



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – December 16, 2020**

1. **Call to Order:** Fred Scibuola called the meeting to order at 2:03 pm.
2. **Moment of Silence and Pledge of Allegiance:** Fred Scibuola called for a moment of silence at 2:04. The Pledge of Allegiance was excluded due to the meeting being a conference call.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners: President Cathy Sunday (arrival at 2:17 pm), Vice President Shirley Reed, Secretary Virginia Bazan, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, and Melissa Morton with Morton Accounting Services along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President Heath White, Vice President of Administration Keir Vernon, Director of Maintenance Willie Sanders, and Executive Administrative Asst. Michelle Sterling.
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 everyone for the response in helping needy families this holiday season. Due to the Bender building being closed, Shirley and her granddaughter have been delivering the gifts today.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as presented was made by Shirley Reed. Motion carried.
8. **Report from Building Committee:** Willie Sanders gave the report as follows: Station 97 walk-through was a success and is in excellent shape. There were several minor issues but most have been repaired already including the door locks yesterday. In addition, the water line was corrected by the bay doors, grouting and caulking around cabinets will be completed by the end of the week. They were waiting on trim for around outlets and light switches and that was supposed to have delivered last Friday but there is no update on whether the task has been completed. Station 97 Certificate of Occupancy was issued yesterday. Move-in is hopeful in the beginning to middle of January. Station 92 had the roof leaks repaired last week. There is some water staining and they are continuing to locate the source of the water. Also, the door issue going into the training rooms was repaired yesterday. Station 94 air condition issue is still being looked into. Station 92 and 94 thermostats were relocated from hallways and moved into dorm rooms. Jeremy Hyde discussed the following contingency expenditures included in the packet for Board review: Page 7 includes kitchen cabinets in the amount of \$2582.50. Page 11 includes speakers in dorm rooms in the amount of \$1544.00. Page 13 includes flashing lights for overhead bay doors and operators to turn exhaust fans on and off in the amount of \$3701.00. Page 16 includes the addition to exterior light shrouds in the amount of \$1101.00. The shrouds have been in place for a week with no complaints from surrounding residents. Page 18 includes dishwasher and range appliances in the amount of \$1258.00.

APPROVED

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

on 1-26-21 (Date)

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

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9. **Possible action on Building Committee report:** Motion to approve expenditures listed on page 7, 11, 16, and 18 was made by Fred Scibuola. Motion carried.
10. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** At the beginning of May, the Harris County Emergency Services District No 1 (HCESD No 1) beginning operating fund balance was \$11,411,992. During the month, HCESD No 1 received \$79,829 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$2,636,660 in disbursements during the month. 84% of this balance is a payment to HCEC for the monthly invoices related to Contract Revenue (\$1,344,952) and payment for vehicles to Cowboy Chrysler, Mac Haik, and Frazier (\$873,855). The ending balance as of November 30, 2020 is \$8,855,161. The invoices pending board approval total \$2,018,339. This includes an auto draft of the first debt payment for the refinanced loan with Chase which was drafted on 11/16/2020 automatically. Mrs. Morton stated that the amount of \$3300.00 for power electrical is being held off until the work is completed. There are a lot of invoices this month because they needed to be completed by year end. Melissa will send Jeremy a list of HCEC assets to have him review. She also reminded Board of Commissioners to submit any reimbursements for the 2020 year. Motion to approve The Morton Accounting Services' monthly report and authorize payment of bills was made by Fred Scibuola. Seconded by Shirley Reed. Motion carried.
11. **Possible action on The Morton Accounting Services' monthly report:** None.
12. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 1730 911 calls this month, compared to 1839 in the previous month. Response time is 8:03.
 - HCEC is still receiving adequate PPE stock from the state.
 - HCEC is planning to utilize Houston Methodist Hospital for the COVID vaccination of our staff.
 - HCEC paid Christmas bonuses to our staff totaling \$480,000 last week. They appreciate the support of the ESD and HCEC boards!
 - Station 97 passed the Fire Marshall inspection on 12/14/2020.
 - The team of HCEC wishes you a Merry Christmas and Happy New Year!
 - Ambulance Failures: 12 (0 during response/patient care)
 - Fleet Accident: 1 (237, minor)
13. **Possible action on Harris County Emergency Corps Report:** None.
14. **Adjourn to closed session:** None.
15. **Possible action on closed session:** None.
16. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, January 26, 2020 at 9:00 am.
17. **Adjourn:** Fred Scibuola made a motion to adjourn. Seconded by Shirley Reed. Motion carried. Meeting adjourned at 2:34 pm.



APPROVED

Document approved by Harris County ESD-1

Board of Commissioners

By a Majority Vote

on 2-23-21 (Date)

Harris County Emergency Services District 1

2800 Aldine Bender Road

Houston, Texas 77032

Page 1 of 2

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

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – January 26, 2021**

1. **Call to Order:** Shirley Reed called the meeting to order at 9:03 am.
2. **Moment of Silence and Pledge of Allegiance:** Shirley Reed called for a moment of silence at 9:04. The Pledge of Allegiance was excluded due to the meeting being a conference call.
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, and Melissa Morton with Morton Accounting Services along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President Heath White, Vice President of Administration Keir Vernon and Executive Administrative Asst. Michelle Sterling. Guests present were John Nuche and Amos Byington 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. Pete Serna stated that the policy with VFIS was renewed. Property rate went up to \$62,000 which was less than budgeted. There is no personal contents coverage with this policy; however, Jeremy Hyde stated that personal contents is covered by HCEC's policy.
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 Building Committee:** John Nuche gave the report as follows: Station 97 received approval for the Certification of Occupancy. The walk through between Martinez Architects and Construction Masters is on Friday morning at 8:00 am. They are working with commissioning agent to complete commissioning and should wrap that up in the near future. Mr. Hyde stated that Logistics, Maintenance, and IT have been at Station 97 and their jobs have been completed and are ready for move-in on Friday. The washer and dryer have been installed. Mr. Hyde stated that there are continued HVAC issues at station 92/94 and he has spoken to Justin and he will be sending a crew to complete any issues. AGCM has offered their assistance in any completion of issues as well.
9. **Possible action on Building Committee report:** None.
10. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton gave the report as follows: At the beginning of December the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$8,855,161. During the month, HCESD No 1 received \$1,843,465 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,761,759 in disbursements during the month. 85% of this balance is a payment to HCEC for the monthly invoices related to Contract Revenue (\$1,344,952). The ending balance as of December 31, 2020 is \$8,936,868. The invoices pending board approval total \$72,788. Note that some of the monthly invoices were missing and may appear after the distribution of these financial statements. These financials are not final as there will be adjusting entries and modifications for year end in preparation and review for the audit.

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The investment report is as follows: The beginning balance in October was \$693,294.06. Interest received in October totaled \$75.94, November at \$68.06, and November at \$51.41. She will be moving \$500,000 to Prosperity Bank due to interest. Interest rate at Prosperity Bank is .35%. The ending balance as of December 31, 2020 was \$693,489.47. County tax deposits are going to the money market account. In addition to the reports, Mrs. Morton discussed the QuickBooks software. She currently uses the enterprise version of QuickBooks. She did an update to that version however QuickBooks does not support the 2017 version anymore. The IRS changed the 1099 system which poses a problem because QuickBooks is an older version. She can downgrade the software and move to a lower version of QuickBooks without an annual subscription. This would be done through a 3rd party for the amount of \$249.00. Software would be \$500 per year instead of \$1200 per year. Melissa states that security should stay the same. The 2nd option is to upgrade entirely. Melissa states that both options will work. The Board members agreed to downgrade and transfer information. Motion to approve the monthly report and payment of bills was made by Pete Serna. Motion carried.

11. **Possible action on The Morton Accounting Services' monthly report:** Motion to approve the Investment report and move \$500,000 was made by Pete Serna. Motion carried. Motion was made to approve paying \$249 to convert QuickBooks software to a downgraded version of QuickBooks with annual subscription of \$499.95 was made by Fred Scibuola. Motion carried. Motion for Morton Accounting to pay Interbelt \$6000 annual fee via their website online was made by Fred Scibuola. Motion carried.
12. **Discuss and possibly approve publication of Notice of District Administration Office Address (by Jan 31st):** The notice was provided by Mrs. Morton for the Board to review. The address to be published is 2800 Aldine Bender Rd., Houston, TX 77032. Mrs. Papantonakis stated that according to new legislation we must post the address to the administration office. The notice will be posted in the Houston Chronicle for one day. The amount to post is \$694.01. Motion to approve publication Notice of District Administration Office Address and approve \$694.01 was made by Pete Serna. Motion carried.
13. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 1786 911 calls this month, compared to 1730 in the previous month. Response time is 8:11.
 - HCEC is utilizing Houston Methodist Hospital for the COVID vaccination of our staff. As of today, we have had approximately 110 people get vaccinated.
 - HCEC will be working out of Station 97 is next week.
 - HCEC is preparing for our annual financial audit. We expect this to go smoothly as normal.
 - HCEC received all of the new ambulances and are now working on graphics and electronics.
 - Ambulance Failures: 14 (0 during response/patient care)
 - Fleet Accident: 4 (all minor)
14. **Possible action on Harris County Emergency Corps Report:** None.
15. **Adjourn to closed session:** None.
16. **Possible action on closed session:** None.
17. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, February 23, 2021 at 9:00 am.
18. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:07 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – March 30, 2021**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:02 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence at 9:03. The Pledge of Allegiance was omitted due to the meeting being a conference call.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners, President Cathy Sunday, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, Secretary Virginia Bazan (arrival at 9:25 am) and Melissa Morton with Morton Accounting Services along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Operations Heath White, Vice President of Administration Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Guests present were John Nuche with AGCM. Vice President Shirley Reed was not present.
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:** Mrs. Cathy Sunday apologized for being out due to recent surgery and appreciated the Board continuing business as usual without her. Mr. Pete Serna commended Jeremy Hyde on behalf of HCEC for helping employees financially over the ice storm.
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 Building Committee:** Mr. Nuche gave the report as follows: Station 92/94 are still under warranty phase. Contractors are handling issues right away as they arise. Several items left on architect's list that are being worked on. A seal was added to prevent a leak but there has been no rain to test that at this time. Water hose test didn't produce any water inside. December pay app was sent recently including change order #2 to close out unused contingency funds for Station 97.
9. **Possible action on Building Committee report:** Motion made by Fred Scibuola to approve Change Order #2 in the amount of \$8,349.99 to be returned back to the budget from unused contingency allowance for EMS Station 97. Motion carried.

APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 4-10-21 (Date)

President of ESD-1

Secretary of ESD-1

10. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton gave the report as follows: At the beginning of February the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$16,374,867. During the month, HCESD No 1 received \$7,517,675 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$3,034,630 in disbursements during the month. 89% of this balance are payments to HCEC for December and January monthly services (\$2,701,335). The ending balance as of February 28, 2021 is \$20,857,912. One invoice payment was made for insurance in the amount of \$300 in between board meetings that was previously approved. The invoices pending board approval total \$2,176,437. All updated invoices are in the Board packet. Equi-Tax Inc. provided an annual memorandum regarding newly added accounts in the HCESD No 1 district in the year 2020. Investment report is as follows: During the month of February the beginning balance was \$193,530.41 with gained interest of \$7.75 bringing the ending balance to \$193,538.16. Fred Scibuola made a motion to approve the report as presented and authorize payment of bills. Motion carried.
11. **Possible action on The Morton Accounting Services' monthly report:** None.
12. **Discuss and possibly approve contract renewal with Prosperity Bank for ESD banking:** Mrs. Morton said Prosperity Bank has agreed to extend the contract on the same terms that are in place currently. The renewal is for June 1, 2021 through May 31, 2022. Mrs. Morton feels these are the best rates. Motion was made by Fred Scibuola to approve contract renewal dated March 12, 2021 by Prosperity Bank, with the current rates, from June 1, 2021 through May 31, 2022. Motion carried.
13. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 1859 911 calls this month, compared to 1857 in the previous month. Response time is 9:38.
 - HCEC response time is up by approximately one minute in February due to us responding non-emergency during the ice-storm.
 - HCEC conducted Trimester CE for our credentialed staff via Zoom in early March. It was an informative session.
 - The HCEC CAAS review is scheduled for April 1-2 via remote video conference.
 - HCEC is comparing new CAD vendors as we decide our long term communications needs.
 - Approximately 115 employees have been vaccinated for COVID-19.
14. **Possible action on Harris County Emergency Corps Report:** None.
15. **Adjourn to closed session:** None.
16. **Possible action on closed session:** None.
17. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, April 20, 2021 at 9:00 am.
18. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:12 am.



APPROVED

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

on 5-25-21 (Date)


President of ESD-1


Secretary of ESD-1

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

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – April 20, 2021**


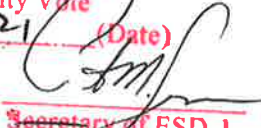
1. **Call to Order:** Cathy Sunday called the meeting to order at 9:03 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence at 9:03 am followed by the Pledge of Allegiance at 9:04 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners, President Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, and Melissa Morton with Morton Accounting Services along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Operations Heath White, Vice President of Administration Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Guests present were Alyssa Hill with Carr, Riggs, & Ingram, LLC. Secretary Virginia Bazan was not present.
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:** Pete Serna commended HCEC's Facebook page activity. Cathy Sunday wished Mike Newman of HCEC a Happy Birthday.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as presented was made by Fred Scibuola. Motion carried.
8. **Report from Building Committee:** Jeremy Hyde stated that Station 97 is almost at final completion. Closeout documents will hopefully be ready by the next meeting. Station 92/94 are still working through air conditioning issues. The engineers are on site to address and determine solutions. Motion to approve the building report was made by Shirley Reed. Motion carried.
9. **Possible action on Building Committee report:** None
10. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton gave the report as follows: At the beginning of March the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$20,857,912. During the month, HCESD No 1 received \$1,154,854 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,784,311 in disbursements during the month. 87% of this balance are payments to HCEC for monthly services (\$1,552,256). The ending balance as of March 31, 2021 is \$20,228,455. During March, the opening balance for the Texas Class investment account was \$193,538. We received \$6.15 in interest. The current interest rate is 0.0374%. The ending balance for March was \$193,544. The invoices pending board approval total \$1,870,962. Fred Scibuola made a motion to approve the report as presented and authorize payment of bills. Motion carried.
11. **Possible action on The Morton Accounting Services' monthly report:** None.

12. **Discuss and possibly approve 2020 financial audit:** Alyssa Hill gave the report as follows: The required communication document and the draft of the financial statement are included in the Board packet. The financial statements are standard with the prior year. A couple of audit adjustments were posted related to Station 97 that had a late invoice. There were no deficiencies that required communication. Property taxes were up at year-end. Capital assets had a net increase of \$2,324,000. There were no significant changes with liabilities. Long term debt will decrease over time as debt is paid down. The break-down of Capital Assets went from approximately \$7,486,000 to \$14,156,000 due to ongoing building constructions. Ms. Hill stated that we are in a favorable position for interest rates with a strong cash position. Motion to approve the 2020 Financial Audit draft was made by Fred Scibuola. Motion carried.
13. **Discuss and possibly approve auction of surplus equipment:** Jeremy Hyde stated that the remounting of 3 ambulances was approved last year. Auction items include Unit 1206 (2012 Dodge Ram chassis), Unit 1207 (2012 Dodge Ram chassis), Unit 1208 (2012 Dodge Ram chassis), and a generic generator that had been problematic and is out of warranty. Motion to approve auction of surplus equipment was made by Fred Scibuola. Motion carried.
14. **Discuss and possibly approve changes to current exemptions:** Caryn Papantonakis stated that she has to report to the Harris County tax office annually. There will be no changes to the current exemptions. Motion to approve changes to current exemptions was made by Shirley Reed. Motion carried.
15. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 1919 911 calls this month, compared to 1859 in the previous month. Response time is 8:16.
 - HCEC placed 6 of the new units with the new graphics package into service.
 - Clinical Services conducted a Case Review seminar. The programs highlight unusual medical cases from our own medical records.
 - HCEC celebrated National Public Safety Telecommunicator's Week last week. We have special food and activities daily for our incredible communications team.
 - Our CAAS Re-Accreditation visit went very well. We had zero deficiencies and the reviewers were impressed with our team. They said we were "setting the bar in the industry." The reviewers felt we were in the 1% of the accredited in the nation.
 - HCEC provided COVID-19 vaccines to first responders and community members.
 - Vehicle Maintenance Reports: 9 (1 during response)
 - Vehicle collisions: 3 (one with minor injuries)
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, May 25, 2021 at 9:00 am.
20. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 9:45 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – May 25, 2021**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:01 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence at 9:01 am followed by 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, Secretary Virginia Bazan, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, and Melissa Morton with Morton Accounting Services along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Operations Heath White, Vice President of Administration Keir Vernon, Director of Logistics Cooper Lumsden, and Executive Administrative Asst. Michelle Sterling.
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:** Virginia Bazan thanks everyone for a doing a great job and she is proud to be a part of a great committee and organization. Fred Scibuola discussed his personal treatment from HCEC medics and he said the crew did everything by the book and commended the entire team.
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 Building Committee:** Jeremy Hyde stated that Construction Masters sent him a final closeout bill for Station 97 in the amount of \$87,782.50 (Final Pay App). There is no additional formal paperwork closing out Station 97 but there is no internal opposition. We still continue to have minor issues at all stations and Construction Masters is continuing to work with us. The water leak at Station 97 had nothing to do with the door, it is the seam at the wall joint that was not sealed properly. We were able to look at this during active rainfall and determine the cause. This is being corrected. The air conditioning issues at Station 92/94 are being worked on at no charge to us.
9. **Possible action on Building Committee report:** None

APPROVED
 Document approved by Harris County ESD-1
 Board of Commissioners
 By a Majority Vote
 on 6/29/21 (Date)

 President of ESD-1
 Treas

 Secretary of ESD-1
 Asst
 Treas

10. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton gave the report as follows: At the beginning of April, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$20,228,455. During the month, HCESD No 1 received \$300,717 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$2,286,770 in disbursements during the month. 79% of this balance are payments to HCEC for monthly services (\$1,349,688) and to Stryker for Medical Equipment (\$392,465). The ending balance as of April 30, 2021 is \$18,242,403. During April, the opening balance for the Texas Class investment account was \$193,544. We received \$7.09 in interest. The current interest rate is 0.0446%. The ending balance for March was \$193,551. The invoices pending board approval total \$1,916,654 including the Final Pay App from Construction Masters. Fred Scibuola made a motion to approve the report as presented and authorize payment of bills. Motion carried.
11. **Possible action on The Morton Accounting Services' monthly report:** None.
12. **Discuss and possibly approve engagement letter for compliance management program:** Caryn Papantonakis stated that the first time this was started was last year. Arbitrage Compliance Specialists, Inc. (ACS) is proposing a compliance management program for the District's tax exempt financing from the date the financing is issued until final maturity. The fee is the same as last year. Additional discussion will be had at next meeting about loans, laws, etc. Motion to approve engagement letter for compliance management program was made by Shirley Reed. Motion carried.
13. **Discuss and possibly approve contract with auction company:** Jeremy Hyde stated that the renewal is annual. They charge us 9% of anything sold at their auction. Motion to approve contract with the auction company was made by Pete Serna. Motion carried.
14. **Discuss and possibly approve auction of surplus equipment:** Jeremy Hyde stated that a few meetings back we had discussed some trucks being remounted and some chassis to be disposed. The remount pricing was given over a year ago. The new adjusted pricing approached the pricing of a brand new unit. We declined this quote and will pick up the chassis from the dealer. Instead of auctioning the chassis, it is recommended to auction the entire ambulance as-is. Frazier is willing to reimburse the amount of the chassis. Motion to allow HCEC to auction 3 whole units without remounts and recover the entire price of the chassis was made by Fred Scibuola. Motion carried.
15. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 2036 911 calls this month, compared to 1919 in the previous month. Response time is 8:15.
 - EMS week was last week. We had many fun activities, including catered lunch, lots of prizes, and a virtual awards ceremony.
 - Classes have resumed. Last month, a group attended a cadaver lab in San Antonio and we are hosting a difficult airway class this week.
 - HCEC received 500 doses of Moderna vaccine and is currently administering the vaccine.
 - Keir Vernon attended the Texas Annual Association Conference and she had to speak on ethics, compliance, and billing practices. She had many people approach her to commend the organization according to personal experiences they've had with different levels of leadership within HCEC and HCESD No. 1. Additionally, Keir thanked the Board for the support of the organization. Keir will provide a link to all Board members for the Texas EMS alliance so they are able to join to receive important updates.

Jeremy received a letter from the Director of Logistics, Cooper Lumsden, as follows:

Recently Unit 1903 was involved in a fleet accident in which the unit suffered a significant impact. This unit was equipped with a Stryker power load and stretcher system. In the past, Stryker has voided any liability on the stretchers and power loads post any accident regardless of significance. After many customers voiced their frustration with Stryker in regard to this, they have begun to evaluate the incident data and make decisions based on the data and facts involving the incident. By equipping our units with the Lytx Drive Cam, we were able to provide both G-Force data as well as video evidence of the incident. This data was enough evidence that Stryker allowed a secondary post-accident inspection of both the cot and power load. After inspection it was found that both units could be placed back in service without any variance in Stryker's product coverage. I want to extend thanks to Harris County ESD-1 in their investment in the Lytx Drive Cam system. I would also like to extend this information to VFIS as recognition on our behalf to help reduce risk and cost to them.

Cooper Lumsden gave the Logistics report as follows:

- He was employed by HCEC in March 2004 and had a break in employment thereafter. He came back to Logistics in 202-2014 and became the Logistics Director in 2017.
- The Logistics Department provides medical supply support to all Fire Departments. To-date they have provided Eastex FD \$1,614.34, Westfield FD \$2,153.72, Aldine FD \$3070.07, and Northwest FD \$4,987.23 in supplies.
- Stryker Service contract has covered expenses in the amount of \$29,692.51 in Power Load and \$41,731.53 in stretchers as well as Monitors and Lucas.
- Liquid Oxygen is at end of life due to increasing repair costs, bulk tank rental, and loss of product. We have moved to Oxygen Cylinders due to no lease costs, availability at multiple sites, ability to use lifts, and ambulance conversions.

16. **Possible action on Harris County Emergency Corps Report:** As vehicles become more difficult to find, it is time to purchase a new supervisor vehicle to replace a high mileage unit. The new vehicle is quoted in the amount of \$38,187. This vehicle will go on order and it will be several months before payment is due. The approximate cost of equipping the vehicle is \$20,000 which is not included in the vehicle pricing. Motion to approve the purchase of a new supervisor vehicle was made by Shirley Reed. Motion carried.
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, June 29, 2021 at 9:00 am.
20. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:17 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – June 29, 2021**

APPROVED

Document approved by Harris County ESD-1
Board of Commissioners

By a Majority Vote

on 7-27-21 (Date)

[Signature]
President of ESD-1
TREASURER

[Signature]
Secretary of ESD-1

1. **Call to Order:** Fred Scibuola called the meeting to order at 9:01 am.
2. **Moment of Silence and Pledge of Allegiance:** Fred Scibuola called for a moment of silence at 9:02 am followed by 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, Asst. Treasurer Pete Serna, and Melissa Morton with Morton Accounting Services along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Operations Heath White, Vice President of Administration Keir Vernon, Community Outreach Coordinator Amy Corbett, and Executive Administrative Asst. Michelle Sterling. President Cathy Sunday and Secretary Virginal Bazan were not present.
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:** Shirley Reed stated that they are initiating planning for the annual Senior Gala.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as presented was made by Shirley Reed. Motion carried.
8. **Report from Building Committee:** Jeremy Hyde stated that the air conditioning at Station 94 is ongoing and that Willie Sanders reports that the AC repair at Station 92 has been resolved in the dorm area, but we still have humidity issues. There are several design issues at Station 94 in the system and their list of recommendations has been sent to the mechanical consultant. Everyone is being cooperative to find a solution. Although the station is outside of its warranty period, there is still continued support. The primary issue is the humidity which has reached 80% and has caused doors to swell.
9. **Possible action on Building Committee report:** None
10. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton gave the report as follows: At the beginning of May, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$18,242,403. During the month, HCESD No 1 received \$159,855 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,916,654 in disbursements during the month. 91% of this balance are payments to HCEC for monthly services (\$1,477,239) and to Chase for our semi-annual debt payment (\$263,840). The ending balance as of May 31, 2021 is \$16,485,603. During May, the opening balance for the Texas Class investment account was \$193,551. We received \$8.83 in interest. The current interest rate is 0.0536% which is a slight increase from the prior month. The majority of funds are with Prosperity due to higher interest rate. The ending balance for May was \$193,560. The invoices pending board approval total \$1,540,409.

Arbitrage work has begun and Mrs. Morton is working to get all the reporting. Shirley Reed made a motion to approve the report as presented and authorize payment of bills. Motion carried.

11. **Possible action on The Morton Accounting Services' monthly report:** None.
12. **Discuss and possibly approve prepayment of ESD real estate loans:** Mrs. Morton states that the payoff quote for De Lage Landen Public Finance loan in the amount of \$1,046,512 is valid through July 23, 2021. The original scheduled payoff is December 2023. If the loan is paid of now, there is a savings of approximately \$61,000 in interest. She states that we are currently paying approximately \$36,000 per month on the loan. She believes it is a wise decision to pay it off early. This will be set up as a future payment dated for tomorrow. Motion to approve prepayment of ESD real estate loan was made by Pete Serna. Motion carried.
13. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 1990 911 calls this month, compared to 2036 in the previous month. Response time is 8:18.
 - HCEC FTO's and In-Charge's attended a cadaver lab in San Antonio to practice their emergency surgical skills.
 - HCEC held a productive employee town hall meeting to get input on improvements we can make within our system.
 - Greater Harris County 911 is in the process of installing 4 computer terminals which are capable of answering advanced 911 calls in our backup center. The call center will attempt its first run completely independently tomorrow for several hours.
 - The annual report was just released and posted to the company website.
 - The surplus property auction will begin June 30 and end July 9.
 - Vehicle Accidents: 4 (minor)

The Community Outreach Coordinator, Amy Corbett, gave the following report:

Amy stated that she had applied for a grant from TxDOT that was approved for a total of \$17,000. Following the grant the pandemic hit and she was unable to go to the local elementary schools. A video was made with the Texans mascot, Toro, and that was sent to all elementary schools. The grant funds have now been completely exhausted. Fringe benefits, social media activity, and volunteer hours go toward a 20% match. She was recently approved for another grant of \$20,000 that will go into effect on October 21 for the upcoming year. TxDOT says our reporting is better than anyone else they work with.

14. **Possible action on Harris County Emergency Corps Report:** None.
15. **Adjourn to closed session:** None.
16. **Possible action on closed session:** None.
17. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, July 27, 2021 at 9:00 am.
18. **Adjourn:** Shirley Reed made a motion to adjourn. Motion carried. Meeting adjourned at 09:26 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – July 27, 2021**

APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 8-31-21 (Date)
[Signature] President of ESD-1
[Signature] Secretary of ESD-1

1. **Call to Order:** Fred Scibuola called the meeting to order at 9:01 am.
2. **Moment of Silence and Pledge of Allegiance:** Fred Scibuola called for a moment of silence at 9:03 am followed by the Pledge of Allegiance at 9:04 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners, President Cathy Sunday, Vice President Shirley Reed, Secretary Virginia Bazan, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, and Melissa Morton with Morton Accounting Services along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Administration Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith.
4. **Adoption of Agenda:** Pete Serna made a motion to adopt the agenda as presented. Shirley Reed seconded. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Mr. Serna commended Jeremy Hyde for excellent managing of the finances for HCEC.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as presented was made by Cathy Sunday. Motion carried.
8. **Report from Building Committee:** Jeremy Hyde stated that status for Station 92 and 94 air condition is ongoing. Inspectors reviewed the systems last week and are cooperating with us. Mr. Hyde made it clear that we will not drop this issue until there is a resolution and that we do not expect any expenses involving additional work for repairs.
9. **Possible action on Building Committee report:** None
10. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton gave the report as follows: At the beginning of June, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$16,485,603. During the month, HCESD No 1 received \$159,438 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$2,549,983 in disbursements during the month. 99% of this balance are payments to HCEC for monthly services (\$1,484,943) and to De Lage for our final debt payment to pay off the balance (\$1,046,513). The ending balance as of June 30, 2021 is \$14,095,058. During June, the opening balance for the Texas Class investment account was \$193,560. We received \$5.78 in interest. The current interest rate is 0.0363%. The ending balance for June was \$193,566. The invoices pending board approval total \$1,403,556. The bulk of funds are in the Prosperity account. She has reviewed additional entities but none can beat the current interest rates. The funds in TX Class can be moved over but she suggests leaving a small portion in the account to keep the account open. Mrs. Morton will move \$190,000 to Prosperity from TX Class. No approval or motion

needed to move the funds as she is approved to move funds on an as-needed basis. Shirley Reed made a motion to approve the report as presented and authorize payment of bills. Seconded by Pete Serna. Motion carried.

11. **Possible action on The Morton Accounting Services' monthly report:** None.
12. **Discuss and possibly approve matters related to budget and taxation:** Caryn Papantonakis stated that the first time this was started was last year. Arbitrage Compliance Specialists, Inc. (ACS) is proposing a compliance tax rates will start in September. The date calculated is based on when the official numbers are received. It is estimated at approximately \$22 million according to the email she received. She believes that HCESD #1 is in a good spot. Mrs. Morton hopes to have a drafted budget next month. Motion to approve to allow Caryn Papantonakis to authorize Harris County tax office to calculate TNT per Texas Tax Code (§ 26.04c) and for her to make the resolution was made by Shirley Reed. Motion carried.
13. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 1934 911 calls this month, compared to 1990 in the previous month. Response time is 7:47.
 - The surplus property auction netted HCESD #1 \$73,437.00.
 - We are in the process of installing another redundant fiber internet line between our main building and our backup dispatch center.
 - HCEC recently switched uniform vendors in order to improve our internal customer service
 - HCEC met with some hospital leaders recently in order to improve our offload times and to facilitate a better patient experience.
 - HCEC held its annual leadership offsite conference in Galveston July 8-9. We discussed many topics including changes we can make to build employee satisfaction and retention.
 - DSHS is scheduled to do an onsite regulatory audit of HCEC in later August.
 - Vehicle Accidents: 2 (minor/unavoidable)
 - Vehicle Maintenance Reports: 15
14. **Possible action on Harris County Emergency Corps Report:** None.
15. **Adjourn to closed session:** None.
16. **Possible action on closed session:** None.
17. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, August 31, 2021 at 9:00 am.
18. **Adjourn:** Shirley Reed made a motion to adjourn. Motion carried. Meeting adjourned at 9:39 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
 BOARD OF COMMISSIONERS
 REGULAR MEETING
 MINUTES – August 31, 2021**

APPROVED
 Document approved by Harris County ESD-1
 Board of Commissioners
 By a Majority Vote
 on 9/29/2021 (Date)
 President of ESD-1 Secretary of ESD-1



1. **Call to Order:** Shirley Reed called the meeting to order at 9:03 am.
2. **Moment of Silence and Pledge of Allegiance:** Shirley Reed called for a moment of silence at 9:03 am. The Pledge of Allegiance was omitted due to conference call attendees.
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, and Melissa Morton with Morton Accounting Services along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Operations Heath White, Vice President of Administration Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. President Cathy Sunday was not present.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as amended (moving item #13 to #8 due to time restrictions). Virginia Bazan seconded. Motion carried.
5. **Open Forum:** None.
6. **Open Comments from the Board of Commissioners:** Virginia Bazan noted that she is proud of the service HCEC provides. She commended Jeremy Hyde for assisting her in a recent hospital issue with her family member.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as presented was made by Fred Scibuola. Motion carried.
8. **Report from Building Committee:** Jeremy Hyde stated that there have been no change since last month regarding the air conditioning issues. There is no completion at this time.
9. **Possible action on Building Committee report:** None
10. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** At the beginning of July, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$14,095,058. During the month, HCESD No 1 received \$62,028 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,403,556 in disbursements during the month. 99% of this balance are payments to HCEC for monthly services (\$1,392,739). The ending balance as of July 31, 2021 is \$12,753,530. During July, the opening balance for the Texas Class investment account was \$193,566. We received \$2.91 in interest. The current interest rate is 0.0199%. There was a transfer of \$190,000 to the Prosperity Money Market account. The ending balance for July was \$3,569. The invoices pending board approval total \$1,678,904. Motion to approve The Morton Accounting services report and to authorize payment of bills was made by Fred Scibuola. Motion carried.

11. **Possible action on The Morton Accounting Services' monthly report:** None.
12. **Discuss and possibly approve 2022 budget:** Tabled. Draft budget is not available for review. Draft will be sent to Fred Scibuola and Pete Serna in September.
13. **Discuss and possibly approve setting tax rate, posting notice, setting hearing and adopting the rate:**
Melissa Morton states that the tax roll was received from the county and with that came a proposed tax rate of .094314. Last year's tax rate was .097210. The steps needed are to set a hearing date and then approve the tax rate. There is \$19.8 million proposed revenue with the new tax rate. The tax rate will decrease but the tax revenue will increase. The budget will be available at the time of the tax approval. Motion was made by Fred Scibuola to give permission to Melissa Morton to publish the tax rate of .094314 in the newspaper and approve tax hearing on September 28 at 9:00 am. Motion carried.
14. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 2035 911 calls this month, compared to 1934 in the previous month. Response time is 7:55.
 - HCEC held our trimester CE in August. Our credentialed Paramedics received some hands-on education during this event. It was held in a safe, responsible manner.
 - HCEC began our whole blood program this month following the education. HCEC is now able to deliver blood products to our patients in need.
 - HCEC has a state license inspection scheduled in September. It should go smoothly.
 - HCEC is promoting the COVID vaccine and giving our employees \$500 to get fully immunized.
 - HCEC received the American Heart Association Gold Plus recognition. It is the highest cardiac level to receive.
 - Vehicle Accidents: 0
 - Vehicle Maintenance Reports: 10
15. **Possible action on Harris County Emergency Corps Report:** None.
16. **Adjourn to closed session:** None.
17. **Possible action on closed session:** None.
18. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, September 28, 2021 at 9:15 am.
19. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 9:29 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
SPECIAL MEETING
MINUTES – September 28, 2021**

1. **Call to Order:** Fred Scibuola called the meeting to order at 9:08 am.
2. **Moment of Silence and Pledge of Allegiance:** Fred Scibuola called for a moment of silence excluding the Pledge of Allegiance due to some participants attending via conference call.
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 Melissa Morton of Morton Accounting Services along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Administration Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Secretary Virginia Bazan were not present.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** None.
6. **Public hearing on proposed tax increase:** The proposed tax rate is \$0.094314. There were no public comments.
7. **Adjourn to closed session:** None.
8. **Possible action on closed session:** None.
9. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 9:18 am.

APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 10/26/21 (Date)
 
President of ESD-1 Secretary of ESD-1



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

REGULAR MEETING MINUTES – September 28, 2021

APPROVED

Document approved by Harris County ESD-1
Board of Commissioners

By a Majority Vote

on 10/26/21 (Date)

[Signature]
President of ESD-1

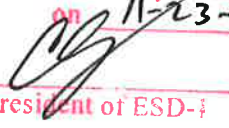

[Signature]
Secretary of ESD-1

1. **Call to Order:** Shirley Reed called the meeting to order at 9:18 am.
2. **Moment of Silence and Pledge of Allegiance:** Shirley Reed called for a moment of silence at 9:18 am followed by the Pledge of Allegiance at 9:19 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 Melissa Morton with Morton Accounting Services along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Administration Keir Vernon, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Secretary Virginia Bazan was not present.
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. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as presented was made by Fred Scibuola. Motion carried.
8. **Report from Building Committee:** None.
9. **Possible action on Building Committee report:** None
10. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton gave the report as follows: At the beginning of August, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$12,753,530. During the month, HCESD No 1 received \$212,792 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,678,904 in disbursements during the month. 97% of this balance are payments to HCEC for monthly services (\$1,632,375). The ending balance as of August 31, 2021 is \$11,287,418. During August, the opening balance for the Texas Class investment account was \$3,569. We received \$-0- in interest. The current interest rate is 0.0156%. The ending balance for August was \$3,569. See page 3 for "Investment" Report. The invoices pending board approval total \$1,778,351. Expedition 2021 vehicle and Houston chronicle invoice and 3 year bond – those are bills out of the norm. Motion to approve report and authorize payment of bills was made by Pete Serna. Fred Scibuola seconded. Motion carried.

11. **Possible action on The Morton Accounting Services' monthly report:** None.
12. **Discuss and possibly approve 2022 budget:** Melissa Morton gave the budget report to the committee for review. A few areas to note: Under the other income line, interest was dropped to \$35,000 because of lower interest rates. Facilities and Equipment line is budgeted at \$25,000 this year and was previously \$34,000. Capital purchases was reduced to \$175,000 with last year's total being \$780,000 based on vehicles and building furnishings. Commissioner reimbursements is at the maximum allowed. HCEC contract expense is based on revenue. Contract services were reduced from \$100,000 to \$25,000. Operations has not changed from the previous year. General and admin expenses were at \$1.4 million and has increased to \$2.2 million for this year due to depreciation. Interest expenses were at \$135,000 but this year is projected at \$80,000 due to early payoff of loan. Projected ending balance of \$8,606,780. Mr. Hyde stated that the budget committee meeting was last week to review the draft budget. It was brought to attention by Pete Serna that we consider borrowing money for future station buildings 93 and 96 while the interest rates are low. Cathy Sunday would like to think about the future administrative building expansion as well. Once a decision is made about the future buildings, Mrs. Morton may need to amend the budget. Motion to approve the 2022 budget was made by Fred Scibuola. Motion carried.
13. **Discuss and possibly approve setting tax rate, posting notice, setting hearing and adopting the rate:** Melissa Morton stated that the proposed tax rate is 0.094314. There is a resolution to be signed by the Commissioners present at meeting. Signers will be Shirley Reed, Pete Serna, and Fred Scibuola. Caryn Papantonakis will send the signed resolution to the county once she receives it. Motion to approve tax rate of 0.094314 as stated in the resolution was made by Shirley Reed. Motion carried.
14. **Discuss and possibly approve purchase of fleet vehicles:** Tabled due to unavailability of fleet pricing.
15. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 2280 911 calls this month, compared to 2035 in the previous month. Response time is 8:53.
 - HCEC began our whole blood program last month following the education. HCEC administered the first blood products to a patient which resulted in a discharge from the hospital.
 - HCEC had a state licensing visit from DSHS. It went smoothly with no deficiencies.
 - HCEC is promoting the COVID vaccine and giving our employees \$500 to get fully immunized. As of now, approximately 80% of our employees are fully immunized.
 - HCEC released the new pay scale for the field and dispatch employees. This scale will increase wages and be transparent to all of our staff members.
 - Vehicle Accidents: 5 (all minor)
 - Vehicle Maintenance Reports: 19
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, October 26, 2021 at 9:00 am.
20. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:04 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – October 26, 2021**

APPROVED
Document approved by Harris County ESD-1
Board of Commissioners
By a Majority Vote
on 11-23-21 (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 at 9:01 am followed by the Pledge of Allegiance at 9:02 am.
3. **Roll Call of Commissioners:** Present at call to order were HCESD-1 Commissioners, President Cathy Sunday, Vice President Shirley Reed, Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, Secretary Virginia Bazan, and Melissa Morton with Morton Accounting Services along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Operations Heath White, Vice President 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:** None.
6. **Open Comments from the Board of Commissioners:** Fred Scibuola brought a group of 30 from the Methodist Church in Humble for a tour of HCEC Headquarters and Station 94. They were able to get some skills training while on site by some of the HCEC staff. Mr. Scibuola was impressed with the level of professionalism and coordination by staff. Cathy Sunday stated that she has missed some past meetings due to her daughter being hospitalized as well as contracting COVID-19 herself. She was checked and cleared by her Doctor to return to meetings.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all meeting minutes as presented was made by Fred Scibuola. Motion carried.
8. **Report from Building Committee:** None.
9. **Possible action on Building Committee report:** None
10. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** Melissa Morton gave the report as follows: At the beginning of September, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$11,287,418. During the month, HCESD No 1 received \$56,678 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,778,351 in disbursements during the month. 97% of this balance are payments to HCEC for monthly services (\$1,717,787). The ending balance as of September 30, 2021 is \$9,565,746. During September, the opening balance for the Texas Class investment account was \$3,569. We received \$0.03 in interest. The current interest rate is 0.0211%. The ending balance for September was \$3,569. The invoices pending board approval total \$1,881,536. Page 4 of the financials includes a JP Morgan Chase payment of \$253,839 for the annual payment for debt for the newest stations. Those funds will be auto drafted before the

next meeting. Motion to approve the monthly report and authorize payment of bills was made by Fred Scibuola. Motion carried.



11. **Possible action on The Morton Accounting Services' monthly report:** None.
12. **Discuss and possibly approve construction loan for future stations 93 and 96:** Jeremy Hyde stated that Landon Newton said that rates are on the move. The quote included with the attached documents is good until November 26, 2021. The loan quote is in the amount of \$6 million dollars and was quoted at both a 10 year and 15 year loan. This is a pledge against the taxes and it can be placed in the bank until ready to use for construction. The 10 year loan interest rate is quoted at 1.85% fixed and the 15 year is at 2.25% fixed. The savings total approximately \$600,000 by going with the 10 year option. Mr. Hyde recommended the 10 year loan option with an annual payment of \$662,727.71. Melissa Morton considered arbitrage and the annual debt payments overall. Those come in at approximately \$1 million dollars a year. Currently we burn through approximately \$1.5 million monthly which allows room for the new loan payment. She agrees that it is a smart option to lock-in the interest rate now. Motion to approve construction loan for future stations 93 and 96 in the amount of \$6 million dollars and the Issuance Costs of \$65,000 to Government Capital was made by Pete Serna. Motion carried.
13. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 2005 911 calls this month, compared to 2280 in the previous month. Response time is 8:53.
 - HCEC began our new pay scale for field and communications employees on October 18. The new scale is transparent and easy to understand for our staff. So far, we have received excellent feedback.
 - The Communications Center passed their re-accreditation review for the ACE Medical Accreditation. We are proud of their efforts.
 - HCEC hosted a community group of approximately 30 people on 10/22 for a tour and a CPR demonstration.
 - HCEC sent a group of medics to the Difficult Airway class for physicians in Denver this month. We offer this and other advanced education opportunities for our staff.
 - Vehicle Accidents: 3 (all minor)
 - Vehicle Maintenance Reports: 10
14. **Possible action on Harris County Emergency Corps Report:** None.
15. **Adjourn to closed session:** None.
16. **Possible action on closed session:** None.
17. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, November 23, 2021 at 9:00 am.
18. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 9:37 am.



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – November 23, 2021**

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 Secretary Virginia Bazan (arrival at 9:05 am), 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, and Executive Administrative Asst. Michelle Sterling along with Legal Counsel Mark Smith. Guests present were Regina Adams with Radcliffe Bobbitt Adams Polley PLLC.
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 will be having the annual Senior Citizens Gala at MO Campbell on December 6, 2021 and invites all to attend.
7. **Review and possibly approve all Meeting Minutes:** Motion to approve all Meeting Minutes as presented was made by Virginia Bazan. Motion carried.
8. **Report from Building Committee:** None.
9. **Possible action on Building Committee report:** None.
10. **Approve The Morton Accounting Services' monthly report and authorize payment of bills:** At the beginning of October, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$9,565,746. During the month, HCESD No 1 received \$2,534 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,617,696 in disbursements during the month. 99% of this balance are payments to HCEC for monthly services (\$1,607,390). The ending balance as of October 31, 2021 is \$7,950,583. During October, the opening balance for the Texas Class investment account was \$3,569. We received \$0.05 in interest. The current interest rate is 0.0283%. The ending balance for September was \$3,569. The invoices pending board approval total \$1,691,797. Mrs. Morton requested any reimbursements from Commissioners by December 14. Chase invoice for \$8.01 will be sent by Jeremy Hyde today after the Commissioners complete and sign the check. Motion made to approve The Morton Accounting Services' monthly report and authorize payment of bills was made by Shirley Reed. Motion carried.
11. **Possible action on The Morton Accounting Services' monthly report:** None.

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Board of Commissioners
By a Majority Vote
on 12/21/21 (Date)
 President of ESD-1
 Secretary of ESD-1

12. **Discuss and possibly approve construction loan for future stations 93 and 96:** Tabled due to no additional documentation.
13. **Discuss and possibly approve purchase of fleet vehicles:** Jeremy Hyde stated that the quote is for two Ford Expeditions which are for year 2022 but with the current delays, this will need to begin early. One vehicle is for Supervisors and one is for the staff fleet. The supervisor model will be a police model with the other vehicle being a consumer model. Overall costs with package pricing is approximately \$100,000. Motion to approve purchase of fleet vehicles not to exceed \$100,000 was made by Pete Serna. Motion carried.
14. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 1882 911 calls this month, compared to 2005 in the previous month. Response time is 7:53.
 - HCEC hosted a job fair last week and hired displaced Paramedics same day. We were lucky to recruit 6 medics that day.
 - Amy Corbett has resumed her community efforts to include car seat events and Baby University. The groups we work with are excited about our continued participation.
 - Our Clinical Department is presenting this week at Texas EMS Conference.
 - We will be resuming our annual banquet starting in May 2022.
 - Vehicle Accidents: 1
 - Vehicle Maintenance Reports: 14
15. **Possible action on Harris County Emergency Corps Report:** None.
16. **Adjourn to closed session:** None.
17. **Possible action on closed session:** None.
18. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, December 21, 2021 at 9:00 am.
19. **Adjourn:** Shirley Reed made a motion to adjourn. Motion carried. Meeting adjourned at 9:59 am.

**Supplemental Agenda
Election Agenda**

1. **Update on May 7, 2022 Commissioners Election matters, and take any necessary actions on same:**
Regina Adams updated Board on Election date of May 7, 2022.
2. **Notice of Appointment of Designated Agent:** Mrs. Adams stated that during special sessions there were new constitutions set forth and all county-wide elections will be in May as well. They will allow for joint election with the county for 2022. Toward the end of October, they sent correspondence about joint elections and they would need to know by mid-December if HCESD #1 would like to participate. All of her other clients have opted in thus far. For the county to run the election there is a \$2500 base fee and \$1.05 per registered voter. Based upon most recent information, there are 104,008 registered voters which equates to approximately \$111,708 for county costs alone. That cost could easily be reached or exceeded if doing the election alone due to the man-power costs involved. In addition, it will also be difficult to find election officials because the county will be recruiting them. Another factor to consider is that they are not entirely sure if they will be able to lease election equipment and the county equipment would be unavailable. If utilizing the county, there is opportunity for more people to vote. Furthermore, if joining the county, everything will be included on the same ballot for voting. Mrs. Adams suggests allotting \$150,000 for election expenses for 2022. Melissa Morton stated that there may need to be an amendment on the budget. Motion to authorize joint election with Harris County was made by Fred Scibuola. Motion carried.
3. **Notice of Deadline to File Applications for Place on Ballot:** February 18, 2022 is the last day for someone to be added to the ballot.
4. **Discuss and take necessary action regarding method of conduct of May 7, 2022 General Election:**
Motion to approve notice of designated agent and notice of deadline to file on ballot was made by Fred Scibuola. Motion carried.

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By a Majority Vote

on 12/21/21 (Date)



President of ESD-1



Secretary of ESD-1



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Board of Commissioners

By a Majority Vote

on 1-25-22 (Date)


President of ESD-1


Secretary of ESD-1

Harris County Emergency Services District 1

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Page 1 of 2

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1
BOARD OF COMMISSIONERS
REGULAR MEETING
MINUTES – December 21, 2021**

1. **Call to Order:** Cathy Sunday called the meeting to order at 9:00 am.
2. **Moment of Silence and Pledge of Allegiance:** Cathy Sunday called for a moment of silence at 9:00 am followed by 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 (arrival at 9:15 am), Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, Secretary Virginia Bazan and Melissa Morton with Morton Accounting Services along with Legal Counsel Caryn Papantonakis. Also present were Harris County Emergency Corps (HCEC) personnel: President Jeremy Hyde, Vice President of Operations Heath White, Vice President of Administration Keir Vernon, and Executive Administrative Asst. Michelle Sterling.
4. **Adoption of Agenda:** Fred Scibuola made a motion to adopt the agenda as presented. Motion carried.
5. **Open Forum:** Keir Vernon announced Jeremy Hyde's 10 years of service as President of HCEC.
6. **Open Comments from the Board of Commissioners:** Shirley Reed stated that the Gala was successful. HCEC provided an ambulance for show and also sponsored the food. The Christmas toy drive was held at HCEC yesterday by Ms. Reed.
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 Building Committee:** Jeremy Hyde updated that he spoke to Spencer with AG/CM about future building projects and he said he'd be glad to assist. Bidding will have to take place as per usual business.
9. **Possible action on Building Committee report:** None
10. **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 \$7,950,583. During the month, HCESD No 1 received \$6,268,839 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,691,789 in disbursements during the month. 78% of this balance are payments to HCEC for monthly services (\$1,314,516). The ending balance as of November 30, 2021 is \$12,527,634. During November, the opening balance for the Texas Class investment account was \$3,569. We received \$0.04 in interest. The current interest rate is 0.0251%. The ending balance for November was \$3,569. The invoices pending board approval total \$1,274,358. Commissioners to get reimbursements to her by January. The audit will start in early March and she will spend January and February closing out the year. Motion to approve report and authorize payment of bills was made by Fred Scibuola. Motion carried.

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11. **Possible action on The Morton Accounting Services' monthly report:** None.
12. **Discuss and possibly approve appropriation of funds received for construction loan:** Melissa Morton stated that funds are in Prosperity bank and are earning ~~.25%~~ ^{Correction = 0.25%} interest currently and she recommends keeping the funds there. Mr. Serna asked if funds should be separated into accounts to meet the FDIC requirements. Mrs. Morton said that is not needed as there is a pledge of collateral if funds go above the FDIC amounts. No motion needed.
13. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
 - HCEC responded to 1949 911 calls this month, compared to 1882 in the previous month. Response time is 9:10.
 - HCEC is presenting our Trimester CE this month to all of our active medics.
 - HCEC participated in the Grandparents Raising Grandchildren Senior Gala. It was well attended and many people received a tour of our ambulance.
 - HCEC held its employee holiday party on December 9. We had approximately 125 attendees and it was a great success.
 - Vehicle Accidents: 0
 - Vehicle Maintenance Reports: 10
14. **Possible action on Harris County Emergency Corps Report:** None.
15. **Adjourn to closed session:** None.
16. **Possible action on closed session:** None.
17. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, January 25, 2022 at 9:00 am.
18. **Adjourn:** Shirley Reed made a motion to adjourn. Motion carried. Meeting adjourned at 9:57 am.