive that was found but provides the same product. This is a necessary expense. The total expense for the software license is \$55,296.84. HCEC will be installing the software. Motion was made by Pete Serna to approve the software license totaling \$55,296.84. Motion carried.
16. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 1655 911 calls this month, compared to 1578 in the previous month. Response time is 8:20.
  - HCEC participated in the annual Grandparents Raising Grandchildren Conference on 9/7 at the MO Campbell building at Aldine ISD. It was well attended and HCEC got a lot of exposure.
  - HCEC held a Difficult Airway Class the week of Sept 16 with a lot of external attendees.
  - Jeremy Hyde held 2 town hall meetings for employees to review the employee survey and proved suggestions on how to improve the service.
  - HCEC provided medical support for an event at NRG Stadium on 9/22 in which the President of the United States was in attendance.
  - Ambulance Failures: 16 (0 during response/patient care)
  - Fleet Accident: 1 (1202, Minor)
17. **Possible action on Harris County Emergency Corps Report:** None.
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, October 29, 2019 at 9:00 am.
21. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 9:56 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 1**  
**BOARD OF COMMISSIONERS**  
**SPECIAL MEETING**  
**MINUTES- September 27, 2019**

1. **Call to Order:** Mr. Scibuola called the meeting to order at 09:04.
2. **Moment of Silence and Pledge of Allegiance:** Mr. Scibuola called for a moment of silence and was followed by the Pledge of Allegiance at 09:04.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: Treasurer, Fred Scibuola, Asst. Treasurer, Pete Serna, and Member at Large, Virginia Bazan. Also present was Heath White, Vice President of Operations with Harris County Emergency Corps.
4. **Adoption of Agenda:** Mr. Serna made the motion to adopt the agenda. Motion Carried.
5. **Open Forum:** Mr. Serna reminded the Board of Commissioners of the upcoming policy renewal with VFIS, and wanted to ensure adequate coverages specifically regarding construction of new buildings and flooding.
6. **Public hearing of proposed tax increase:** Mr. Scibuola opened the public hearing at 9:05am. No community members were in attendance and there was no associated discussion.
7. **Adjourn to Closed Session:** Mr. Scibuola called for closed session at 09:20.
8. **Possible action on Closed Session:** None
9. **Adjourn:** Mrs. Bazan made the motion to adjourn at 09:25.

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 President of ESD-1  
 Secretary of ESD-1




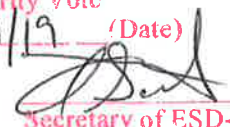
**HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 1**  
**BOARD OF COMMISSIONERS**  
**SPECIAL MEETING**  
**MINUTES- October 3, 2019**

1. **Call to Order:** Mrs. Sunday called the meeting to order at 12:30pm.
2. **Moment of Silence and Pledge of Allegiance:** Mr. Scibuola called for a moment of silence and was followed by the Pledge of Allegiance at 12:32.
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, Pete Serna, and Member at Large, Virginia Bazan. Also present was Jeremy Hyde, President with Harris County Emergency Corps.
4. **Adoption of Agenda:** Mr. Serna made the motion to adopt the agenda. Motion Carried.
5. **Open Forum:** None.
6. **Public hearing of proposed tax increase:** Mrs. Sunday opened the public hearing at 12:35pm. No community members were in attendance and there was no associated discussion.
7. **Adjourn to Closed Session:** None.
8. **Possible action on Closed Session:** None
9. **Adjourn:** Mrs. Sunday made the motion to adjourn at 12:55pm.

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By a Majority Vote

on 10/29/19 (Date)  
  
President of ESD-1  
  
Secretary of ESD-1



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

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 1**  
**BOARD OF COMMISSIONERS**  
**SPECIAL MEETING**  
**MINUTES- October 3, 2019**  
**1:00pm**

1. **Call to Order:** The scheduled meeting for 1:00pm was canceled due to lack of quorum. The building committee met in lieu of a special meeting.

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**HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 1**  
**BOARD OF COMMISSIONERS**  
**SPECIAL MEETING**  
**MINUTES- October 10, 2019**

1. **Call to Order:** Mrs. Sunday called the meeting to order at 9:22am.
2. **Moment of Silence and Pledge of Allegiance:** Mrs. Sunday called for a moment of silence and was followed by the Pledge of Allegiance at 9:23am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President, Cathy Sunday, Vice President Shirley Reed, and Asst. Treasurer, Pete Serna. Also present was Jeremy Hyde, President with Harris County Emergency Corps and Heath White, Vice President of Harris County Emergency Corps.
4. **Adoption of Agenda:** Mr. Serna made the motion to adopt the agenda. Motion Carried.
5. **Open Forum:** None.
6. **Discuss and possibly approve Resolution adopting tax rate:** Mr. Serna made a motion to approve the resolution adopting an ad valorem tax rate of \$0.100000 on each \$100.00 of taxable property within the District in order to provide funds for maintenance and operating purposes. Motion carried.
7. **Adjourn to Closed Session:** None.
8. **Possible action on Closed Session:** None
9. **Adjourn:** Mrs. Sunday made the motion to adjourn at 9:25am.

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Board of Commissioners

By a Majority Vote

on 10/29/19 (Date)

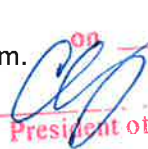
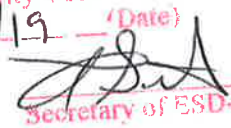
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**HARRIS COUNTY EMERGENCY SERVICES DISTRICT # 1**  
**BOARD OF COMMISSIONERS**  
**SPECIAL MEETING**  
**MINUTES- October 10, 2019**

1. **Call to Order:** Mrs. Sunday called the meeting to order at 9:30am.
2. **Moment of Silence and Pledge of Allegiance:** tabled.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President, Cathy Sunday, Vice President Shirley Reed, and Asst. Treasurer, Pete Serna. Also present was Jeremy Hyde, President with Harris County Emergency Corps and Heath White, Vice President of Harris County Emergency Corps. Michael Medwedeff and Amos Byington from AGCM were also present.
4. **Adoption of Agenda:** Mr. Serna made the motion to adopt the agenda. Motion Carried.
5. **Open Forum:** None.
6. **Building Committee Meeting:** None.
7. **Discuss and possibly approve contractor for future station 97:** AGCM presented the contractor selection worksheets from the Building Committee for Board review. Mr. Byington stated that based on the outcome of the contractor grading, the contractor that gave the ESD the best value was Construction Masters. Mr. Serna inquired about the price per square foot vs our other buildings. Mr. Byington also explained that the square footage price for a smaller building is always a little higher because all of the mechanical systems are essentially the same as a larger building. Mrs. Reed made a motion to give Construction Masters a Notice to Proceed and sign their contract pending the ESD attorney's approval. Motion carried.
8. **Adjourn to Closed Session:** None.
9. **Possible action on Closed Session:** None
10. **Adjourn:** Mrs. Reed made the motion to adjourn at 9:37am.

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**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – October 29, 2019**

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Board of Commissioners  
By a Majority Vote  
on \_\_\_\_\_ (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 9:09 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 Melissa Morton and Cassandra Robinson-Bacon with Morton Accounting Services along with Legal Counsel Caryn Papantonakis. Vice President Shirley Reed and Secretary Virginia Bazan were not present. Also present were Harris County Emergency Corps (HCEC) personnel: VP of Operations Heath White and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Guests present were Spencer Clark and Micahel Medwedeff with AG/CM.
4. **Adoption of Agenda:** Pete Serna made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Mrs. Sunday made an announcement showing her appreciation for all of the people she works with.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve regular Board of Commissioner Meeting minutes and Special Meeting minutes as presented was made by Cathy Sunday. 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:** Mr. Clark stated that Station 92 has first punch walk completed and Construction Masters is doing touchup paint. Currently waiting on well permit to be accepted (mid-November) and then concrete work can move forward. Completion is approximated by first of the year. Station 94 has the flooring down, laminate tile down, punch process going, firing up the AC units and are looking at a mid-December move-in. The tower is complete, waiting on one final component to be wired and then Mike Newman can go in and get everything going. Some allowance expenditure requests from Construction Masters will be coming up. There's about \$80,000 leftover in owner contingency before expenditures. Construction Masters is proposing to make the following changes to the Contingency Allowance: AER-OC-21; Reimbursement for COH Water Utility Changes pad by CMHOU for Meter fee of \$1337.64 and meter #2 in the amount of \$1657.16. AER-OC-22; Plumbing L&M in the amount of \$3368.97. AER-OC-23; Misc. Structure Inspection in the amount of \$290.00. AER-OC-24; Material and Labor for repair of damage to tank ladder due to damage caused by ambulance in the amount of \$2374.00. AER-OC-25; Coring and patching to facilitate installation of tower structure in the amount of \$1275.00. Hand Saw for \$500.00 – the Board would like clarification for what this is. AER-OC-26; Sprinkler head and painting for \$1066.00. The new total after change orders is \$68,847.52.
11. **Possible action on Building Committee report:** Motion to approve all change orders as discussed with clarification to AER-OC-25 regarding the hand saw was made by Pete Serna. Motion carried.

12. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton 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 \$16,784,399. During the month, HCESD No 1 received \$97,654 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,823,025 in disbursements during the months. 74% of this balance is a payment to HCEC for the monthly invoices related to Contract Revenue (\$1,207,694) and to Construction Masters for Pay Request #14 (\$135,593). The ending balance as of September 30, 2019 is \$15,059,028. The invoices pending board approval total \$1,499,660. There is one additional invoice that came in that is for Allstate tower for \$60,458.48. Mrs. Morton gave the following investment report: Started out in the investment account in July 19 for the TX Class account. Ended the quarter with \$14,346,000. There was \$5.6 million moved over to the operating account to pay for invoices and construction. Received approximately \$85,000 in interest. The interest rate has declined. The investment report was emailed to the Board members but was not included in the original packet. Motion to approve report made by Pete Serna. Motion carried. Fred Scibuola made a motion to authorize payment of bills. Motion carried.
13. **Possible action on The Morton Accounting Services' monthly report:** None.
14. **Discuss and possibly approve contract with Construction Masters for construction of Station 97:** Mr. Medwedeff stated that there were no major changes to the contract. A notice to proceed has been sent to Construction Masters. Pre-construction meeting is forthcoming with no set date as of yet. It will be held between November 6<sup>th</sup> and November 8<sup>th</sup>. Construction Masters needs to provide certificates of insurance and bonds. There is one outstanding item to follow up with Eastex at station 36 for the easement proposal for the water line. That should be put to rest today which will finalize a dollar amount for the permit. Pete Serna requested copies of the Insurance policy. Motion to approve contract present to the Board was made by Pete Serna. Motion carried.
15. **Harris County Emergency Corps Report:** HCEC report was given by Mr. White as follows:
  - HCEC responded to 1538 911 calls this month, compared to 1655 in the previous month. Response time is 8:33.
  - HCEC has replaced chairs for our classrooms. We will replace the tables soon.
  - HCEC met with our responding Fire Department agencies to discuss a long term plan for radio infrastructure. We currently have requested quotes to upgrade our current system.
  - HCEC conducted a punch walk with the contractors at Station 92. They are working on the finishing touches and then will allow us to move furniture in
  - Power has been connected at Station 94 and water is soon to follow. Construction will resume this week at a rapid pace.
  - We received the 2 responder Tahoes for D90 and the CHO.
  - 3 ambulances are at Frazer currently for remount.
  - Ambulance Failures: 9 (1 during response/patient care)
  - Fleet Accident: 0
16. **Possible action on Harris County Emergency Corps Report:** None.
17. **Adjourn to closed session:** Adjourn to closed session at 10:15 am.
18. **Possible action on closed session:** None.
19. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, November 19, 2019 at 9:00 am.
20. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:34 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING**  
**MINUTES – November 19, 2019**

**APPROVED**  
Motion approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote  
12/17/19 (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 (arrival at 9:11am), Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, Secretary Virginia Bazan, and Cassandra Robinson-Bacon with Morton Accounting Services. Caryn Papantonakis 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.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** Mrs. Keir Vernon announced the HCEC Christmas party at ShowBiz Cinemas on December 5<sup>th</sup> from 6 to 10pm.
6. **Open Comments from the Board of Commissioners:** Mrs. Sunday thanked HCEC for the crew that arrived at her house for an emergency call.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve regular Board of Commissioner Meeting minutes as presented was made by Fred Scibuola. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** Safe D meeting will be held in Galveston beginning February 20, 2020. Those in attendance will be Mr. Scibuola, Ms. Reed, Ms. Virginia Bazan, and Mr. Pete Serna. Mrs. Sunday is unsure of attendance at this time. Michelle Sterling will book hotels and register Board members for the meeting.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** Jeremy Hyde got report at the end of last week that the well permit at Station 92 is being approved and they are continuing work in the next couple of weeks. Crews will have to be relocated. Station 94 is progressing nicely and the walk-through is scheduled for this Thursday at 1:00pm. Willie Sanders and Alonzo Matthews of HCEC will be attending the walk-through as well to assist with their expertise. Station 97 started and they are onsite moving dirt. Mr. Scibuola attended the pre-construction meeting on the 8<sup>th</sup>. They discussed owner's responsibilities (paying invoices). Project restrictions include wearing a hard hat when at the site. Parking will be limited to construction area only. Construction Masters are responsible for permits. Dress code is the typical PPE required by OSHA. Michael Medwedeff and Construction Masters will be uploading photos. Construction Masters will also keep tabs on rain delays and have a tally at the end of the month. Start date was Monday, November 11<sup>th</sup> and the estimated working days is at 190, approximately 38 weeks. Punch-out is scheduled for July 2020 and the finish date is set for Tuesday, August 11, 2020. Mr. Scibuola has a copy of the agenda and notes and will provide that to Mr. Hyde to distribute to the Board members. Pad site survey was set for November 19<sup>th</sup> and Mr. Hyde will ask for the documentation to put on file. Motion to approve the Building Committee report was made by Fred Scibuola. Motion carried.

11. **Possible action on Building Committee report:** None.
12. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Cassandra Robinson-Bacon gave the monthly report as follows: At the beginning of October, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$15,059,028. During the month, HCESD No 1 received \$31,300 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,591,916 in disbursements during the months. 86% of this balance is a payment to HCEC for monthly invoices related to Contract Revenue (\$1,179,829) and to Construction Masters for Pay Request #15 (\$184,980). The ending balance as of October 31, 2019 is \$13,498,412. The invoices pending approval total \$1,565,643. Motion made to approve The Morton Accounting Services' monthly report and authorize payment of bills was made by Pete Serna. Motion carried.
13. **Possible action on The Morton Accounting Services' monthly report:** None.
14. **Discuss and possibly approve agreement with Multivista for construction photography:** Jeremy Hyde stated that this is the same service that was provided for Station 92 and Station 94. The total amount for their services is \$3920. Motion to approve agreement with Multivista for construction photography was made by Pete Serna. Motion carried.
15. **Discuss and possibly approve Interlocal Agreement with Harris County:** Jeremy Hyde stated that Harris County would like to give us 3 radios that we have currently been using. They were purchased under a grand and they'd like to move them to our department. Motion to approve Interlocal Agreement with Harris County was made by Pete Serna. Motion carried.
16. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 1579 911 calls this month, compared to 1638 in the previous month. Response time is 8:25.
  - HCEC held a successful inaugural Baby Academy. Six mothers and their families completed the series of 5 classes and were treated to a baby shower on October 25<sup>th</sup>.
  - HCEC will participate in the Nadine Kujawa Senior Citizen Gala on December 9.
  - HCEC participated in a walk to school safety day at Kujawa Elementary. The school is unique. Over one third of their students walk to and from school daily despite the hazards that surround the school. We hope that our efforts help to keep students safe.
  - Ambulance Failures: 9 (1 during response/patient care)
  - Fleet Accident: 3 (227, 1601- all minor)

In addition, the agreement with Stryker did not include 3 of the units. The total amount for 3-5 years warranty is \$14,863.60. Mr. Hyde also stated that the new ESD website is ready to launch.
17. **Possible action on Harris County Emergency Corps Report:** Motion to approve warranty services with Stryker was made by Shirley Reed. 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, December 17, 2019 at 9:00 am.
21. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:11 am.



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

## HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1 BOARD OF COMMISSIONERS

SPECIAL MEETING  
MINUTES- November 26, 2019

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

on 11/17/19 (Date)

[Signature]  
President of ESD-1

[Signature]  
Secretary of ESD-1

1. **Call to Order:** Mrs. Sunday called the meeting to order at 10:00am.
2. **Moment of Silence and Pledge of Allegiance:** Mr. Scibuola called for a moment of silence and was followed by the Pledge of Allegiance at 10:02.
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, Pete Serna. Also present was Jeremy Hyde, President with Harris County Emergency Corps and Regina Adams with Radcliffe, Bobbitt, Adams and Polley law firm.
4. **Adoption of Agenda:** Mr. Serna made the motion to adopt the agenda. Motion Carried.
5. **Open Forum:** None.
6. **Update on May 2, 2020 Commissioners Election matters, and take any necessary actions on same:** Ms. Adams explained to the Commissioners that the District's General Election will be held on May 2, 2020. It was noted that certain newly statutorily required language pertaining to the Election has already been posted to the ESD #1 website and that more postings will be forthcoming and will be posted to the website.

Ms. Adams informed the Commissioners of some important upcoming dates:

- Jan 15, 2020: First day to file application for a place on the ballot
- Feb 14, 2020 by 5pm: Last day to file application for a place on the ballot
- Feb 18, 2020 by 5pm: Last day to file application for write-in candidacy

7. **Notice of Appointment of Designated Agent:** Mr. Scibuola noted that Radcliffe, Bobbitt, Adams, and Polley have represented the District as designated agent in previous elections. Mr. Scibuola made a motion to appoint Radcliffe, Bobbitt, Adams, and Polley as the designated election agent for Harris County ESD #1. Seconded by Mr. Serna. Motion carried.

8. **Notice of Deadline to File Applications for Place on Ballot:** Mr. Serna made a motion to authorize the Notice of Deadline to File Applications for Place on Ballot using the date February 14, 2020. Seconded by Fred Scibuola. Motion carried.
9. **Adjourn:** Mrs. Sunday made the motion to adjourn at 10:23am.



## HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1

### BOARD OF COMMISSIONERS

#### REGULAR MEETING

MINUTES – December 17, 2019

RESOLVED  
Motion approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote  
on 1/28/20 (Date)  
President or 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 9:01 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, and Secretary Virginia Bazan, Cassandra Robinson-Bacon with The Morton Accounting Services 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 (arrival at 9:30 am). Guests present were Spencer Clark and Michael Medwedeff with AG/CM and Monica Garza with Radcliffe Bobbitt Adams 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:** Cathy Sunday regrettfully missed the HCEC Christmas Party. Mrs. Reed thanked everyone for the event she held with Grandparents Raising Grandchildren which had 700-800 attendees.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all Meeting Minutes as presented was made by Fred Scibuola. Seconded by Shirley Reed. Motion carried.
8. **Report from Education for EMS Commissioner Working Group:** None.
9. **Possible action on the Education for EMS Commissioners Working Group's report:** None.
10. **Report from Building Committee:** Spencer Clark stated that they are fighting to get contractors to push to the finish. City of Houston gas should be coming soon. Second week of January for Station 94 and an additional two weeks into Station 92. The final punch walks should take place after Christmas. Jeremy Hyde included that HCEC staff are working alongside everyone placing furniture to get finished. Michael Medwedeff stated that Station 97 is going well. Eastex should not have any complaints on cleanliness. There are no mud tracks. There have been 3 RFI's to date but have mainly been clarifications and he doesn't foresee them having any cost impact. Outstanding fees from Mud are \$400 to provide water taps for domestic and fire lines. Slightly behind as far as reviews and permits but he is not hitting the panic button yet. He feels the schedule will get back on track. 3 weeks out to mark slab and the survey is complete and he will send the survey to HCEC.
11. **Possible action on Building Committee report:** None.
12. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Cassandra Robinson-Bacon presented the report as follows: The beginning of November, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$13,498,412. During the month,

HCESD No 1 received \$320,756 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,565,655 in disbursements during the month. 77% of this balance is a payment to HCEC for the monthly invoice related to Contract Revenue (\$1,057,429) and to Construction Masters for Pay Request #15 (\$151,251). The ending balance as of November 30, 2019 is \$12,253,513. The invoices pending board approval total \$1,490,364. Jeremy Hyde stated that the only approved budget he had was the draft. Melissa Morton sent him the updated final budget for approval and it is included in the packet for review. Motion made to approve The Morton Accounting Services' monthly report and authorize payment of bills was made by Fred Scibuola. Motion carried.

13. **Possible action on The Morton Accounting Services' monthly report:** Shirley Reed made a motion to approve the Profit and Loss budget overview. Seconded by Fred Scibuola. Motion carried.
14. **Discuss and possibly approve purchase of ambulances:** Jeremy Hyde said we need to order at least 1 additional ambulance in the near future. There is a demo ambulance onsite for the Board to see. In his opinion, he feels it is better built and safer than our previous models. It will cost approximately the same as a Frazer or less. There is no approval needed today but will be put on a future agenda once we have a formal quote.
15. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 1667 911 calls this month, compared to 1581 in the previous month. Response time is 8:36.
  - HCEC participated in the Nadine Kujawa Senior Citizens Gala on December 9. Around 800 community members were in attendance. This was a successful program held by Grandparents Raising Grandchildren.
  - Two remounted ambulances from Frazer will arrive before Christmas.
  - Employee Christmas bonuses were paid on 12/13/19.
  - Ambulance Failures: 8 (0 during response/patient care)
  - Fleet Accident: 1 (Unit 237, Minor)
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, January 28, 2020 at 9:00 am.
20. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 9:43 am.

Supplemental Agenda  
Election Agenda

1. **Update on May 2, 2020 Commissioners Election matters, and take any necessary actions on same:** Ms. Garza stated that the first date of file an Application for Place on the May 2, 2020 Ballot is January 15, 2020. Ms. Garza distributed Application materials to Commissioners Scibuola and Serna for review. The deadline to submit the application is Friday, February 14, 2020 at 5 p.m..
2. **Review and discuss locating polling places and obtaining election judges and clerks for May 2, 2020 Commissioners Election:** Mrs. Garza stated that districts usually look at past locations used in prior elections and that her office will start locating polling locations, workers, and equipment for polling in preparation for a potential election.
3. **Discuss lease of electronic voting equipment and approve and authorize execution of contract associated with same:** Ms. Garza said in the event that the District has an election, Harris County does not hold joint elections in May of even numbered years. If a contested election happens, equipment will need to be rented. Her office has contacted the main vendor (Election Systems and Software ("ES&S")). Ms. Garza provided a quote from ES&S recommending four (4) ExpressVotes electronic voting machines. Ms. Garza noted it is a ballot marking device that processes a blank card that will be inserted into the device, the voter selects choices, it marks the ballot, and then the voter will receive the printed and voted ballot. The quote included equipment accessories such as ballot cards, canopies, installation, and training on all equipment. The total quote is \$7359.80. Ms. Garza stated that her office has received an approval letter and certificate approving the equipment from the Texas Secretary of State, as is required. Ms. Garza noted that the election equipment rental agreement will be void if there is no contested election. Motion from Pete Serna to approve and execute the agreement to lease equipment. Shirley Reed seconded. Motion carried.

**APPROVED**

Document approved by Harris County ESD-1  
Board of Commissioners

By a Majority Vote

on 1/28/20 (Date)

  
President of ESD-1

  
Secretary of ESD-1