



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

**REGULAR BOARD MEETING  
April 26, 2022  
ROLL CALL OF COMMISSIONERS**

- CATHY SUNDAY, PRESIDENT**  
*absent*
- SHIRLEY REED, VICE PRESIDENT**
- FRED SCIBUOLA, TREASURER**
- VIRGINIA BAZAN, SECRETARY**
- PETE SERNA, ASSISTANT TREASURER**
- CARYN PAPANTONAKIS, LEGAL COUNSEL TO BOARD**
- MELISSA MORTON, CPA TO THE BOARD**  
*via phone*

**APPROVED**  
Document approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote  
on 4/26/22 (Date)  
*Shirley Reed* President of ESD-1  
*Virginia Bazan* Secretary of ESD-1

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- JEREMY HYDE, HCEC PRESIDENT**
  - HEATH WHITE, HCEC VP OF OPERATIONS**  
*absent*
  - KEIR VERNON, HCEC VP OF ADMINISTRATION**
  - MARK SMITH, HCEC GENERAL COUNSEL**  
*via phone*





HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1

BOARD OF COMMISSIONERS
REGULAR MEETING

Meeting Date: Tuesday, April 26, 2022
Meeting Time: 10:00 a.m.
Posting Date: Thursday, April 21, 2022

Location: 2800 Aldine Bender Road
Houston, Texas 77032

AGENDA

- 1. Call to order
2. Moment of Silence and Pledge of Allegiance
3. Roll Call of Commissioners
4. Adoption of agenda
5. Open Forum\*
6. Open Comments from the Board of Commissioners
7. Review and possibly approve all Meeting Minutes
8. Report from Building Committee
9. Possible action on Building Committee report
10. Discuss and possibly approve the Morton Accounting Services' monthly report and authorize payment of bills
11. Possible action on The Morton Accounting Services' monthly report
12. Discuss and possibly approve appraisal company for land at 2947 Washington Dr.
13. Discuss and possibly approve title company for real estate transaction at 2947 Washington Dr.
14. Discuss and possibly approve RFQ for Design-Build Project for Stations 93 and 96
15. Harris County Emergency Corps Report (JH)
16. Possible action on Harris County Emergency Corps Report
17. Adjourn to closed session
a. Meeting closed for the purposes to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public employee, up to and including Commissioners, Executive Director, Director(s) and potential appointees to the Board of Commissioners - Tex. Gov't Code § 551.074(a) (1).
b. Confer with attorney re: pending or threatened litigation - Tex. Gov't Code § 551.071(1) (A).
c. Receive advice from attorney regarding legal issues - Tex. Gov't Code § 551.071(2).
d. Discussion regarding the purchase, exchange, lease, or value of real property - Tex. Gov't Code § 551.072.
18. Possible action on closed session
19. Announce next Board meeting
20. Adjourn

APPROVED

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

on 4/26/22 (Date)

Shirley Forster President of ESD-1
Aurea Berg Secretary of ESD-1

HARRIS COUNTY EMERGENCY SERVICES
DISTRICT #1

[Signature]

Caryn Papantonakis
Attorney for the District



SEAL

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



**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MINUTES – March 22, 2022**

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 (via phone), Treasurer Fred Scibuola, Asst. Treasurer Pete Serna, and Melissa Morton with The Morton Accounting Services. 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 Paul Kullman and Eli Washington of AG/CM. Secretary Virginia Bazan not present.
4. **Adoption of Agenda:** Omit agenda items 8 and 9. Fred Scibuola made a motion to adopt the agenda as amended. 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 was made by Pete Serna. Motion carried.
8. **Report from Building Committee:** Omitted.
9. **Possible action on Building Committee report:** Omitted.
10. **Discuss and possibly approve The Morton Accounting Services' monthly report and authorize payment of bills:** At the beginning of February, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$22,367,675. During the month, HCESD No 1 received \$6,190,736 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$1,659,091 in disbursements during the month. 97% of this balance are payments to HCEC for monthly services (\$1,606,381). The ending balance as of February 28, 2022 is \$26,899,321. During February, the opening balance for the Texas Class investment account was \$3,569. We received \$0.05 in interest. The current interest rate is 0.038%. Interest is .25 at Prosperity. The ending balance for February was \$3,569. The invoices pending board approval total \$2,276,835. Melissa stated that there are two payments to HCEC in unpaid bills because of calculations during audit; final December invoice showed higher revenue. There's a second invoice for approximately \$800k for the additional funds. Motion made to approve The Morton Accounting Services' monthly report and authorize payment of bills was made by Fred Scibuola. Motion carried.

**APPROVED**

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

on 4/26/22 (Date)

*Shirley Reed*  
President of ESD-1

*Augusta Bazan*  
Secretary of ESD-1

11. **Possible action on The Morton Accounting Services' monthly report:** None.
  
12. **Discuss and possibly approve survey for real property at 2947 Washington:** Mr. Paul Kullman stated that since the last meeting they have reviewed the site in person by performing a walk through with Willie Sanders to talk about likes and dislikes of current buildings. There is a proposal from IDS Engineering Group for Stations 93 and 96 included for review. They have a professional staff and communicate well, he said. IDS is highly recommended by Spencer Clark. Additionally, they're talking with people about beginning Phase 1 to check for asbestos and other environmental issues. That proposal and RFQ should be ready by the next meeting. Both buildings will more than likely be built simultaneously to maintain costs. Sales tax needs to be removed from the included proposal. Motion to approve survey proposal with sales tax corrections subject to Attorney review was made by Cathy Sunday. Motion carried.
  
13. **Discuss and possibly approve interlocal agreement with Brazoria County ESD #3:** Mr. Hyde stated that HCEC has extra ventilators and ESD #3 is in need of supplies. They would like two ventilators at the price that they were originally purchased for. Caryn Papantonakis reviewed the agreement prior to the meeting with no objections discovered. Motion to approve the interlocal agreement with Brazoria County ESD #3 for the sale amount of \$9770.00 was made by Fred Scibuola. Motion carried.
  
14. **Harris County Emergency Corps Report:** HCEC report was given by Mr. Hyde as follows:
  - HCEC responded to 1866 911 calls this month, compared to 2034 in the previous month. Response time is 9:18.
  - HCEC had a successful Trimester CE. All of our credentialed medics are required to complete this training.
  - We are meeting with the area fire chiefs to upgrade our radio infrastructure in a joint effort.
  - We continue to meet with hospital facilities in order to reduce our patient offload times.
  - We are monitoring the rising cost of fuel and supplies. While they will affect us, we are in a good position to withstand pricing increases
  - Vehicle Accidents last month: 3 (minor)
  - Vehicle Maintenance Reports last month: 12

Mr. Heath White stated that Greater Heights has improved substantially. The biggest defender for the month is Kingwood due to staffing issues so many patients are being taken to Northeast which is overwhelming their facility. Mr. Hyde stated that we will be looking to update the CAD system later this year or the beginning of next year which has previously been discussed with the Board of Commissioners. Melissa Morton recommended updating the ESD #1 budget once there are final numbers.
  
15. **Possible action on Harris County Emergency Corps Report:** None.
  
16. **Adjourn to closed session:** Adjourn to closed session at 10:03 am.

17. **Possible action on closed session:** Motion to begin Board meetings at 10:00 am effective in April, 2022 was made by Fred Scibuola. Pete Serna seconded. Motion carried.
18. **Announce next Board meeting:** The Regular Board of Commissioners meeting will be held on Tuesday, April 22, 2022 at 10:00 am.
19. **Adjourn:** Fred Scibuola made a motion to adjourn. Motion carried. Meeting adjourned at 10:17 am.



**HCESD No 1 Monthly Financial Report Summary**  
**April Board Meeting**  
**Tuesday, April 26, 2022**

At the beginning of March, the Harris County Emergency Services District No 1 (HCESD No 1) beginning Operating Fund Balance was \$26,899,321. During the month, HCESD No 1 received \$361,365 in revenue – the majority of which came from the county tax receipts. HCESD No 1 processed \$2,276,835 in disbursements during the month. 99% of this balance are payments to HCEC for monthly services (\$2,264,500). The ending balance as of March 31, 2022 is \$24,983,850.

During March, the opening balance for the Texas Class investment account was \$3,569. We received \$0.38 in interest. The current interest rate is 0.1118%. The ending balance for March was \$3,569. See page 3 for “Investment” Report.

The invoices pending board approval total \$15,073 without the pending receipt of the HCEC invoice. See page 4 for “Unpaid Bills Detail” report.

**APPROVED**  
Document approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote  
on 4/26/22 (Date)  
*Shirley Carter* *Orlando Barz*  
President of ESD-1 Secretary of ESD-1

**Harris County ESD No 1  
General Operating Fund  
As of March 31, 2022**

**General Operating Fund**

**BEGINNING BALANCE:** 26,899,320.72

**REVENUE**

Deposits	355,790.23	Tax and Receivable Revenue	
Interest	5,573.89	Savings Interest	
Interest	0.38	Texpool Interest	
<b>Total Revenue</b>			<b>361,364.50</b>

**DISBURSEMENTS**

ACH	Caryn Papantonakis	6,000.00	Legal
ACH	Fred Scibuola	600.00	Commissioner Reimbursement
ACH	HCEC	2,264,500.00	Monthly Payment
ACH	Radcliffe Bobbitt Adams Polley	1,304.70	Legal
ACH	Oak Interactive LLC	450.00	Website Maint
ACH	The Morton Accounting Service	3,980.64	CPA
<b>Total Disbursements</b>			<b>2,276,835.34</b>

**ENDING BALANCE:** **24,983,849.88**

**3/31/2022**

<b>LOCATION OF ASSETS</b>	<b>Interest Rate</b>	<b>Balance</b>
Prosperity Operating		62,401.05
Prosperity Money Mkt	0.2500%	24,917,879.28
Texas Class	0.1118%	3,569.55
<b>Total Account Balance</b>		<b>24,983,849.88</b>

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #1  
 INVESTMENT REPORT  
 March 1, 2022 to  
 March 31, 2022

Transaction Date		General Fund Texas Class
3/1/2022	Beginning Balance	\$ 3,569.17
3/1/2022	Withdrawals	-
3/1/2022	Deposits	-
3/1/2022	Interest 0.1118%	0.38
<b>3/31/2022</b>	<b>Ending Balance</b>	<b>\$ 3,569.55</b>

The investments for the District for the period are in compliance with the Public Funds Investment Act, the District's investment policy and the District's investment strategy.

Investment Officer: \_\_\_\_\_

7:06 PM

04/23/22

**Harris County ESD No. 1 - GOF**  
**Unpaid Bills Detail**  
As of April 23, 2022

Type	Date	Num	Memo	Due Date	Open Balance
<b>Caryn Papantonakis</b>					
Bill	04/11/2022		Legal Fees	04/21/2022	6,000.00
Total Caryn Papantonakis					6,000.00
<b>Fred A Scibuola</b>					
Bill	03/31/2022	April 12 Reimb	Apr 2022 Reimbursement	04/10/2022	600.00
Total Fred A Scibuola					600.00
<b>Integra Realty Resources</b>					
Bill	04/23/2022	Appraisal	2947 Washington Dr Appraisal	05/03/2022	2,750.00
Total Integra Realty Resources					2,750.00
<b>Oak Interactive, LLC</b>					
Bill	03/31/2022	13199	Monthly Website Maintenance - Mar	04/10/2022	450.00
Total Oak Interactive, LLC					450.00
<b>Shirley Reed</b>					
Bill	03/14/2022	Reim Mar 14	Reimbursement Request Feb 23 - Mar 14,...	03/24/2022	450.00
Total Shirley Reed					450.00
<b>The Morton Accounting Services</b>					
Bill	03/31/2022	2304	March CPA Services	04/10/2022	4,822.95
Total The Morton Accounting Services					4,822.95
<b>TOTAL</b>					<b>15,072.95</b>

**Harris County ESD No. 1 - GOF**  
**Profit & Loss Budget vs. Actual**  
 January through March 2022

	Jan - Mar 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
41000 · Service Revenue				
41100 · HCEC Ambulance Lease Revenue	14,000.00	84,000.00	-70,000.00	16.7%
41200 · HCEC Property Lease Revenue	91,106.00	546,636.00	-455,530.00	16.7%
<b>Total 41000 · Service Revenue</b>	105,106.00	630,636.00	-525,530.00	16.7%
42000 · Tax Revenues	5,302,364.72	19,064,854.00	-13,762,489.28	27.8%
43000 · Other Income				
43100 · Miscellaneous Income	0.00	5,000.00	-5,000.00	0.0%
43150 · Proceeds from Sale of Asset	0.00	2,000.00	-2,000.00	0.0%
43200 · Donations & Contributions	1,575.28	7,000.00	-5,424.72	22.5%
43500 · Training & Education	0.00	500.00	-500.00	0.0%
43550 · Interest Earned on Checking	0.00	0.00	0.00	0.0%
43700 · Interest Earned on Temp. Invest	14,665.29	35,000.00	-20,334.71	41.9%
<b>Total 43000 · Other Income</b>	16,240.57	49,500.00	-33,259.43	32.8%
<b>Total Income</b>	5,423,711.29	19,744,990.00	-14,321,278.71	27.5%
<b>Gross Profit</b>	5,423,711.29	19,744,990.00	-14,321,278.71	27.5%
<b>Expense</b>				
143502 · Commissions Paid from Levy	23,602.53	75,000.00	-51,397.47	31.5%
162800 · Facilities & Equipment (DNU)				
162805 · Furniture/Equip - Non-Asset	0.00	20,000.00	-20,000.00	0.0%
162840 · Equip Rental & Maintenance	0.00	5,000.00	-5,000.00	0.0%
<b>Total 162800 · Facilities &amp; Equipment (DNU)</b>	0.00	25,000.00	-25,000.00	0.0%
170000 · Capital Purchases				
17001 · Vehicles	0.00	125,000.00	-125,000.00	0.0%
17003 · Medical Equipment	0.00	50,000.00	-50,000.00	0.0%
<b>Total 170000 · Capital Purchases</b>	0.00	175,000.00	-175,000.00	0.0%
50000 · Commissioner Salaries and Wages	3,900.00	36,000.00	-32,100.00	10.8%
51000 · HCEC Program Expense	3,097,599.00	18,302,260.00	-15,204,661.00	16.9%
52000 · Contract Services (DNU)				
52100 · Accounting Fees	13,031.50	50,000.00	-36,968.50	26.1%
52200 · Audit Fees	0.00	18,500.00	-18,500.00	0.0%
52300 · Legal Fees	18,000.00	72,000.00	-54,000.00	25.0%
52350 · Outside Contract Services	0.00	25,000.00	-25,000.00	0.0%
52550 · Election Expense	5,224.23	10,000.00	-4,775.77	52.2%
<b>Total 52000 · Contract Services (DNU)</b>	36,255.73	175,500.00	-139,244.27	20.7%
53000 · Operations (DNU)				
53100 · Banking Fees	0.00	400.00	-400.00	0.0%
53150 · Dues & Subscriptions	1,350.00	11,000.00	-9,650.00	12.3%
53200 · Postage	0.00	300.00	-300.00	0.0%
53300 · Printing & Copying	24.36	250.00	-225.64	9.7%
53350 · Legal Notices & Filing Fees	0.00	14,000.00	-14,000.00	0.0%
53400 · Office Supplies	449.00	1,000.00	-551.00	44.9%
<b>Total 53000 · Operations (DNU)</b>	1,823.36	26,950.00	-25,126.64	6.8%
54000 · General and Admin Expenses				
54150 · Insurance - Gen Liab-Err & Omis	68,346.00	75,000.00	-6,654.00	91.1%
54200 · Insurance - Treasurer's Bond	0.00	1,500.00	-1,500.00	0.0%
54300 · Other Costs (Contingency Funds)	0.00	2,000.00	-2,000.00	0.0%
54400 · HCAD Qtr Expenses	35,989.00	140,000.00	-104,011.00	25.7%
54450 · Depreciation Expense	0.00	2,000,000.00	-2,000,000.00	0.0%
54600 · Travel & Meetings	0.00	4,000.00	-4,000.00	0.0%
54650 · Conference, Conven & Meetings	0.00	6,000.00	-6,000.00	0.0%
54700 · Travel/Lodging	0.00	5,000.00	-5,000.00	0.0%

**Harris County ESD No. 1 - GOF**  
**Profit & Loss Budget vs. Actual**  
 January through March 2022

	Jan - Mar 22	Budget	\$ Over Budget	% of Budget
54800 · Repairs & Maintenance (DNU)	0.00	10,000.00	-10,000.00	0.0%
<b>Total 54000 · General and Admin Expenses</b>	104,335.00	2,243,500.00	-2,139,165.00	4.7%
60000 · Interest Expense	0.00	80,000.00	-80,000.00	0.0%
61000 · Loan Costs	0.00	0.00	0.00	0.0%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	3,267,515.62	21,139,210.00	-17,871,694.38	15.5%
<b>Net Ordinary Income</b>	2,156,195.67	-1,394,220.00	3,550,415.67	-154.7%
<b>Other Income/Expense</b>				
Other Income	0.00	1,000.00	-1,000.00	0.0%
<b>Net Other Income</b>	0.00	1,000.00	-1,000.00	0.0%
<b>Net Income</b>	<b>2,156,195.67</b>	<b>-1,393,220.00</b>	<b>3,549,415.67</b>	<b>-154.8%</b>

**Harris County ESD No. 1 - GOF**  
**Balance Sheet Prev Year Comparison**  
As of March 31, 2022

04/23/22

Accrual Basis

	Mar 31, 22	Mar 31, 21	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
11000 · Prosperity Operating Account	62,401.05	486,321.52	-423,920.47	-87.2%
11050 · Prosperity Money Mkt	24,917,879.28	19,548,589.45	5,369,289.83	27.5%
11350 · Texas Class Investment	3,569.55	193,544.31	-189,974.76	-98.2%
<b>Total Checking/Savings</b>	<b>24,983,849.88</b>	<b>20,228,455.28</b>	<b>4,755,394.60</b>	<b>23.5%</b>
<b>Accounts Receivable</b>	<b>11.57</b>	<b>11.57</b>	<b>0.00</b>	<b>0.0%</b>
<b>Other Current Assets</b>				
<b>11500 · Accounts Receivable</b>				
11510 · Current Taxes Receivables	6,548,436.45	8,517,284.86	-1,968,848.41	-23.1%
11520 · Delinquent Taxes Receivable	1,947,828.80	1,779,429.49	168,399.31	9.5%
11590 · Allowance Doubtful Accts-Tax	-903,020.00	-903,020.00	0.00	0.0%
11500 · Accounts Receivable - Other	17,125.50	17,125.50	0.00	0.0%
<b>Total 11500 · Accounts Receivable</b>	<b>7,610,370.75</b>	<b>9,410,819.85</b>	<b>-1,800,449.10</b>	<b>-19.1%</b>
11600 · Fees for Services Receivable	23,607.72	23,607.72	0.00	0.0%
11800 · Prepaid Expense	138,690.81	39,848.00	98,842.81	248.1%
<b>Total Other Current Assets</b>	<b>7,772,669.28</b>	<b>9,474,275.57</b>	<b>-1,701,606.29</b>	<b>-18.0%</b>
<b>Total Current Assets</b>	<b>32,756,530.73</b>	<b>29,702,742.42</b>	<b>3,053,788.31</b>	<b>10.3%</b>
<b>Fixed Assets</b>				
<b>15000 · Vehicle Assets</b>				
15000 · Vehicle Assets	3,827,341.02	4,197,149.66	-369,808.64	-8.8%
<b>16000 · Land</b>				
16010 · Land- 1620 Isom Property	235,546.58	235,546.58	0.00	0.0%
16020 · Land- Fallbrook Property	30,809.15	30,809.15	0.00	0.0%
16030 · Land- Old Humble Rd Property	117,980.67	117,980.67	0.00	0.0%
16040 · Land- 2800 Aldine Bender	309,467.00	309,467.00	0.00	0.0%
16000 · Land - Other	885,097.93	885,097.93	0.00	0.0%
<b>Total 16000 · Land</b>	<b>1,578,901.33</b>	<b>1,578,901.33</b>	<b>0.00</b>	<b>0.0%</b>
<b>17000 · Furniture and Equipment</b>				
17010 · Off. & Maint Equipment	1,502,065.10	1,509,234.60	-7,169.50	-0.5%
17020 · Medical Equipment	3,879,620.69	3,865,895.69	13,725.00	0.4%
17030 · Software & License Agreements	70,320.84	70,320.84	0.00	0.0%
17040 · Furniture & Fixtures	247,256.48	247,256.48	0.00	0.0%
17050 · Communication Cntr New Station	473,980.26	453,150.26	20,830.00	4.6%
17000 · Furniture and Equipment - Other	14,850.00	14,850.00	0.00	0.0%
<b>Total 17000 · Furniture and Equipment</b>	<b>6,188,093.37</b>	<b>6,160,707.87</b>	<b>27,385.50</b>	<b>0.4%</b>
<b>18000 · Building and Improvements</b>				
18010 · 1620 Isom Admin Bldg	488,507.62	488,507.62	0.00	0.0%
18020 · 2800 Aldine Bender Bldg	5,810,117.91	5,810,117.91	0.00	0.0%
18030 · 7710 Fallbrook Station	476,537.75	476,537.75	0.00	0.0%
18040 · 10512 Airline Station	238,339.00	238,339.00	0.00	0.0%
18050 · 6310 Aldine Bender Station	523,695.00	523,695.00	0.00	0.0%
18060 · Station #92	3,761,643.25	3,761,643.25	0.00	0.0%
18070 · Station #94	2,856,734.31	2,856,734.31	0.00	0.0%
18080 · Station #97	1,989,080.11	1,971,852.51	17,227.60	0.9%
<b>Total 18000 · Building and Improvements</b>	<b>16,144,654.95</b>	<b>16,127,427.35</b>	<b>17,227.60</b>	<b>0.1%</b>
<b>19000 · Accumulated Depreciation</b>	<b>-11,581,546.22</b>	<b>-10,093,587.85</b>	<b>-1,487,958.37</b>	<b>-14.7%</b>
<b>Total Fixed Assets</b>	<b>16,157,444.45</b>	<b>17,970,598.36</b>	<b>-1,813,153.91</b>	<b>-10.1%</b>
<b>Other Assets</b>				
19500 · Call Center License	800,000.00	800,000.00	0.00	0.0%
<b>Total Other Assets</b>	<b>800,000.00</b>	<b>800,000.00</b>	<b>0.00</b>	<b>0.0%</b>

**Harris County ESD No. 1 - GOF**  
**Balance Sheet Prev Year Comparison**  
**As of March 31, 2022**

	Mar 31, 22	Mar 31, 21	\$ Change	% Change
<b>TOTAL ASSETS</b>	<b>49,713,975.18</b>	<b>48,473,340.78</b>	<b>1,240,634.40</b>	<b>2.6%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>	10,414.62	1,845,119.68	-1,834,705.06	-99.4%
<b>Other Current Liabilities</b>				
12740 · Due To Construction	0.00	78,520.72	-78,520.72	-100.0%
22000 · Accrued Expenses	33,865.05	10,903.63	22,961.42	210.6%
23000 · Other Payables	19,808,163.82	19,048,117.04	760,046.78	4.0%
24000 · Current Notes Payable	1,113,762.59	739,587.53	374,175.06	50.6%
<b>Total Other Current Liabilities</b>	<b>20,955,791.46</b>	<b>19,877,128.92</b>	<b>1,078,662.54</b>	<b>5.4%</b>
<b>Total Current Liabilities</b>	<b>20,966,206.08</b>	<b>21,722,248.60</b>	<b>-756,042.52</b>	<b>-3.5%</b>
<b>Long Term Liabilities</b>				
25000 · Long Term Debt	10,865,713.75	7,214,141.52	3,651,572.23	50.6%
<b>Total Long Term Liabilities</b>	<b>10,865,713.75</b>	<b>7,214,141.52</b>	<b>3,651,572.23</b>	<b>50.6%</b>
<b>Total Liabilities</b>	<b>31,831,919.83</b>	<b>28,936,390.12</b>	<b>2,895,529.71</b>	<b>10.0%</b>
<b>Equity</b>				
30000 · Opening Bal Equity	5,996,412.00	5,996,412.00	0.00	0.0%
30100 · Unassigned Fund Balance	8,314,447.65	9,357,504.72	-1,043,057.07	-11.2%
30400 · Unrestricted Net Assets	1,415,000.03	1,415,000.03	0.00	0.0%
Net Income	2,156,195.67	2,768,033.91	-611,838.24	-22.1%
<b>Total Equity</b>	<b>17,882,055.35</b>	<b>19,536,950.66</b>	<b>-1,654,895.31</b>	<b>-8.5%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>49,713,975.18</b>	<b>48,473,340.78</b>	<b>1,240,634.40</b>	<b>2.6%</b>

6:45 PM

04/23/22

Accrual Basis

**Harris County ESD No. 1 - GOF**  
**Profit & Loss Detail**  
**January through March 2022**

Type	Date	Num	Adj	Name	Memo	Amount
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>41000 - Service Revenue</b>						
<b>41100 - HCEC Ambulance Lease Revenue</b>						
Bill	01/31/2022	2513		HCEC	Master Lease for Vehicles	7,000.00
Bill	02/28/2022	2534		HCEC	Master Lease for Vehicles	7,000.00
Total 41100 - HCEC Ambulance Lease Revenue						14,000.00
<b>41200 - HCEC Property Lease Revenue</b>						
Bill	01/31/2022	2513		HCEC	Original Agreement	45,553.00
Bill	02/28/2022	2534		HCEC	Original Agreement	45,553.00
Total 41200 - HCEC Property Lease Revenue						91,106.00
Total 41000 - Service Revenue						105,106.00
<b>42000 - Tax Revenues</b>						
<b>42100 - Penalty &amp; Interest</b>						
Deposit	01/12/2022			Harris County Tax Office	Deliquent P&I	1,692.09
Deposit	01/14/2022			Harris County Tax Office	Deliquent P&I	3,011.67
Deposit	01/20/2022			Harris County Tax Office	Deliquent P&I	1,847.75
Deposit	01/24/2022			Harris County Tax Office	Deliquent P&I	2,469.83
Deposit	01/26/2022			Harris County Tax Office	Deliquent P&I	985.19
Deposit	01/31/2022			Harris County Tax Office	Deliquent P&I	1,916.82
Deposit	02/03/2022			Harris County Tax Office	P&I	0.00
Deposit	02/03/2022			Harris County Tax Office	Deliquent P&I	1,047.26
Deposit	02/11/2022			Harris County Tax Office	P&I	0.00
Deposit	02/11/2022			Harris County Tax Office	Deliquent P&I	2,266.91
Deposit	02/11/2022			Harris County Tax Office	P&I	0.00
Deposit	02/11/2022			Harris County Tax Office	Deliquent P&I	82.98
Deposit	02/14/2022			Harris County Tax Office	P&I	0.00
Deposit	02/14/2022			Harris County Tax Office	Deliquent P&I	1,096.48
Deposit	02/15/2022			Harris County Tax Office	P&I	2,469.27
Deposit	02/15/2022			Harris County Tax Office	Deliquent P&I	2,075.78
Deposit	02/16/2022			Harris County Tax Office	P&I	2,333.72
Deposit	02/16/2022			Harris County Tax Office	Deliquent P&I	1,287.24
Deposit	02/24/2022			Harris County Tax Office	P&I	13,019.77
Deposit	02/24/2022			Harris County Tax Office	Deliquent P&I	1,020.11
Deposit	02/25/2022			Harris County Tax Office	P&I	2,004.58
Deposit	02/25/2022			Harris County Tax Office	Deliquent P&I	642.36
Deposit	02/28/2022			Harris County Tax Office	P&I	3,091.79
Deposit	02/28/2022			Harris County Tax Office	Deliquent P&I	916.01
Total 42100 - Penalty & Interest						45,277.61
<b>42300 - Tax Revenue</b>						
Deposit	01/12/2022			Harris County Tax Office	Current Levy	1,405,770.10
Deposit	01/14/2022			Harris County Tax Office	Current Levy	537,019.53
Deposit	01/20/2022			Harris County Tax Office	Current Levy	878,346.80
Deposit	01/24/2022			Harris County Tax Office	Current Levy	577,403.44
Deposit	01/26/2022			Harris County Tax Office	Current Levy	683,910.87
Deposit	01/31/2022			Harris County Tax Office	Current Levy	43,967.34
Deposit	01/31/2022			Harris County Tax Office	Current Levy	1,130,669.03
Total 42300 - Tax Revenue						5,257,087.11
Total 42000 - Tax Revenues						5,302,364.72
<b>43000 - Other Income</b>						
<b>43200 - Donations &amp; Contributions</b>						
Deposit	03/24/2022			Harris County Utility District No 15	Deposit	748.34
Deposit	03/24/2022			Harris County Utility District No 15	Deposit	826.94
Total 43200 - Donations & Contributions						1,575.28
<b>43700 - Interest Earned on Temp. Invest</b>						
Deposit	01/31/2022				Interest	0.04
Deposit	01/31/2022				Interest	4,111.68
Deposit	02/28/2022				Interest	4,979.25
Deposit	02/28/2022				Interest	0.05
Deposit	03/31/2022				Interest	0.38
Deposit	03/31/2022				Interest	5,573.89
Total 43700 - Interest Earned on Temp. Invest						14,665.29
Total 43000 - Other Income						16,240.57
Total Income						5,423,711.29

6:45 PM

04/23/22

Accrual Basis

**Harris County ESD No. 1 - GOF  
Profit & Loss Detail  
January through March 2022**

Type	Date	Num	Adj	Name	Memo	Amount
Gross Profit						5,423,711.29
<b>Expense</b>						
<b>143502 · Commissions Paid from Levy</b>						
Deposit	01/12/2022			Harris County Tax Office	Adj	14,133.81
Deposit	01/14/2022			Harris County Tax Office	Adj	5,381.02
Deposit	01/20/2022			Harris County Tax Office	Adj	8,858.32
Deposit	01/24/2022			Harris County Tax Office	Adj	3,182.52
Deposit	02/24/2022			Harris County Tax Office	Deposit	1,592.15
Deposit	02/28/2022			Harris County Tax Office	Deposit	-9,545.29
Total 143502 · Commissions Paid from Levy						23,602.53
<b>50000 · Commissioner Salaries and Wages</b>						
<b>50250 · Commissioner Reimbursement</b>						
Bill	01/18/2022	Jan 2...		Fred A Scibuola	Jan 2022 Reimbursement	600.00
Bill	02/21/2022	Feb 2...		Fred A Scibuola	Feb 2022 Reimbursement	600.00
Bill	02/22/2022	Reim ...		Shirley Reed	Reimbursement Request Jan 5 - Feb 22, 2022	1,050.00
Bill	03/14/2022	Reim ...		Shirley Reed	Reimbursement Request Feb 23 - Mar 14, 2022	450.00
Bill	03/15/2022	March...		Fred A Scibuola	Mar 2022 Reimbursement	600.00
Bill	03/31/2022	April 1...		Fred A Scibuola	Apr 2022 Reimbursement	600.00
Total 50250 · Commissioner Reimbursement						3,900.00
Total 50000 · Commissioner Salaries and Wages						3,900.00
<b>51000 · HCEC Program Expense</b>						
<b>51100 · HCEC Contract Expense</b>						
Bill	01/31/2022	2513		HCEC	Rate change to \$984.21 @ 2034 trips (less \$342,949)	1,658,934.00
Bill	02/28/2022	2534		HCEC	Rate change to \$984.21 @ 1866 trips (less \$397,871)	1,438,665.00
Total 51100 · HCEC Contract Expense						3,097,599.00
Total 51000 · HCEC Program Expense						3,097,599.00
<b>52000 · Contract Services (DNU)</b>						
<b>52100 · Accounting Fees</b>						
Bill	01/31/2022	2288		The Morton Accounting Services	Jan CPA Services	4,246.18
Bill	02/28/2022	2293		The Morton Accounting Services	Feb CPA Services	3,974.55
Bill	03/31/2022	2304		The Morton Accounting Services	Mar CPA Services	4,810.77
Total 52100 · Accounting Fees						13,031.50
<b>52300 · Legal Fees</b>						
Bill	01/11/2022			Caryn Papantonakis	Legal Fees	6,000.00
Bill	02/11/2022			Caryn Papantonakis	Legal Fees	6,000.00
Bill	03/11/2022			Caryn Papantonakis	Legal Fees	6,000.00
Total 52300 · Legal Fees						18,000.00
<b>52550 · Election Expense</b>						
Bill	01/31/2022	213927		Radcliffe Bobbitt Adams Polley	Legal - Election and Litigation	3,919.53
Bill	02/28/2022	214102		Radcliffe Bobbitt Adams Polley	Legal - Election and Litigation	1,304.70
Total 52550 · Election Expense						5,224.23
Total 52000 · Contract Services (DNU)						36,255.73
<b>53000 · Operations (DNU)</b>						
<b>53150 · Dues &amp; Subscriptions</b>						
Bill	01/31/2022	13139		Oak Interactive, LLC	Monthly Website Maintenance - Jan	450.00
Bill	02/28/2022	13172		Oak Interactive, LLC	Monthly Website Maintenance - Feb	450.00
Bill	03/31/2022	13199		Oak Interactive, LLC	Monthly Website Maintenance - Mar	450.00
Total 53150 · Dues & Subscriptions						1,350.00
<b>53300 · Printing &amp; Copying</b>						
Bill	01/31/2022	2288		The Morton Accounting Services	Copies	6.09
Bill	02/28/2022	2293		The Morton Accounting Services	Copies	6.09
Bill	03/31/2022	2304		The Morton Accounting Services	Copies	12.18
Total 53300 · Printing & Copying						24.36
<b>53400 · Office Supplies</b>						
Bill	01/31/2022	2288		The Morton Accounting Services	Quickbooks software	449.00
Total 53400 · Office Supplies						449.00
Total 53000 · Operations (DNU)						1,823.36
<b>54000 · General and Admin Expenses</b>						
<b>54150 · Insurance - Gen Liab-Err &amp; Omis</b>						

6:45 PM

04/23/22

Accrual Basis

Harris County ESD No. 1 - GOF  
Profit & Loss Detail  
January through March 2022

Type	Date	Num	Adj	Name	Memo	Amount
Bill	01/12/2022	2022 -...		VFIS of Texas	HARC0-1 Insurance Coverage - 1/1/22 to 12/31/22	68,346.00
				Total 54150 · Insurance - Gen Liab-Err & Omis		68,346.00
				<b>54400 · HCAD Qtr Expenses</b>		
Bill	02/15/2022	PSI22...		Harris County Appraisal District	2nd Qtr Quarter 2022 Assessment	35,989.00
				Total 54400 · HCAD Qtr Expenses		35,989.00
				Total 54000 · General and Admin Expenses		104,335.00
				Total Expense		3,267,515.62
				Net Ordinary Income		2,156,195.67
				<b>Net Income</b>		<b>2,156,195.67</b>





Integra Realty Resources  
Houston

9225 Katy Freeway  
Suite 206  
Houston TX 77024

T (713) 973-0212  
F (713) 973-2028  
[www.irr.com](http://www.irr.com)

## Invoice

**Invoice Number:** 184-2022-0435 RET

**Invoice Date:** 4/22/2022

**Page:** 1

**Bill To:**

Harris County Emergency Services District  
2800 Aldine Bender Rd  
Houston, TX 77038  
Attn: c/o Jeremy Hyde

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**Project No.** 184-2022-0435

**Project Name:** 2947 Washington Dr

2947 Washington Dr.  
Houston, TX 77038

Retainers

\$2,750.00

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**TOTAL DUE THIS INVOICE:**

\$2,750.00

Please make check payable to: **Integra Realty Resources - Houston**

*\*Note Invoice number on check.*

Terms: Net 30

Please Remit To: Integra Realty Resources - Houston  
9225 Katy Freeway, Suite 206, Houston TX 77024  
Send ACH Payments to: Allegiance Bank  
Account No. 0037459 Routing No. 113025723



# INVOICE

**OAK Interactive, LLC**

1819 Blue Water Bay Dr., Katy, TX 77494,  
UNITED STATES  
info@oakinteractive.com; Website:  
www.oakinteractive.com

**Invoice No#:** 13199  
**Invoice Date:** Mar 31, 2022  
**Reference:** Creative Services  
**Due Date:** Apr 30, 2022

**\$450.00**  
AMOUNT DUE

## BILL TO

HCESD-1.org  
Melissa Morton  
2800 Aldine Bender Rd., Houston, TX  
77032, UNITED STATES

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE AMOUNT(\$)	
1	Website Maintenance HCESD-1.org - March	1	\$450.00	\$450.00

Subtotal \$450.00

**TOTAL \$450.00 USD**

## NOTES TO CUSTOMER

March, 2021 - Kindly Remit to: OAK Interactive, LLC  
1819 Blue Water Bay Dr., Katy, TX 77494

THANK YOU FOR YOUR BUSINESS!

## TERMS AND CONDITIONS

Net 30 - Interest accrued at 2% per month, thereafter. Make checks payable to: OAK Interactive, LLC or pay via Credit Card with a 4% processing fee. Sales Tax applied to:

- Website Maintenance
- Website Design & Development
- Hard Cost for production items





# Invoice

Date	Invoice #
3/31/2022	2304

<b>Bill To</b>
Harris County ESD #1 2800 Aldine Bender Rd Houston, TX 77032

Terms	Due Date
Net 30	4/30/2022

Serviced	Description	Hours	Rate	Amount
3/31/2022	March Financial Statements		2,750.00	2,750.00
3/31/2022	Additional Hours (Fixed asset management, meeting with board members for ACH approval for Prosperity, special reporting, Census reporting, meetings with auditors, reviewing changes to accounting lease standards and meeting with auditors regarding such)	14.7198	140.00	2,060.77
3/31/2022	Copies	42	0.29	12.18

Please Remit Payment to:  
The Morton Accounting Service  
1125 Cypress Station Dr. Bldg H-4  
Houston, TX 77090

or via the Intuit payment link in the email.

<b>Total</b>	\$4,822.95
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$4,822.95



# PROSPERITY BANK®

April 18, 2022

Harris County ESD #1  
ATTN: Cathy Sunday  
2800 Aldine Bender  
Houston, TX 77032

**APPROVED**  
Document approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote  
on 4-26-22 (Date)  
\_\_\_\_\_  
President of ESD-1  
\_\_\_\_\_  
Secretary of ESD-1  
*TRAVIS WILKIE*

Dear Ms. Sunday:

The Depository Services Contract between the Harris County ESD #1 and Prosperity Bank has been renewed on a one-year basis. The previous renewal of the contract by and between the District and the Bank was as of June 1, 2021.

By signing this letter and returning it for our files, you agree to renewal of this contract under the same terms and conditions for an additional year- June 1, 2022 through May 31, 2023.

The current rates to be extended are as follows:

**NOW Accounts-** Prosperity Bank NOW sheet rate +.10%

**Money Market Accounts -** Prosperity Bank Premier Money Market sheet rate +0.10%

We appreciate our business relationship with the Harris County ESD #1 and look forward to working with you in the future. If you have any questions, please let me know. I may be reached at 713-693-9253 or by email [randelyn.nelson@prosperitybankusa.com](mailto:randelyn.nelson@prosperitybankusa.com).

Sincerely,

*Randelyn Nelson*  
Randelyn Nelson  
Banking Center Manager

Agreed and accepted on behalf of Harris County ESD #1:

*Shirley Reed* Vice President.  
Harris County ESD #1 Title

4/26/22  
Date

Agreed and accepted on behalf of Prosperity Bank:

\_\_\_\_\_  
Randelyn Nelson Banking Center Manager  
Title

\_\_\_\_\_  
Date





## Harris County Emergency Services District 1

2800 Aldine Bender  
Houston, Texas 77032  
*Board of Commissioners*

April 26, 2022

Carr, Riggs & Ingram, LLC  
Two Riverway, 15<sup>th</sup> Floor  
Houston, Texas 77056

This representation letter is provided in connection with your audit of the financial statements of Harris County Emergency Services District #1 (the District), which comprise the respective financial position of the governmental activities and major fund as of December 31, 2021, and the respective changes in financial position for the year then ended, and the disclosures (collectively, the "financial statements"), for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, based solely on reliance on professional advice from counsel and other qualified professionals, as of the date of this letter, the following representations made to you during your audit.

### **Financial Statements**

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated February 12, 2022, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the District required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.



## Harris County Emergency Services District 1

2800 Aldine Bender  
Houston, Texas 77032  
*Board of Commissioners*

- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties, including all transactions with Harris County Emergency Corps (HCEC), have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
- 8) The effects of the uncorrected misstatement is immaterial, both individually and in the aggregate, to the financial statements as a whole for each opinion unit. The uncorrected misstatement is included below:

<i>Reserve remainder of fees for service due to declining collections</i>	
Bad debt expense	\$ 23,608
Allowance for doubtful accounts – fees for service	(23,608)

- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 10) Guarantees, whether written or oral, under which the District is contingently liable, if any, have been properly recorded or disclosed.

### **Information Provided**

- 11) We have provided you with:
  - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters.
  - b) Additional information that you have requested from us for the purpose of the audit.
  - c) Unrestricted access to persons within the District from whom you determined it necessary to obtain audit evidence.
  - d) Minutes of the meetings of the Board of Commissioners or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 13) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 14) We have no knowledge of any fraud or suspected fraud that affects the District and involves—

Office: (281) 449-3131  
Fax: (281) 227-3335  
Email: [jhyde@hcesd-1.org](mailto:jhyde@hcesd-1.org)



## Harris County Emergency Services District 1

2800 Aldine Bender  
Houston, Texas 77032  
*Board of Commissioners*

- Management,
  - Consultants who have significant roles in internal control, or
  - Others where the fraud could have a material effect on the financial statements.
- 15) We have no knowledge of any allegations of fraud or suspected fraud affecting the District's financial statements communicated by consultants, former consultants, HCEC, regulators, or others.
- 16) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or waste or abuse, whose effects should be considered when preparing financial statements.
- 17) We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- 18) We have disclosed to you the names of the District's related parties and all the related party relationships and transactions, including any side agreements.

### **Government-specific**

- 19) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 20) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 21) There are no investigations or legal proceedings that have been initiated with respect to the period under audit.
- 22) The District has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.
- 23) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- 24) We have identified and disclosed to you all instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we believe have a material effect on the financial statements.
- 25) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.



## Harris County Emergency Services District 1

2800 Aldine Bender  
Houston, Texas 77032  
*Board of Commissioners*

- 26) As part of your audit, you assisted with preparation of the financial statements and disclosures and preparation of the journal entries related to the tax receivable allowance. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating Melissa Morton, Accountant, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and disclosures.
- 27) The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral, except as made known to you and disclosed in the notes to the financial statements.
- 28) The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 29) The financial statements include all component units, appropriately present majority equity interests in legally separate organizations and joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 30) The financial statements properly classify all funds and activities in accordance with [GASBS No. 34](#), as amended, and [GASBS No. 84](#).
- 31) All funds that meet the quantitative criteria in [GASBS Nos. 34](#) and [37](#) for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 32) Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 33) Investments are properly valued.
- 34) Provisions for uncollectible receivables have been properly identified and recorded.
- 35) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 36) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 37) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
- 38) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated or amortized.
- 39) We have appropriately disclosed the District's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and



**Harris County Emergency Services District 1**

2800 Aldine Bender  
Houston, Texas 77032  
*Board of Commissioners*

unrestricted net position is available and have determined that net position is properly recognized under the policy.

40) We are following *GASB Statement No. 54, paragraph 18*, to determine the fund balance classifications for financial reporting purposes.

41) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

Signature: *Shirley Reed*

Signature: *Alpin Bazon*

Title: *VICE-PRESIDENT*

Title: *Secretary*

**APPROVED**

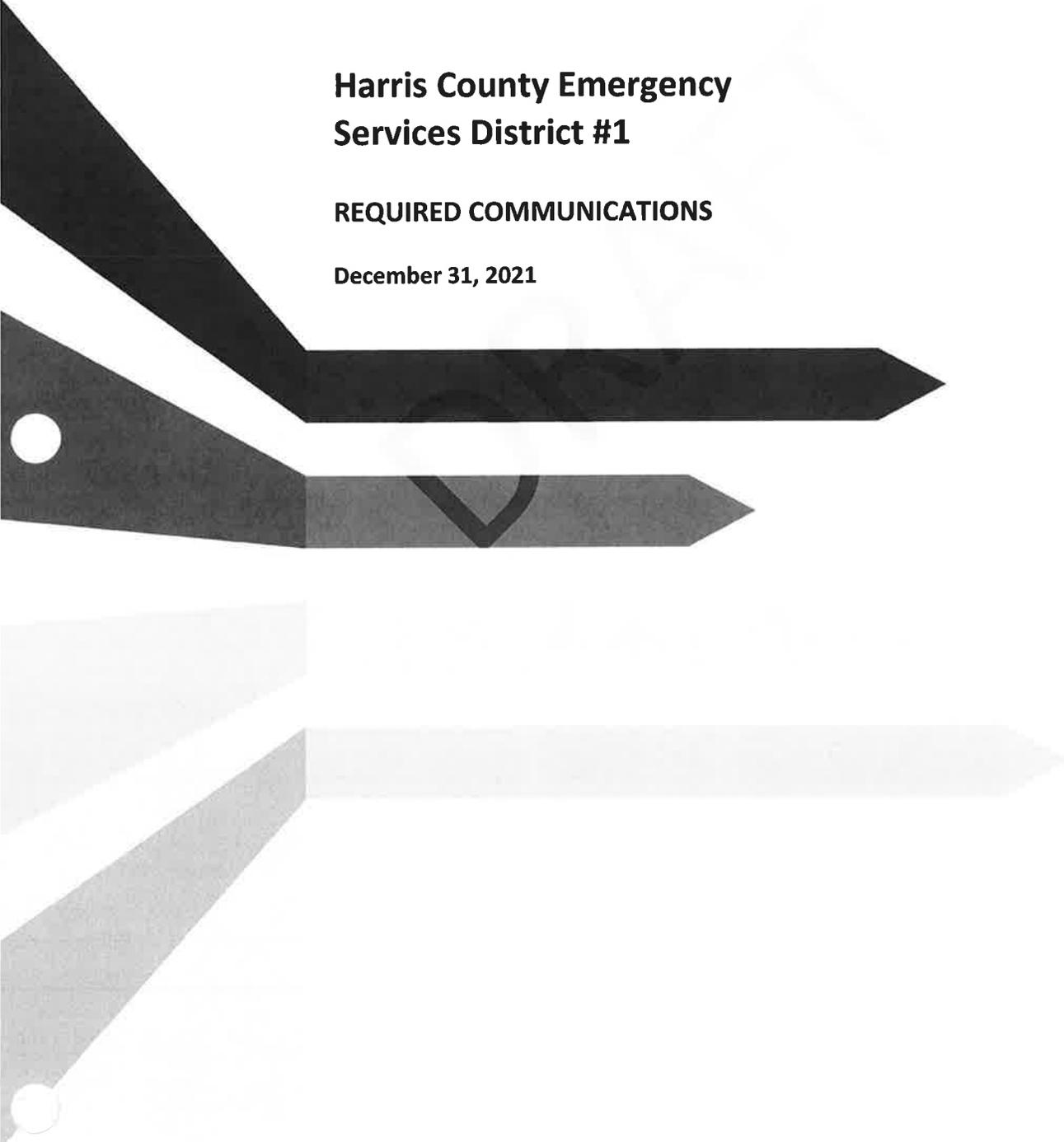
**Document approved by Harris County ESD-1**

**Board of Commissioners**

**By a Majority Vote**

on *4-26-22* (Date)

*Shirley Reed* *Alpin Bazon*  
VICE President of ESD-1 Secretary of ESD-1



**Harris County Emergency  
Services District #1**

**REQUIRED COMMUNICATIONS**

**December 31, 2021**

April XX, 2022

To the Board of Commissioners  
Harris County Emergency Services District #1

We are pleased to present the results of our audit of the 2021 financial statements of the governmental activities and major fund of Harris County Emergency Services District #1 (the District).

This report to the Board of Commissioners summarizes our audit, the reports issued and various analyses and observations related to the District's accounting and reporting. The document also contains the communications required by our professional standards.

Our financial audit was designed, primarily, to express opinions on the District's 2021 financial statements. We considered the District's current and emerging business needs, along with an assessment of risks that could materially affect the financial statements, and aligned our audit procedures accordingly. We conducted the audit with the objectivity and independence that you expect. We received the full support and assistance of the District's personnel.

At Carr, Riggs & Ingram, LLC (CRI), we are continually evaluating the quality of our professionals' work in order to deliver audit services of the highest quality that will meet or exceed your expectations. We encourage you to provide any feedback you believe is appropriate to ensure that we do not overlook a single detail as it relates to the quality of our services.

This report is intended solely for the use of the Board of Commissioners of the District and is not intended to be, and should not be, used by anyone other than these specified parties.

We appreciate this opportunity to work with you. If you have any questions or comments, please contact me at 832-333-7403 or at [ahill@cricpa.com](mailto:ahill@cricpa.com)

Very truly yours,

Alyssa Hill  
Partner

## Required Communications

As discussed with the Board of Commissioners during our planning process, our audit plan represented an approach responsive to the assessment of risk for the District. Specifically, we planned and performed our audit to:

- Perform audit services, as requested by the Board of Commissioners, in accordance with auditing standards generally accepted in the United States of America in order to express opinions on the District’s financial statements for the year ended December 31, 2021;
- Communicate directly with the Board of Commissioners regarding the results of our procedures.
- Address with the Board of Commissioners any accounting and financial reporting issues;
- Anticipate and respond to concerns of the Board of Commissioners; and
- Address other audit related procedures as they arise and upon request.

We have audited the financial statements of the governmental activities and major fund of Harris County Emergency Services District #1 (the District) for the year ended December 31, 2021. Professional standards require that we provide you with the following information related to our audit:

MATTER TO BE COMMUNICATED	AUDITORS’ RESPONSE
<p><b>Auditors’ responsibility under Generally Accepted Auditing Standards</b></p>	<p>As stated in our engagement letter dated February 12, 2022, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (GAAP). Our audit of the financial statements does not relieve you or management of your responsibilities.</p> <p>As part of our audit, we considered the internal control of the District. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.</p>

## Required Communications

MATTER TO BE COMMUNICATED	AUDITORS' RESPONSE
<p><b>Client's responsibility</b></p>	<p>The Board of Commissioners is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of financial position and results of operations in conformity with the applicable framework. The Board of Commissioners is responsible for the design and implementation of programs and controls to prevent and detect fraud.</p> <p>The Board of Commissioners is responsible for overseeing nonaudit services by designating consultants, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services and accept responsibility for them.</p>
<p><b>Planned scope and timing of the audit</b></p>	<p>Our initial audit plan was not significantly altered during our fieldwork.</p>
<p><b>Management judgments and accounting estimates</b></p> <p><i>The process used by the District in forming particularly sensitive accounting estimates and the basis for the auditors' conclusion regarding the reasonableness of those estimates.</i></p>	<p>Please see the following section titled "Accounting Policies, Judgments and Sensitive Estimates and CRI Comments on Quality."</p>
<p><b>Potential effect on the financial statements of any significant risks and exposures</b></p> <p><i>Major risks and exposures facing the District and how they are disclosed.</i></p>	<p>No such risks or exposures were noted.</p>
<p><b>Significant difficulties encountered in the audit</b></p> <p><i>Any significant difficulties, for example, unreasonable logistical constraints or lack of cooperation by management.</i></p>	<p>We encountered no significant difficulties in dealing with consultants and others in performing and completing our audit.</p>

## Required Communications

MATTER TO BE COMMUNICATED	AUDITORS' RESPONSE
<p><b>Significant accounting policies, including critical accounting policies and alternative treatments within generally accepted accounting principles and the auditors' judgment about the quality of accounting principles</b></p>	<p>The significant accounting policies are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed in fiscal year 2021. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.</p> <p>Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:</p> <ul style="list-style-type: none"> <li>• The disclosure of activity with Harris County Emergency Corps in Note 12, which highlights activities and balances between the District and Harris County Emergency Corps, is sensitive due to the relationship between the parties.</li> </ul> <p>The financial statement disclosures are neutral, consistent, and clear.</p>
<p><b>Disagreements with management</b>  <i>Disagreements, whether or not subsequently resolved, about matters significant to the financial statements or auditors' report. This does not include those that came about based on incomplete facts or preliminary information.</i></p>	<p>We are pleased to report that no such disagreements arose during the course of our audit.</p>
<p><b>Other findings or issues</b>  <i>Matters significant to oversight of the financial reporting practices by those charged with governance. For example, an entity's failure to obtain the necessary type of audit, such as one under Government Auditing Standards, in addition to GAAS.</i></p>	<p>None noted.</p>

## Required Communications

MATTER TO BE COMMUNICATED	AUDITORS' RESPONSE
<p><b>Matters arising from the audit that were discussed with, or the subject of correspondence with, management</b>  <i>Business conditions that might affect risk or discussions regarding accounting practices or application of auditing standards.</i></p>	None noted.
<p><b>Corrected and uncorrected misstatements</b>  <i>All significant audit adjustments arising from the audit, whether or not recorded by the District, that could individually or in the aggregate have a significant effect on the financial statements. We should also inform the Board of Commissioners about uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented, that were determined by management to be immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Any internal control deficiencies that could have prevented the misstatements.</i></p>	Please see the section titled "Summary of Audit Adjustments".
<p><b>Major issues discussed with management prior to retention</b>  <i>Any major accounting, auditing or reporting issues discussed with management in connection with our initial or recurring retention.</i></p>	Discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.
<p><b>Consultations with other accountants</b>  <i>When management has consulted with other accountants about significant accounting or auditing matters.</i></p>	To our knowledge, there were not such consultation with other accountants.
<p><b>Written representations</b>  <i>A description of the written representations the auditor requested.</i></p>	Management representation letter (provided under separate cover) will be dated the date of the board meeting and will be signed before the audit report is issued in final.
<p><b>Internal control deficiencies</b>  <i>Any significant deficiencies or material weaknesses in the design or operation of internal control that came to the auditors' attention during the audit.</i></p>	Please see the section titled "Internal Control Findings".

## Required Communications

MATTER TO BE COMMUNICATED	AUDITORS' RESPONSE
<p><b>Fraud and illegal acts</b>  <i>Fraud involving the District's personnel or those responsible for internal controls, or causing a material misstatement of the financial statements, where the auditor determines there is evidence that such fraud may exist. Any illegal acts coming to the auditors' attention involving senior management and any other illegal acts, unless clearly inconsequential.</i></p>	<p>We are unaware of any fraud or illegal acts involving personnel or causing material misstatement of the financial statements.</p>
<p><b>Other information in documents containing audited financial statements</b>  <i>The external auditors' responsibility for information in a document containing audited financial statements, as well as any procedures performed and the results.</i></p>	<p>Our responsibility related to documents (including annual reports, websites, etc.) containing the financial statements is to read the other information to consider whether:</p> <ul style="list-style-type: none"> <li>• Such information is materially inconsistent with the financial statements; and</li> <li>• We believe such information represents a material misstatement of fact.</li> </ul> <p>We have not been provided any such items to date and are unaware of any other documents that contain the audited basic financial statements.</p>
<p><b>Significant unusual accounting transactions</b>  <i>Auditor communication with governance to include auditors' views on policies and practices management used, as well as the auditors' understanding of the business purpose.</i></p>	<p>No significant unusual accounting transactions were noted during the year.</p>
<p><b>Required Supplementary Information</b>  <i>The auditors' responsibility for required supplementary information accompanying the financial statements, as well as any procedures performed and the results.</i></p>	<p>We applied certain limited procedures to the required supplementary information (RSI) that supplements the financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the financial statements, and other knowledge we obtained during our audit of the financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.</p>

## Accounting Policies, Judgments, and Sensitive Estimates and CRI Comments on Quality

We are required to communicate our judgments about the quality, not just the acceptability, of the District's accounting principles as applied in its financial reporting. We are also required to communicate critical accounting policies and sensitive accounting estimates. Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The Board of Commissioners may wish to monitor throughout the year the process used to compute and record these accounting estimates. The table below summarizes our communications regarding these matters.

AREA	ACCOUNTING POLICY	CRITICAL POLICY?	JUDGMENTS & SENSITIVE ESTIMATE	AUDITORS' CONCLUSIONS ON QUALITY OF ACCOUNTING POLICY & APPLICATION
Allowance for doubtful accounts	The District maintains an allowance for doubtful accounts related to tax receivables and the remainder of fees for services.	X	The tax allowance is based on historical experience on actual collections versus assessed amounts and the allowance for patient services is based on historical collections.	The District's policies are in accordance with all applicable accounting guidelines.
Depreciation and property and equipment	The District depreciates property and equipment using the straight-line method based on useful lives of the assets ranging from three to twenty years.	X	The District depreciates property and equipment over their estimated useful lives which are based on the experience with similar assets and guidance provided by ASC 360.	The District's recognition methods and disclosures appear appropriate.

## Summary of Audit Adjustments

During the course of our audit, we accumulate differences between amounts recorded by the District and amounts that we believe are required to be recorded under GAAP reporting guidelines. Those adjustments are either recorded (corrected) by the District or passed (uncorrected).

The following adjustments were identified during the audit and were posted (corrected), as these amounts were deemed to be material, individually and in the aggregate to the District's basic financial statements.

Account	Description	Debit	Credit
<b>Adjusting Journal Entries JE # 1</b>			
PBC AJE: Reclassifying Inv. 2320 from HCEC for add on purchases, Make vehicles active and placed in service in 2021. Recording depreciation and their adjustments.			
15000	Vehicle Assets	403,136.00	
15010	Vehicles	1,997,133.00	
162805	Furniture/Equip - Non-Asset	15,985.00	
17020	Medical Equipment	13,725.00	
54450	Depreciation Expense	1,894,919.00	
15010	Vehicles		403,136.00
15020	Vehicles on Order		2,026,843.00
19000	Accumulated Depreciation		1,894,919.00
<b>Total</b>		<b>4,324,898.00</b>	<b>4,324,898.00</b>
<b>Adjusting Journal Entries JE # 2</b>			
PBC AJE: Late invoice from HCEC #2533 for vehicle placed in service Sept 2021.			
15010	Vehicles	3,737.00	
54450	Depreciation Expense	187.00	
19000	Accumulated Depreciation		187.00
20000	Accounts Payable		3,737.00
<b>Total</b>		<b>3,924.00</b>	<b>3,924.00</b>
<b>Adjusting Journal Entries JE # 3</b>			
To reclass second (early) debt payment made during 2021 from prepaid.			
24060	Stryker Equipment	392,465.00	
11800	Prepaid Expense		392,465.00
<b>Total</b>		<b>392,465.00</b>	<b>392,465.00</b>
<b>Adjusting Journal Entries JE # 4</b>			
To reclass current portion of LT debt recorded related to interest.			
24055	Government Capital Debt 2021	111,000.00	
25055	Note Payable - Govern Cap 2021		111,000.00
<b>Total</b>		<b>111,000.00</b>	<b>111,000.00</b>
<b>Adjusting Journal Entries JE # 5</b>			
PBC AJE to adjust prepaid for service agreement from Stryker			
11810	Prepaid Other	138,691.00	
162840	Equip Rental & Maintenance		138,691.00
<b>Total</b>		<b>138,691.00</b>	<b>138,691.00</b>
<b>Adjusting Journal Entries JE # 6</b>			
To increase allowance for aged receivables			
42300	Tax Revenue	500,000.00	
11590	Allowance Doubtful Accts-Tax		500,000.00
<b>Total</b>		<b>500,000.00</b>	<b>500,000.00</b>

## Summary of Audit Adjustments

The following adjustments were identified during the audit, but were not posted (uncorrected), as these amounts were deemed to be immaterial, individually and in the aggregate to the District's basic financial statements.

*Reserve remaining fees for services receivables considering age of receivables and slow down of collection*

Bad debt expense	\$	23,608
Allowance for doubtful accounts – patient fees		<u>(23,608)</u>

### QUALITATIVE MATERIALITY CONSIDERATIONS

In evaluating the materiality of audit differences when they do arise, we consider both quantitative and qualitative factors, for example:

- Whether the difference arises from an item capable of precise measurement or whether it arises from an estimate, and, if so, the degree of imprecision inherent in the estimate.
- Whether the difference masks a change in earnings or other trends.
- Whether the difference changes a net decrease in assets to addition, or vice versa.
- Whether the difference concerns an area of the District's operating environment that has been identified as playing a significant role in the District's operations or viability.
- Whether the difference affects compliance with regulatory requirements.
- Whether the difference involves concealment of an unlawful transaction.

**Management Representation Letter**



To be inserted at final issuance

DRAFT

To the Board of Commissioners  
Harris County Emergency Services District #1

In planning and performing our audit of the financial statements of the governmental activities and major fund of Harris County Emergency Services District #1 (the District) as of and for the year ended December 31, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

We did identify a deficiency in internal control that is included in the accompanying chart for your consideration.

This communication is intended solely for the information and use of management, the Board of Commissioners, others within the District, and is not intended to be, and should not be, used by anyone other than these specified parties.

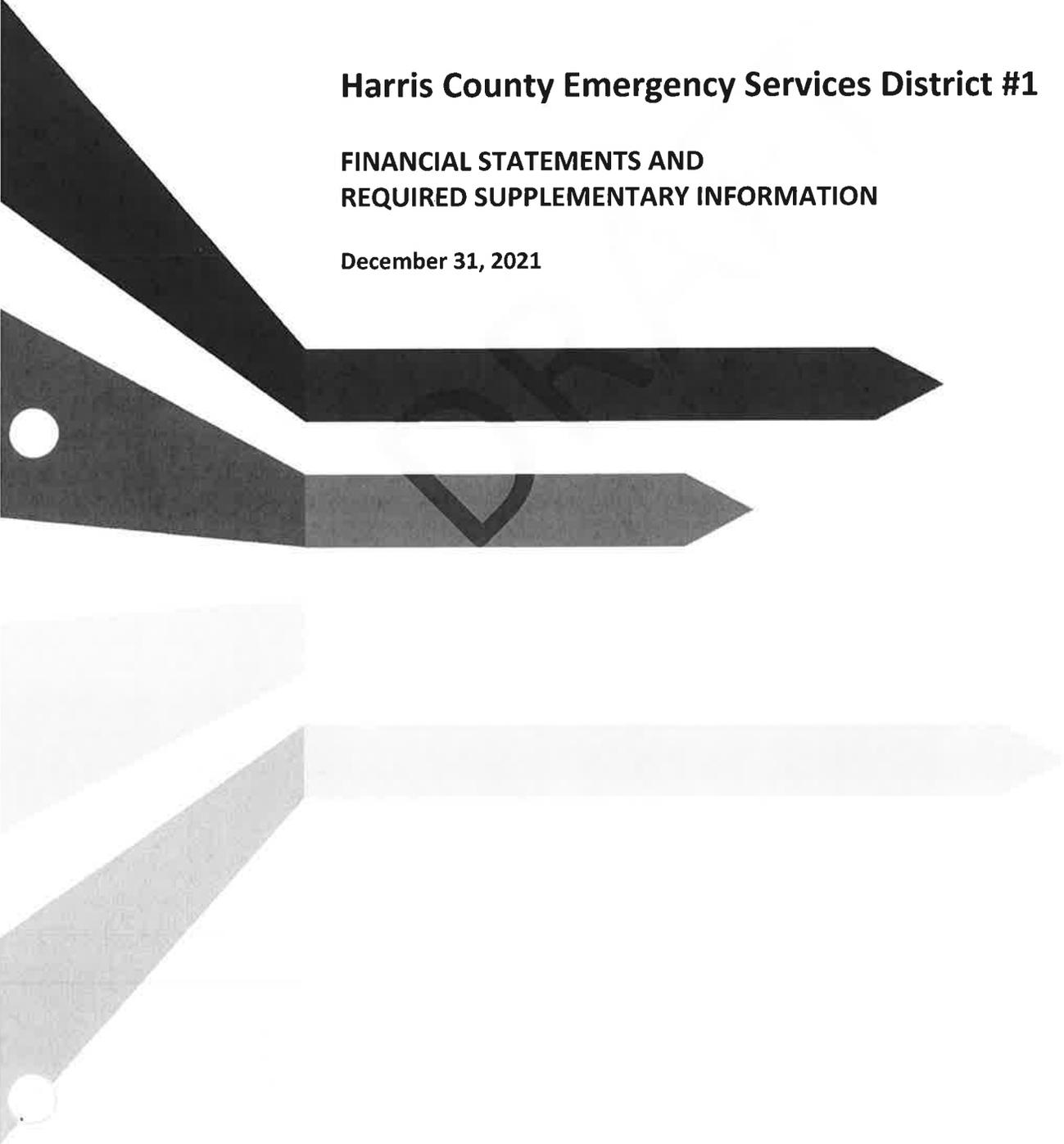
Houston, Texas  
April XX, 2022

**Internal Control Findings**

The following legend should be used in conjunction with reviewing the "Rating" of each of the identified internal control items:

<b>IP = Improvement Point</b>	<b>D = Control Deficiency</b>	<b>SD = Significant Deficiency</b>	<b>MW = Material Weakness</b>
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<b>CONTROL NUMBER</b>	<b>RATING</b>	<b>AREA</b>	<b>ITEM NOTED</b>	<b>SUGGESTION</b>
<b>21-01</b>	<b>D</b>	Disbursements	It was noted an invoice for annual debt payment was included in two board packets and paid twice.	We recommend implementation of procedures to ensure no duplication of payments are made.



**Harris County Emergency Services District #1**

**FINANCIAL STATEMENTS AND  
REQUIRED SUPPLEMENTARY INFORMATION**

December 31, 2021

## Table of Contents

	Page
<b>REPORT</b>	
Independent Auditors' Report .....	1
<b>REQUIRED SUPPLEMENTARY INFORMATION</b>	
Management's Discussion and Analysis .....	4
<b>FINANCIAL STATEMENTS</b>	
Governmental Fund Balance Sheet and Statement of Net Position.....	11
Governmental Fund Revenues, Expenditures and Changes in Fund Balance and Statement of Activities .....	13
Notes to Financial Statements .....	15
<b>REQUIRED SUPPLEMENTARY INFORMATION</b>	
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget to Actual – General Fund .....	26

## **INDEPENDENT AUDITORS' REPORT**

To the Board of Commissioners  
Harris County Emergency Services District #1  
Houston, Texas

### **Opinions**

We have audited the accompanying financial statements of the governmental activities and major fund of Harris County Emergency Services District #1 (the District) as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of Harris County Emergency Services District #1, as of December 31, 2021, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Opinions**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

## **Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information for the major fund be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for

consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Houston, Texas  
April XX, 2022

## **Harris County Emergency Services District #1 Management's Discussion and Analysis (Unaudited)**

This discussion and analysis of Harris County Emergency Services District #1's (the District) financial statements provides an overview of the District's financial performance for the year ended December 31, 2021. It includes comparative data for the year ended December 31, 2020 with a brief explanation for significant changes between the periods. Because the Management's Discussion and Analysis is designed to focus on current activities, resulting changes and current known facts, please read in conjunction with the District's basic financial statements and the footnotes. Responsibility for the completeness of this information rests with the management of the District.

### **FINANCIAL HIGHLIGHTS**

The following highlight certain events that occurred during 2021:

- The District contracts with Harris County Emergency Corps (HCEC) a nonprofit entity to provide emergency ambulance services to the citizens of North Harris County. Under the terms of the Ambulance and Emergency Service Agreement, the District agrees to pay HCEC an agreed upon amount per trip less amounts collected by third parties. The District paid HCEC approximately \$18,350,000 in connection with this agreement for services provided in 2021.
- The District tax rate was set at \$.097210 per \$100 for fiscal year 2021 (tax year 2020). The tax rate was set at \$0.094314 per \$100 for fiscal year 2022 (tax year 2021).
- The District continues to utilize the tax consultants hired in 2014 to review and ensure the accuracy of the tax rolls. During the current review, they identified several new properties missing from the tax rolls that represent new tax value to the district.
- Under the Ambulance and Emergency Service Agreement, the District agrees to purchase at least two new ambulances annually. In 2020, five new ambulances were purchased to accommodate the increased vehicle need due to the addition of three medic units combined with no new purchases in 2019. As a result of the prior year increase in fleet there were no new ambulances purchased in 2021. There was one new supervisor car purchased in 2021 and two additional vehicles were approved for purchase in 2022 for supervisor and staff fleet not to exceed \$100,000.
- The District completed construction on Station 97 during fiscal year 2021. Construction and related costs for this station totaled approximately \$2 million.
- The District approved a loan for \$6 million for the anticipated construction on future Stations 93 and 96.

### **GENERAL ECONOMIC FACTORS**

The District is a local governmental agency created by a vote of the public to provide emergency medical services in the specific unincorporated area of Harris County. The District is a taxing entity with the majority of its revenue coming from property taxes in the area it serves. The general economic climate continues to be of concern to the District, specifically in regards to property values due to the fact a decline in property values could lead to a decrease in tax revenues.

**Harris County Emergency Services District #1  
Management's Discussion and Analysis  
(Unaudited)**

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

Government-wide statements report information about the District as a whole using accounting methods similar to those used in private-sector companies. The statement of net position includes all of the District's assets and deferred outflows of resources and liabilities and deferred inflows of resources, with the difference between them presented as net position. Over time, increases or decreases in the District's net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating. All of the current year's revenues and expenses are accounted for in the statement of activities, regardless of when cash is received or paid.

The fund financial statements report information about the District on the modified accrual basis, which only accounts for revenues that are measurable and available within the current period or soon enough thereafter to pay liabilities of the current period. Reconciliations are provided that reconcile the fund statements to the government-wide statements.

The notes to the financial statements provide required disclosures and other information that are essential to a full understanding of material data provided in the statements. The notes present information about the District's accounting policies, significant account balances, and activities.

**Statement of Net Position**

The Statement of Net Position includes all assets, liabilities, and deferred inflows of resources using the accrual basis of accounting. The following table reflects condensed information (rounded to the nearest thousand) on the District's net position:

<i>December 31,</i>	<b>2021</b>	<b>2020</b>	<b>Increase (Decrease)</b>
<b>Assets:</b>			
Cash and cash equivalents	\$ 17,252,000	\$ 8,243,000	\$ 9,009,000
Investments	4,000	693,000	(689,000)
Property taxes receivable, net	14,288,000	18,172,000	(3,884,000)
Patient services receivable, net	24,000	24,000	-
Prepaid expenses and other receivables	156,000	212,000	(56,000)
Capital assets, net	16,157,000	17,916,000	(1,759,000)
Other assets	800,000	800,000	-
<b>Total assets</b>	<b>48,681,000</b>	<b>46,060,000</b>	<b>2,621,000</b>

(Continued)

**Harris County Emergency Services District #1  
Management's Discussion and Analysis  
(Unaudited)**

**OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)**

<i>December 31,</i>	<b>2021</b>	<b>2020</b>	<b>Increase (Decrease)</b>
<b>Liabilities:</b>			
Accounts payable	\$ 1,634,000	\$ 1,703,000	\$ (69,000)
Retainage payable	-	87,000	(87,000)
Interest payable	34,000	11,000	23,000
Long-term debt - due within one year	1,003,000	1,228,000	(225,000)
Long-term debt - due in more than one year	10,976,000	7,214,000	3,762,000
<b>Total liabilities</b>	<b>13,647,000</b>	<b>10,243,000</b>	<b>3,404,000</b>
<b>Deferred inflows of resources</b>			
Deferred property tax revenue	19,808,000	19,048,000	760,000
<b>Net position</b>			
Net investment in capital assets	10,178,000	9,474,000	704,000
Restricted	1,157,000	971,000	186,000
Unrestricted	3,891,000	6,324,000	(2,433,000)
<b>Total net position</b>	<b>\$ 15,226,000</b>	<b>\$ 16,769,000</b>	<b>\$ (1,543,000)</b>

The District's cash and cash equivalents is held in demand and money market funds. During 2020 and 2021, the District's Board of Commissioners approved transferring excess funds held from its public funds investment pool to its money market account to earn a better rate of return. The net increase in cash, cash equivalents, and investments is primarily due to the advance of \$6 million under new debt to fund the construction of two new EMS stations in 2022. The District's balance of patient service receivable is from activity related to the ambulance services performed prior to June 30, 2011. Collections remain slow on patient receivables. The decrease in property tax receivables is driven by the timing of remittance of payments to the District. In addition, the District increased its allowance for doubtful property taxes in 2021 to \$1,403,000 to reflect the increase in the property tax base and increases in delinquent receivables.

During 2021, the District's fixed asset activity consisted of completing construction of one new EMS facilities, and the purchase of vehicles and various equipment totaling approximately \$263,000. This increase was offset by annual depreciation expense totaling \$1,895,000 and the sale of various pieces of equipment.

At December 31, 2021, the District owed HCEC \$1,621,362 primarily for ambulance services as compared to \$1,333,757 at December 31, 2020. During 2021, the District paid down total debts by \$2,462,564, and entered into new debt of \$6,000,000 leaving an outstanding balance of \$11,979,478 at December 31, 2021. See the long-term debt section for more information.

Deferred property tax revenue increased by approximately \$.8 million due to increased valuations of properties in North Harris County by the Harris County Tax Assessor's office. The District's tax rate decreased to \$0.094314 per \$100 in 2021 from \$0.09721 per \$100 rate in 2020 tax levy years. Tax collection is handled by the Harris County Tax Assessor's Office.

**Harris County Emergency Services District #1  
Management's Discussion and Analysis  
(Unaudited)**

**OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)**

Unrestricted net position represents that which can be used to finance day-to-day operations without the constraints established by debt covenants, enabling legislation, or other legal requirements. At December 31, 2021, the District had an unrestricted net position of \$3,891,320. The District's restricted net position totaling \$1,156,542 is the required debt service (net of accrued interest) for the next 12 months for loans in which future ad valorem taxes serve as collateral.

Statement of Activities

The Statement of Activities presents the operating results of the District. The following table reflects condensed information (rounded to the nearest thousand) on the District's operations:

<i>For the years ended December 31,</i>	<b>2021</b>	<b>2020</b>	<b>Increase (Decrease)</b>
<b>Revenues:</b>			
Property taxes, net	\$ 18,745,000	\$ 18,084,000	\$ 661,000
Lease revenue	631,000	631,000	-
Other general revenues	107,000	129,000	(22,000)
Contributions	9,000	5,000	4,000
<b>Total revenues</b>	<b>19,492,000</b>	<b>18,849,000</b>	<b>643,000</b>
<b>Expenditures:</b>			
Program	20,891,000	17,716,000	3,175,000
Interest	144,000	210,000	(66,000)
<b>Total expenditures</b>	<b>21,035,000</b>	<b>17,926,000</b>	<b>3,109,000</b>
<b>Change in net position</b>	<b>(1,543,000)</b>	<b>923,000</b>	<b>(2,466,000)</b>
<b>Net position, beginning of year</b>	<b>16,769,000</b>	<b>15,846,000</b>	<b>923,000</b>
<b>Net position, end of year</b>	<b>\$ 15,226,000</b>	<b>\$ 16,769,000</b>	<b>\$ (1,543,000)</b>

In 2021, net property tax revenue increased approximately \$.7 million compared to 2020, due to the increase in property valuations million (\$1.2 million increase offset by increase in allowance for doubtful accounts). During 2021 the District continued to lease buildings and ambulances to HCEC under a master leasing agreement. In April 2019, a new lease agreement was executed with terms expiring through December 31, 2024. Other general revenues includes interest income from the District's investments in money market funds and a public funds investment pool and totaled approximately \$37,000 and \$113,000 for the years ended December 31, 2021 and 2020, respectively.

The District's major expenditures continue to be payments to HCEC for emergency medical services, which increased approximately \$2.8 million over 2021 and totaled approximately \$18.4 million and depreciation expense which totaled approximately \$1.9 million for the year ended December 31, 2021.

**Harris County Emergency Services District #1  
Management's Discussion and Analysis  
(Unaudited)**

**OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)**

Governmental Funds

At the end of the current fiscal year, the District's governmental fund (general fund) reported an ending fund position of approximately \$9.7 million, which is approximately \$4 million more than the prior fiscal year. This increase is due to proceeds from new debt not yet spent. The balance of these funds are considered restricted for debt service (approximately \$7,190,000) with all of the remaining assets in the general fund being available resources to be used at the District's discretion.

Capital Assets

The following table reflects the District's capital assets activity (rounded to the nearest thousand):

<i>December 31,</i>	<b>2021</b>	<b>2020</b>
<b>Capital assets</b>		
Land	\$ 1,579,000	\$ 1,579,000
Construction in progress	-	1,917,000
Buildings and improvements	<b>16,145,000</b>	14,156,000
Ambulances and other vehicles	<b>3,827,000</b>	4,197,000
Furniture, fixtures and equipment	<b>6,188,000</b>	6,161,000
Total gross capital assets	<b>27,739,000</b>	28,010,000
Less accumulated depreciation	<b>(11,582,000)</b>	(10,094,000)
Total net capital assets	<b>\$ 16,157,000</b>	\$ 17,916,000

Capital assets, net decreased during 2021 as a result of completion of construction in progress for one new EMS facility for approximately \$72,000, vehicles totaling \$157,000, and various equipment totaling \$35,000. These additions were offset by disposals of assets with a net book value of approximately \$127,000 and by depreciation expense of approximately \$1,895,000.

**Harris County Emergency Services District #1  
Management's Discussion and Analysis  
(Unaudited)**

**OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)**

Long-term Debt

The following table reflects the District's long-term debt activity (rounded to the nearest thousand):

<i>December 31,</i>	<b>2021</b>	<b>2020</b>
<b>Debt</b>		
De Lage Landen Public Finance note payable	\$ -	\$ 1,233,000
Chase Bank note payable	<b>5,587,000</b>	6,032,000
Government Capital note payable	<b>6,000,000</b>	-
Stryker Finance capital lease	<b>392,000</b>	1,177,000
<b>Total debt</b>	<b>\$ 11,979,000</b>	<b>\$ 8,442,000</b>

The District's 2020 debt relates to the construction of three new EMS facilities and equipment financing. During 2021, the District repaid its note payable to De Lage in full and entered into a \$6 million new note with Government Capital for the construction of two new EMS facilities in 2022.

The District continued to make scheduled payments in accordance with the debt agreements. During 2021, the District made principal payments totaling \$2,462,564 and interest payments totaling \$121,104.

**GENERAL FUND BUDGETARY HIGHLIGHTS**

The District budgets conservatively. Revenues are budgeted based on historic trends and the adopted levy. General Fund revenues were higher than budget as proceeds from new debt were not included in budget. Expenditures were higher than budget by \$838,000 as early debt payoff was not included in budget. The amount of capital outlay for asset additions was also lower than budgeted. The District's budget was not amended during the fiscal year.

**CURRENTLY KNOWN FACTS, DECISIONS AND CONDITIONS**

In 2019 the Board approved an architect firm to design and a construction contractor to construct Station 97. Construction of the \$1.9 million station began at the end of 2019. At December 2020 the station was 98% complete and the project was completed in 2021.

The District anticipates commencing construction in fiscal year 2022 on two additional EMS facilities, Stations 93 and 96.

**Harris County Emergency Services District #1  
Management's Discussion and Analysis  
(Unaudited)**

**CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide a general overview of the Harris County Emergency Services District #1's finances for all those with an interest in the government's finances and to show the District's accountability for the money it receives. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Ms. Cathy Sunday, Board Chair, 2800 Aldine Bender Rd., Houston, TX 77032.

**Harris County Emergency Services District #1  
Governmental Fund Balance Sheet  
and Statement of Net Position**

<i>December 31, 2021</i>	General Fund	Adjustments	Statement of Net Position
<b>Assets</b>			
Cash and cash equivalents	\$ 16,062,011	\$ -	\$ 16,062,011
Cash and cash equivalents - restricted for debt service	1,190,408	-	1,190,408
Investments	3,570	-	3,570
Property taxes receivable, net	14,288,340	-	14,288,340
Patient services receivable, net	23,608	-	23,608
Other receivables	17,138	-	17,138
Prepaid expenses	138,691	-	138,691
Capital assets, net	-	16,157,443	16,157,443
Other assets	-	800,000	800,000
<b>Total assets</b>	<b>\$ 31,723,766</b>	<b>\$ 16,957,443</b>	<b>\$ 48,681,209</b>
<b>Liabilities</b>			
Accounts payable	\$ 1,633,874	\$ -	1,633,874
Interest payable	-	33,866	33,866
Long-term debt - due in one year	-	1,002,763	1,002,763
Long-term debt - due in more than one year	-	10,976,715	10,976,715
<b>Total liabilities</b>	<b>1,633,874</b>	<b>12,013,344</b>	<b>13,647,218</b>
<b>Deferred inflows of resources</b>			
Deferred property tax revenue	20,320,949	(512,785)	19,808,164
<b>Fund balance</b>			
Restricted	7,190,408	(7,190,408)	
Unassigned	2,578,535	(2,578,535)	
<b>Total fund balance</b>	<b>9,768,943</b>	<b>(9,768,943)</b>	
<b>Total liabilities, deferred inflows of resources, and fund balance</b>	<b>\$ 31,723,766</b>		
<b>Net Position</b>			
Net investment in capital assets		10,177,965	10,177,965
Restricted for debt service		1,156,542	1,156,542
Unrestricted		3,891,320	3,891,320
<b>Total net position</b>		<b>\$ 15,225,827</b>	<b>\$ 15,225,827</b>

(Continued)

*The accompanying notes are an integral part of these basic financial statements.*

**Harris County Emergency Services District #1  
Governmental Fund Balance Sheet  
and Statement of Net Position (Continued)**

Total fund balance of governmental fund	\$ 9,768,943
Amounts reported for governmental activities in the statement of net position are different because:	
The communication center license used in governmental activities is not a financial resource and therefore is not reported in governmental fund	800,000
Capital assets used in governmental activities are not resources and therefore are not reported in governmental funds	
Capital assets not being depreciated - land	1,578,902
Capital assets being depreciated - buildings and improvements, vehicles, and equipment	26,160,088
Less accumulated depreciation	(11,581,547)
Other long-term assets are available to pay for current period expenditures and are current inflows of resources in the funds.	512,785
Debt payable and interest payable are not due and payable in the current period and therefore not reported in the general fund	(12,013,344)
Net position of governmental activities	\$ 15,225,827

*The accompanying notes are an integral part of these basic financial statements.*

**Harris County Emergency Services District #1  
Governmental Fund Revenues, Expenditures and  
Changes in Fund Balance and Statement of Activities**

<i>For the year ended December 31, 2021</i>	General Fund	Adjustments	Statement of Activities
<b>Revenues</b>			
Property taxes revenue, net	\$ 18,872,481	\$ (343,228)	\$ 18,529,253
Lease revenues	630,636	-	630,636
Property taxes penalties and interest	216,179	-	216,179
Other income	197,092	(126,813)	70,279
Interest income	36,902	-	36,902
Contributions	8,416	-	8,416
<b>Total revenues</b>	<b>19,961,706</b>	<b>(470,041)</b>	<b>19,491,665</b>
<b>Expenditures</b>			
Current:			
Program expense	18,352,001	-	18,352,001
Depreciation	-	1,895,106	1,895,106
Collection fees	125,720	-	125,720
Professional fees	155,480	-	155,480
Appraisal fees	139,121	-	139,121
General and administrative expenses	158,230	-	158,230
Capital outlay	351,360	(351,360)	-
Debt service:			
Principal payment	2,462,564	(2,462,564)	-
Loan costs	65,000	-	65,000
Interest expense	121,104	22,961	144,065
<b>Total expenditures</b>	<b>21,930,580</b>	<b>(895,857)</b>	<b>21,034,723</b>
Excess (deficiency) of revenues over expenditures	(1,968,874)	1,968,874	
<b>Other financing sources (uses)</b>			
Issuance of note payable	6,000,000	(6,000,000)	
Excess (deficiency) of revenues and other financing sources (uses) over expenditures	4,031,126	(4,031,126)	
<b>Change in net position</b>		<b>(1,543,058)</b>	<b>(1,543,058)</b>
<b>Fund balance/net position:</b>			
<b>Beginning of year</b>	5,737,817	11,031,068	16,768,885
<b>End of year</b>	<b>\$ 9,768,943</b>	<b>\$ 11,456,884</b>	<b>\$ 15,225,827</b>

(Continued)

*The accompanying notes are an integral part of these basic financial statements.*

**Harris County Emergency Services District #1  
Governmental Fund Revenues, Expenditures and  
Changes in Fund Balance and Statement of Activities (Continued)**

Net change in fund balance of governmental fund \$ 4,031,126

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Expenditure for capital assets	263,577
Depreciation expense	(1,895,106)

The statement of activities only reports the gain on the sale of capital assets whereas in the governmental fund, the proceeds from the sale increase financial resources	(126,813)
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Note proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net assets. Repayment of loan principal is an expenditure in the governmental fund, but the repayment reduces loans payable in the statement of net position. This is the amount by which proceeds exceeded repayments (Note 10).	(3,537,436)
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Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the government fund	64,822
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Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. This represents the net change in deferred property tax revenue	(343,228)
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Change in net position of governmental activities	\$ (1,543,058)
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*The accompanying notes are an integral part of these basic financial statements.*

# Harris County Emergency Services District #1

## Notes to Financial Statements

### **Note 1: DESCRIPTION OF ORGANIZATION**

Harris County Emergency Services District #1 (the District) was created on May 4, 1991 by approval of the voters of North Harris County, Texas. The purpose of the District is to provide emergency ambulance services and medical aid, generally within the boundaries of the District in North Harris County. The governing statutes for emergency service districts are Chapter 755 of the Texas Health and Safety Code. The District is not a component unit of another governmental entity. The District is governed by a five-member board of commissioners elected by the residents of North Harris County.

Effective June 1, 2011 the District created Harris County Emergency Corps (HCEC) and transferred emergency medical services to HCEC.

### **Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

#### ***Measurement Focus and Basis of Accounting***

##### *Government-Wide Financial Statements*

The statement of net position and the statement of activities display information about the reporting government as a whole. These statements are prepared on the "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all of the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources are included in the accompanying statement of net position. The statement of activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred, regardless of the timing of the related cash flow. Annual assessments are recognized as revenues in the year for which they are levied (i.e. intended to finance).

Government-wide statements distinguish between governmental-type and business-type activities. Governmental activities are those financed through taxes, intergovernmental revenues, and other non-exchange revenues and are usually reported in governmental and internal service funds. Business activities are financed in whole or in part through fees charged for goods or services to the general public and are usually reported in proprietary funds. The District does not have any business-type activities.

Under the government-wide financial statements, net position is classified into the components as follows:

Net Investment in Capital Assets - This component of net position consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by outstanding balances of any bonds, notes or other borrowings.

Restricted – This component of net position consist of that on which constraints have been placed through external constraints imposed by creditors, grantors, contributors, or laws and regulations of other governments or constraints imposed by law through contractual provisions or enabling legislation.

## Harris County Emergency Services District #1 Notes to Financial Statements

### **Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Unrestricted - This component of net position consists of resources derived from the collection of property taxes and the collection of medical services provided prior to June 1, 2011. These resources are used for transactions relating to the funding of the ambulance services provided by HCEC and general operations of the District, and may be used at the discretion of the board to meet current expenses for any purposes.

#### **Fund Financial Statements**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus and have been prepared using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they are "measurable and available"). "Measurable" means the amount of the transaction that can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The District considers all revenue available if it is collected within 60 days after the year-end. Expenditures are recorded when the related fund liability is incurred as under accrual accounting. However, debt service expenditures as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds. Issuance of long-term debt and acquisitions under capital leases are reported as other financing sources.

#### ***Fund Accounting***

The District uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities. A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The fund the District uses is described below:

General Fund - The general fund is the general operating fund of the District. It accounts for all activities.

#### ***Fund Balance Classification***

The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent.

Restricted fund balance – this classification includes amounts that have constraints placed on the use of resources that are either externally imposed by creditors, grantors, contributors, laws and regulations or through enabling legislation. The District's balance that is restricted by creditors is to be used for debt service payments for the next twelve months and proceeds received on long-term debt for capital outlay.

## Harris County Emergency Services District #1 Notes to Financial Statements

### **Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Unassigned fund balance – this classification includes amounts that have not been assigned to other funds and have not been restricted, committed, or assigned for specific purposes within the general fund.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources (committed, assigned, and unassigned) as they are needed.

#### ***Deferred Inflows of Resources***

The District's collection or billing of the subsequent year's property tax represents an acquisition of net position or fund balance that applies to a future period and thus, will not be recognized as an inflow of resources (revenue) until that time.

#### ***Ambulance and Emergency Service Agreement***

The District has contracted with HCEC, a non-profit corporation, to furnish emergency medical service and transportation to the District service area. The District acknowledges that a majority of emergency medical services conducted within its service area are to indigent, uninsured or underinsured individuals. Under the terms of the Ambulance and Emergency Service Agreement, the District agreed to serve as the payer of last resort. The District transferred operational responsibility of these emergency services to HCEC and agreed to compensate HCEC for transport services provided to uninsured patients. The District pays HCEC the adjusted average cost of transport (agreed to annually) less any payments received from third parties. The total amount of this compensation is limited to 96% of the District's annual collected tax revenue.

Also under the Ambulance Service Agreement the District agrees to lease real and emergency service equipment under master leases to HCEC. The District also agrees to purchase two new ambulances annually.

Effective April 1, 2019, the District and HCEC entered into a new agreement at substantially the same terms expiring December 31, 2024.

#### ***Capital Assets***

Capital assets are stated at cost; items costing less than \$5,000 are expensed when purchased. Depreciation is calculated using the straight-line method over estimated useful lives of 20 years for buildings, 10 years for improvements and 3 to 5 years for other depreciable assets. Costs of minor repairs and maintenance are charged to expense when incurred.

#### ***Federal Income Tax***

The District is a political subdivision of the State of Texas and is exempt from federal income taxes.

## Harris County Emergency Services District #1 Notes to Financial Statements

### Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### *Use of Estimates*

Management uses estimates and assumptions in preparing financial statements in accordance with generally accepted accounting principles. These estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could vary from the estimates that were used.

#### *Budget and Budgetary Accounting*

Prior to the start of each fiscal year, the District approves an operating budget in accordance with accounting principles generally accepted in the United States of America. Any revisions to the budget have to be approved. Accordingly, a budget to actual comparison is presented as required supplementary information.

#### *Future Accounting Pronouncements*

In June 2017, the GASB issued Statement No. 87, *Leases*. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. This statement is effective for the District's calendar year 2022. Management is currently evaluating the requirements of this statement and the impact on reporting.

### Note 3: DEPOSITS

Custodial credit risk for deposit with financial institutions is the risk that in the event of bank failure the District's deposits may not be returned.

The carrying amount (book balance) of the District's demand deposits with financial institutions as of December 31, 2021 totaled \$17,252,419 and the bank balance totaled \$17,248,534. At December 31, 2021, interest bearing deposits were covered by collateral pledged in the District's name in addition to \$250,000 FDIC insurance.

## Harris County Emergency Services District #1 Notes to Financial Statements

### **Note 4: RESTRICTED CASH AND CASH EQUIVALENTS**

Certain amounts of cash and cash equivalents are restricted by a loan agreement. The debt agreement requires the next twelve months of debt service be set aside for all debt in which future Ad Valorem taxes serve as collateral and totaled \$1,190,408 as of December 31, 2021.

### **Note 5: AUTHORIZED INVESTMENTS**

The Board of Commissioners has adopted a written investment policy regarding the investments of its funds as defined in the Public Funds Investment Act of 1997 (Chapter 2256, Texas Government Code). Such investments include (1) obligations of the United States or its agencies and instrumentalities; (2) direct obligations of the State of Texas or its agencies and instrumentalities; (3) local government investment pools; and (4) various other items that comply with the Public Funds Investment Act and the District's investment policy.

### **Note 6: INVESTMENTS**

Interest rate risk is the risk that changes in the interest rates will adversely affect the fair value of an investment. In accordance with the District's investment policy, the District limits its exposure to interest rate risk by structuring its portfolio to provide safety and liquidity of funds while maximizing yields for operating funds not immediately needed. The investment policy limits the maximum stated maturity on any investments to six months. Concentration of credit risk is the risk of loss attributed to the magnitude of investment in a single issuer. The District's investment policy does not limit the amount of funds that may be invested in any authorized investment.

The District's investment in the Texas CLASS local government investment pool is rated AAAM by Standard & Poor's and maintains a weighted average maturity of 82 days or less. The District considers the investments to have maturities of less than one year due to the fact that share position can usually be redeemed each day at the discretion of the District, unless there has been a significant change in value.

Investments are reported at fair value in accordance with GASB Statements No. 79 and Statement No. 31, and therefore is not required to be categorized within the fair value hierarchy for purposes of GASB Statement No. 72. There is no material difference between the fair value of the District's position in Texas CLASS and the amortized costs of the pool shares at December 31, 2021.

**Harris County Emergency Services District #1**  
**Notes to Financial Statements**

**Note 7: ACCOUNTS RECEIVABLE**

Accounts receivable and the related allowance for doubtful accounts consist of the following:

<i>December 31,</i>	<i>2021</i>
Patient services receivable	\$ 63,984,735
Less allowance for doubtful accounts	(63,961,127)
<b>Patient services receivable, net</b>	<b>\$ 23,608</b>
Property taxes receivable	\$ 15,691,360
Less allowance for doubtful accounts	(1,403,020)
<b>Property taxes receivable, net</b>	<b>\$ 14,288,340</b>

The allowance for doubtful accounts for patient services receivable is based upon management's estimate. The allowance for property taxes receivable is based upon historical experience in collecting property taxes (Note 11).

**Note 8: OTHER ASSETS**

Other assets consist of an emergency communication center. The District acquired the communication center license for \$800,000 which is recorded in the statement of net position as other assets. The license is perpetual and is not required to be reported as a capital asset because it is used to generate revenue for the District. The communication center receives emergency calls and dispatches the appropriate emergency services team. HCEC uses the communication center under the facility lease with the District (Note 12) and assumed the contracts with local volunteer fire departments. The District evaluates intangible assets for impairment annually. Management believes there has been no impairment to the communication license, and accordingly no provision for impairment has been made.

**Harris County Emergency Services District #1**  
**Notes to Financial Statements**

**Note 9: CAPITAL ASSETS**

Capital assets activities for the year ended December 31, 2021 were as follows:

<i>December 31,</i>	Balance January 1, 2021	Increases	Decreases	Balance December 31, 2021
Not depreciated				
Land	\$ 1,578,902	\$ -	\$ -	\$ 1,578,902
Construction in progress	1,917,039	-	(1,917,039)	-
Other capital assets				
Buildings and improvements	14,155,574	72,042	1,917,039	16,144,655
Ambulances and other vehicles	4,197,150	156,981	(526,791)	3,827,340
Furniture and equipment	6,160,709	34,554	(7,170)	6,188,093
Total depreciated	24,513,433	263,577	1,383,078	26,160,088
Less accumulated depreciation				
Buildings and improvements	(4,924,387)	(759,782)	-	(5,684,169)
Ambulances and other vehicles	(2,680,727)	(300,759)	403,136	(2,578,350)
Furniture and equipment	(2,488,475)	(834,565)	4,012	(3,319,028)
Total accumulated depreciation	(10,093,589)	(1,895,106)	407,148	(11,581,547)
Net capital assets subject to depreciation	14,419,844	(1,631,529)	1,790,226	14,578,541
Government Activities - capital assets, net	\$ 17,915,785	\$ (1,631,529)	\$ (126,813)	\$ 16,157,443

Depreciation expense for the year ended December 31, 2021 totaled \$1,895,106.

**Note 10: LONG-TERM DEBT**

On August 5, 2008, the District acquired a note payable with DeLage Landen Public Finance, LLC of \$4,920,533, with an interest rate of 4.987%, for the purchase of land, a building and building improvements. An initial interest-only payment of \$111,000 was due in January 2009, followed by monthly payments, including accrued interest, of approximately \$39,800 beginning February 15, 2009 through June 15, 2018, and approximately \$36,900 beginning July 15, 2018 through December 15, 2023. The note carried a prepayment penalty for the first five years. Future tax receipts were pledged as collateral for the note. During 2021 the remaining note balance was paid in full.

## Harris County Emergency Services District #1 Notes to Financial Statements

### Note 10: LONG-TERM DEBT (Continued)

During 2018, the District acquired a capital lease finance note from Stryker Sales Corporation of \$2,354,789, with an interest rate of 0.00%, for new medical equipment. Annual payments of approximately \$392,465 are due on May 1 of each year through 2023. At December 31, 2021, the equipment totaling \$2,354,789 is reported net of accumulated amortization totaling \$1,093,295 in the government wide financial statements. Amortization of leased equipment under capital leases is included with depreciation expense.

During 2018, the District acquired a note payable with Government Capital Corporation, (Government Capital) of \$7,000,000, with an interest rate of 3.45%, for the construction of two EMS facilities. Semi-annual payments, including interest, of \$300,430 were due on May 15 and November 15 of each year through 2033. During 2020, the District refinanced the Government Capital note payable with Chase Bank for \$6,251,875, with an interest rate of 1.40%. The District expects to achieve approximately \$877,000 in interest savings with the refinancing of the debt over the next 13 years. Semi-annual payments, including interest, of \$263,840 are due on May 15 and November 15 of each year through May 2033. The District can make prepayments on the note without penalty subsequent to November 15, 2025. The note is secured by the ad valorem tax revenues.

During 2021, the District acquired a note payable with Government Capital Corporation (Government Capital) of \$6,000,000, with an interest rate of 1.85%, for the construction of two EMS facilities. Annual payments, including interest, of \$662,728 are due on November 19 of each year through 2031. The note is secured by the ad valorem tax revenues.

Long-term debt activities for the year ended December 31, 2021 were as follows:

	Balance January 1, 2021			Balance December 31, 2021		Current Portion
		Increase	Decrease			
<b>Notes payable</b>						
De Lage Landen Public Finance	\$ 1,232,849	\$ -	\$ (1,232,849)	\$ -	\$ -	
Chase Bank	6,031,798		(444,785)	5,587,013		451,035
Government Capital	-	6,000,000	-	6,000,000		551,728
<b>Capital lease payable</b>						
Stryker	1,177,395	-	(784,930)	392,465		-
<b>Total notes payable</b>	<b>\$ 8,442,042</b>	<b>\$ 6,000,000</b>	<b>\$ (2,462,564)</b>	<b>\$ 11,979,478</b>		<b>\$ 1,002,763</b>

**Harris County Emergency Services District #1**  
**Notes to Financial Statements**

**Note 10: LONG-TERM DEBT (Continued)**

Future annual payments for the District's long-term debt are as follows:

<i>Years ending December 31,</i>	<u>Notes Payable</u>		<u>Capital Lease</u>	Total
	Principal	Interest	Principal	
2022	\$ 1,002,763	\$ 187,645	\$ -	\$ 1,190,408
2023	1,019,306	171,102	392,465	1,582,873
2024	1,036,128	154,280	-	1,190,408
2025	1,053,232	137,176	-	1,190,408
2026	1,070,623	119,785	-	1,190,408
2027 - 2031	5,624,394	327,644	-	5,952,038
2032 - 2033	780,567	10,953	-	791,520
<b>Total future payments</b>	<b>\$ 11,587,013</b>	<b>\$ 1,108,585</b>	<b>\$ 392,465</b>	<b>\$ 12,296,543</b>

**Note 11: PROPERTY TAX**

The District's property tax is levied each October 1<sup>st</sup> on the assessed value listed as of the prior January 1 for all real and personal property located in the tax area of the District. Taxes are due on the receipt of the tax bill and are delinquent if not paid before February 1 of the year following the year in which imposed. These property tax receivables are presented on the statement of net position with offsetting deferred revenue to reflect amounts not collected as of December 31, 2021. The Harris County Tax Assessor and Collector is the collecting agency and remits collections to the District, net of a collection fee.

For the 2021 tax year (fiscal year 2022), the District levied an assessment of \$0.094314 per \$100 of assessed valuation, resulting in an adjusted assessment of \$19,808,164 on the assessment valuation of approximately \$21,002,357,890. As of December 31, 2021, \$6,914,199 of the 2021 assessment has been collected and applied against the property tax receivable balance outstanding. The current assessed value is preliminary and the District expects that the tax collector will adjust values as protested value and additional properties are identified. Revenue recognition for the 2021 assessment has been fully deferred to 2022, the fiscal year in which the funds are levied (intended to finance).

The \$1,403,020 allowance for uncollectible taxes is based upon historical experience in collecting property taxes.

**Harris County Emergency Services District #1**  
**Notes to Financial Statements**

**Note 12: TRANSACTION WITH HARRIS COUNTY EMERGENCY CORPS**

Under the terms of the Ambulance and Emergency Service Agreement, during the year ended December 31, 2021, the District recorded program expenses totaling \$18,352,001 consisting of payment to HCEC for services provided, of which \$1,621,362 is due to HCEC as of December 31, 2021, and is included in accounts payable on the accompanying financial statements.

The District has entered into a lease agreement with HCEC for the use of various other properties for monthly payments totaling \$45,553 and expiring on December 31, 2024. The District also leases ambulances and vehicles under another lease agreement totaling \$7,000 per month and expiring on March 31, 2024. During 2021, the District received rental income for the property and capital assets totaling \$630,636, respectively (Note 13).

Upon transferring operations to HCEC on June 1, 2011, the District agreed to donate to HCEC all cash received from collections of patient services receivable as of June 1, 2011. During 2021, there were no collected receivables donated to HCEC.

Commissioners are reimbursed a maximum of \$7,200 annually for their service. Reimbursements totaled \$27,700 for the year ended December 31, 2021, and are included in general and administrative expenses on the accompanying financial statements.

**Note 13: OPERATING LEASES**

The District leases property and equipment under non-cancellable arrangements to HCEC expiring through December 2024. Property and equipment under leases consist of substantially all capital assets listed in Note 9. Minimum lease payments due to the District under the non-cancellable agreements is as follows:

<i>Year ending December 31,</i>	
2022	\$ 630,626
2023	630,626
2024	567,624
<b>Total minimum lease payments</b>	<b>\$ 1,828,876</b>

Rental income for the property and equipment totaled \$630,636 for the year ended December 31, 2021.

## Harris County Emergency Services District #1 Notes to Financial Statements

### **Note 14: UNCERTAINTIES**

In March 2020, the World Health Organization made the assessment that the outbreak of a novel coronavirus (COVID-19) can be characterized as a pandemic. As a result, there may be a significant impact on the operating activities and results of the District. The occurrence and extent of such an impact will depend on future developments, including (i) the duration and spread of the virus, (ii) government quarantine measures, (iii) the effects on the financial markets, and (iv) the effects on the economy overall, all of which are uncertain.

### **Note 15: SUBSEQUENT EVENTS**

The District has evaluated subsequent events through the date the financial statements were available to be issued, April XX, 2022 and determined there were no events that occurred that required disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

**REQUIRED SUPPLEMENTARY INFORMATION**

**Harris County Emergency Services District #1  
Statement of Revenues, Expenditures and Changes in  
Fund Balance – Budget to Actual – General Fund**

<i>For the year ended December 31, 2021</i>	Original and Final Budget	Actual	Variance with Final Budget
<b>Revenues</b>			
Property taxes revenue, net	\$ 18,001,680	\$ 18,872,481	\$ 870,801
Debt issuance	-	6,000,000	6,000,000
Lease revenues	630,636	630,636	-
Property taxes penalties and interest	200,000	216,179	16,179
Interest income	75,000	36,902	(38,098)
Contributions	7,200	8,416	1,216
Other income	7,000	197,092	190,092
<b>Total available revenues</b>	<b>18,921,516</b>	<b>25,961,706</b>	<b>7,040,190</b>
<b>Expenditures</b>			
Program expense	17,473,613	18,352,001	(878,388)
Collection fees	75,000	125,720	(50,720)
Professional fees	253,000	155,480	97,520
Appraisal fees	140,000	139,121	879
General and administrative expenses	180,111	158,230	21,881
Capital outlay	780,000	351,360	428,640
Depreciation expense	1,250,000	-	1,250,000
Debt service			
Principal payments	805,835	2,527,564	(1,721,729)
Interest expense	135,519	121,104	14,415
<b>Total expenditures</b>	<b>21,093,078</b>	<b>21,930,580</b>	<b>(837,502)</b>
<b>Excess of revenues over expenditures</b>	<b>\$ (2,171,562)</b>	<b>\$ 4,031,126</b>	<b>\$ 6,202,688</b>

Integra Realty Resources  
Houston

9225 Katy Freeway  
Suite 206  
Houston, Texas 77024

T 713-973-0212  
F 713-973-2028  
www.irr.com



April 22, 2022

Harris County Emergency Services District #1  
2800 Aldine Bender Rd  
Houston, TX 77032

**APPROVED**  
Resolution approved by Harris County ESD-1  
Board of Commissioners  
by a Majority Vote  
4-26-22 (Date)  
*[Signature]*  
Secretary of ESD-1  
**TWEBSLAF**

Re: The appraisal of a 1-acre site with a small office located at 2947 Washington Dr.,  
Houston, TX 77038 (Tax ID No.: 062-196-000-0044)

To Whom It May Concern,

Integra Realty Resources – Houston, subject to your authorization, will prepare an **Appraisal Report** for the property identified above. Our opinions will be strictly expressed and reported in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP), and the professional ethics and standards of professional appraisal practice of The Appraisal Institute.

The purpose of this appraisal will be to provide an opinion of the “As Is” market value of the fee simple estate. The intended use of the appraisal will be for internal asset valuation to assist the owner with potentially selling the property.

The fee for completion of this assignment will be **\$2,750**, and the report will be delivered within **4 weeks** of engagement. Prior to commencing work on this assignment, we will require full payment of the appraisal fee.

In order to engage the appraisal services of Integra - Houston, based on the terms and conditions described above, we ask that you sign one copy of this letter and return it to our office.

We look forward to working with you on this assignment. Should you have any questions regarding this matter, please feel free to contact me.

Yours truly,

A handwritten signature in black ink, appearing to read "Todd Rotholz", written over a horizontal line.

Todd Rotholz, MAI

**AGREED AND ACCEPTED:**

*[Signature]*  
By: \_\_\_\_\_

4/26/22  
Date: \_\_\_\_\_



## InFocus Title

5757 Flewellen Oaks Ln., Suite 702, Fulshear, TX 77441  
(O) 346-707-5885 / (F) 832-218-2949

To whom it may concern:

Below is a breakdown of the estimated title costs for a commercial transaction closing with InFocus Title.

- **Title Policy-** \$1,227 (based on the sales price of \$175,000). This price is set by the Texas Department of Insurance and set based on sales price.
- **State of Texas Guaranty Fee-** \$2
- **Escrow Fee-** \$600 to both the buying and selling side of the transaction
- **Document Preparation-** \$150 to both the buying and selling side of the transaction
- **eFile Fee-** \$ 6 per document that needs to be recorded. We would typically only need to file one with a cash transaction
- **Tax Certificate-** \$45
- **Recording-** \$ 22 (\$18 for the first page and \$4 each page after that).

Please let me know if I can help answer any further questions.

**APPROVED**  
Document approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote  
on 9/26/22 (Date)  
*Shirley Reed* *Wendy Brown*  
President of ESD-1 Secretary of ESD-1

# Harris County ESD 1 - EMS Station #93 & #96



**APPROVED**

Document approved by Harris County ESD-1  
Board of Commissioners

By a Majority Vote

On 4/26/22 (Date)

*Shirley Reed* *Amy Boren*  
President of ESD-1 Secretary of ESD-1

## REQUEST FOR QUALIFICATIONS DESIGN - BUILD SERVICES FOR EMS STATIONS #93 & #96

April 26, 2022

# Table of Contents

<b>Section 1. Request for Qualifications</b>	<b>1</b>
1.1 General Notice	1
1.2 Overview	1
1.3 Conceptual Schedule	1
1.4 Construction Costs	1
1.5 Status of Existing Design and Permitting	1
1.6 Additional Information and Procurement Process	1
1.7 Acknowledgement of RFQ	2
1.8 Procurement Conference	2
1.9 Delivery of SOQs and Procurement Schedule	2
1.10 Point of Contact	2
<b>Section 2. Instructions to Proposers</b>	<b>4</b>
2.1 Defined Terms	4
2.2 RFQ	5
2.3 SOQ Submittal	5
2.4 Interviews	6
2.5 Withdrawal of SOQs	6
2.6 Opening of SOQs	6
2.7 Evaluation of SOQs	7
2.8 Project Security and Insurance	8
2.9 Conflict of Interest	8
2.10 Requirements for Professional Services	8
2.11 Inspection and Construction Materials Testing	9
2.12 Services Provide by the Design-Builder	9
2.13 Self-Performance of Construction Work	9
2.14 Prevailing Wages	10
2.15 Validity of SOQs	10

2.16 Responsiveness	10
2.17 Owner Not Responsible for Assumptions by Proposer	10
2.18 Rights and Reservations of the Owner	10
2.19 Requirements to Keep DB Team Intact	11
<b>Section 3. Statement of Qualifications</b>	<b>12</b>
3.1 SOQ Submission Requirements	12
3.2 Requirements for the SOQ	12
3.3 SOQ Format	13
<b>Attachment A</b>	
RFQ Required Submissions	17
<b>SOQ Transmittal Letter</b>	<b>18</b>

# SECTION 1. Request for Qualifications

## 1.1 General Notice

- 1.1.1 Harris County ESD No. 1 (“Owner”) extends this Request for Qualifications (“RFQ”) to solicit a Statement of Qualification (“SOQ”) from any interested party (“Proposer”) for Design-Build (D/B) Services for EMS Station #93 & #96 (The “Project”). The Owner seeks a D/B firm with experience in the design and construction of Fire/EMS Stations. The Owner has a high preference for a D/B firm that has worked collaboratively successful Fire/EMS Stations projects.

## 1.2 Overview

- 1.2.1 Selected sites of these new facilities will be on owned property at 7710 Fallbrook (#93) and 2947 Washington Ave (#96), Houston, Texas. Each facility is planned to consist of a one-story structure and will contain double-stacked apparatus bays, administrative areas, living quarters, and work areas for Harris County ESD 1. Exhibits A (Design Narrative) and B (Program Summary) are considered a part of this RFQ. Both locations are to be considered one project as contracted with a single D/B firm.

## 1.3 Conceptual Schedule

April 27, 2022	Issue RFQ for Advertisement
May 10, 2022	Procurement Conference
May 13, 2022	Last Day for Questions and Addenda
May 18, 2022	Qualifications Due
June 1, 2022	Project Award to selected Design/Builder

## 1.4 Construction Costs

- 1.4.1 The conceptual construction cost value of this project not to exceed **\$5 million dollars** is the amount available for construction. The selected Design/Builder will be asked for their approach to design and build within the budget constraints.

## 1.5 Status of Existing Design and Permitting

- 1.5.1 At this time, the Owner has not proceeded with any conceptual or preliminary design for these facilities. In addition, they have not obtained any permits that may be required.

## 1.6 Additional Information and Procurement Process

- 1.6.1 At this time, the Owner is contemplating the use of the Design/Build project delivery method. The procurement and the provision of Services will be in accordance with Texas Government Code, Chapter 2269, Subchapter G and this RFQ. Selection of the Design-Builder will be made using a two-step procurement and selection process.

- 1.6.2 The Services required consist of design and construction services, as further described in the RFQ.

1.6.3 In accordance with Texas Government Code, Section 2269.304, a Design/Builder must be a sole proprietorship, partnership, corporation or other legal entity or team that includes an architect or engineer and a construction contractor.

1.6.4 The Owner intends to enter into a Design/Build Agreement (“Agreement”) *AIA A141-2014 Owner-Design/Builder & A201 – General Conditions of the Contract for Construction*, which will be included in the Request for Proposals (“RFP”) for this Project.

1.6.5 Additional information related to this Project can be found on Exhibit A to this RFQ.

## 1.7 Acknowledgement of RFQ

1.7.1 Each potential respondent shall provide the Point of Contact, within **five (5) business days** of receipt of this RFQ, an acknowledgement that it has received the RFQ and is a potential Proposer. Such acknowledgement shall identify and provide full contact information for the Proposer contact (name of firm, point of contact person, mailing address, phone number, email address), who shall be the Proposer’s single point of contact for the receipt of any future documents, notices and addenda associated with this RFQ. Such acknowledgement must be sent in writing and a copy electronically transmitted to the Point of Contact.

## 1.8 Procurement Conference

1.8.1 A procurement conference will be held on May 10, 2022 beginning at 10:00 a.m. at Harris County ESD 1 – 2800 Aldine-Bender Road.

## 1.9 Delivery of SOQs and Procurement Schedule

1.9.1 For the SOQ to be accepted, the SOQ must be received at the address shown below no later than 2:00 p.m. On Wednesday, May 18, 2022. Submissions received after this time will not be considered. Address SOQs to:

Attn: Cathy Sunday  
President  
Harris County Emergency ESD #1  
2800 Aldine Bender Rd.  
Houston, TX 77032.

1.9.2 The Owner assumes no obligations, responsibilities or liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties considering a response to and/or responding to this RFQ. All such costs shall be borne solely by each Proposer.

## 1.10 Point of Contact

1.10.1 To ensure fairness during the procurement process, until the Agreement is executed, Proposers and their employees, representatives and agents shall not contact any Owner employee, member of selection committee, Harris County official, or any other official, employee, representative or consultant (identified immediately below of the Owner) involved, directly or otherwise, with this procurement process other than the Point of Contact identified in Section 1.10.2 of this RFQ.

Owner Representative:

AG|CM  
Paul E. Kullman, AIA  
(713) 594-0875

1.10.2 All communication and direct questions regarding this RFQ and Project are to be submitted by email specifically referencing this RFQ, to the Point of Contact. Modifications to the RFQ can only be made by Addenda.

Point of Contact: Paul E. Kullman, AIA  
Email Address: pkullman@agcm.com

1.10.3 All communications are subject to distribution to all Proposers except that Owner will endeavor to prevent disclosure to other Proposers' information unique to a particular Proposer or otherwise identified as proprietary or confidential by a Proposer. The Owner will share with all Proposers all addenda to this RFQ including any revisions based on its review of Proposer comments and questions concerning this RFQ. The Owner disclaims the accuracy of information derived from any source other than the Owner Representative Contact identified above, and the use of any such information is at the sole risk of the Proposer. Only answers and responses issued by formal addenda shall be final and binding upon the Owner. Oral statements or other interpretations shall be without legal effect and Proposer shall not rely on such oral statements or other interpretations.

## SECTION 2. Instructions for Proposers

### 2.1 Defined Terms

2.1.1 Terms used in the RFQ will have the meanings indicated in this RFQ.

2.1.2 For purposes of this RFQ and when used elsewhere in this RFQ the following definitions shall apply:

- A. **Proposer** means the corporate entity or firm that submits the SOQ in response to this RFQ, seeks to be shortlisted by the Owner as a Shortlisted Proposer to respond to an RFP and seeks to be awarded the Agreement with the Owner for the Project and if selected for the Project will execute the Agreement.
- B. **Design/Builder** means the Shortlisted Proposer selected for the Project and awarded the Agreement that will execute the Agreement.
- C. **Shortlisted Proposer** means a Proposer who is invited, based on the Owner's evaluation and ranking of the SOQs received in step one of this procurement, to submit a proposal in response to an RFP.
- D. **D/B Team** means the team formed by the Proposer for purposes of responding to the RFQ.
- E. **D/B Team Member** means a corporate entity or firm or individual included in the D/B Team and identified in the SOQ that will provide any of the Services for this Project.
- F. **Lead Designer** means the Proposer or D/B Team Member having primary responsibility for architectural/engineering design services for the entire Project.
- G. **Lead Constructor** means Proposer or D/B Team Member having primary responsibility for construction services for the entire Project.
- H. **Services** means those services provided by the Design-Builder for design and construction described in this RFQ.
- I. **Subconsultant** means an individual or entity having direct contract with the Design-Builder or with any other Subconsultant for the performance of part of the Services.
- J. **Subcontractor** means an individual or entity having direct contract with the Design-Builder or with any other Subcontractor for the performance of part of the Work.
- K. **Work** means the entire construction, or the various separately identifiable parts thereof required to be provided under the contract documents. Work includes and is the result of performing or providing all labor, services and documentation necessary to produce such construction and furnishing, installing and incorporating all materials and equipment into such construction, as required by the contract documents.

## 2.2 RFQ

- 2.2.1 Neither Owner nor Owner's Representatives and/or Consultants assume any responsibility for errors or misinterpretations resulting from the use of an incomplete RFQ.
- 2.2.2 Proposers are required to submit a SOQ for consideration in being short-listed to receive the RFP and subsequent award of the Agreement for the Services.
- 2.2.3 Prior to the SOQ submission deadline stated in this RFQ, submit all questions about the meaning or intent of the RFQ, any Addenda and the related supplemental information to the Point of Contact as indicated in the RFQ. Interpretations or clarifications considered necessary by the Owner in response to such questions will be issued by Addenda. Addenda will be transmitted by email. Questions received less than five (5) days prior to the date for opening of SOQs may not be answered.
- 2.2.4 Owner will make copies of the RFQ available on the above terms only for the purpose of obtaining SOQs to determine the Proposers that are ranked the highest that will be short-listed to receive the RFP and does not confer a license or grant permission or authorization for any other use. The ranking will be in accordance with the evaluation criteria and weighting described in the RFQ.

## 2.3 SOQ Submittal

- 2.3.1 Proposers are required to submit a SOQ for consideration to be short-listed to receive the RFP and subsequent award of the Agreement for the Services.
- 2.3.2 The SOQ shall be completed and submitted in accordance with Section 3 of the RFQ.
- 2.3.3 Before submitting an SOQ:
  - A. Examine and carefully study the RFQ, including any addenda and the related supplemental information identified in the RFQ.
  - B. Become familiar and satisfied with all federal, state, and local laws and regulations that may affect cost, schedule, or the provisions of the Services.
  - C. Carefully study and correlate the information known to Proposer with the RFQ, any addenda and the related supplemental information identified in the RFQ.
  - D. Promptly give Point of Contact written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer discovers in the RFQ, any addenda and the related supplemental information.
- 2.3.4 All materials submitted to the Owner become public property and are subject to the Texas Public Information Act (Texas Government Code, Chapter 552). If the SOQ contains proprietary information that the Proposer does not want disclosed, each page containing such information must be identified and marked "PROPRIETARY" at the time of submittal. Owner will, to the extent provided by law, endeavor to protect such information from disclosure. Owner will notify proposers in writing if proprietary information

is requested and Proposer will be given an opportunity to request from the Texas Attorney General that the information be withheld. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request. Proposers shall not be permitted to mark their entire SOQ as proprietary.

## 2.4 Interviews

2.4.1 The Owner, at its sole discretion, may choose to conduct interviews with any or all Proposers to provide Proposers a better opportunity to demonstrate their qualifications and experience and how they can provide the best value to the Owner for this Project.

2.4.2 If the Owner chooses to conduct interviews, Proposers will be notified of:

1. The time and place for the interview.
2. Interview format and agenda.
3. Individuals that are expected to participate in the interview as a minimum.

2.4.3 The Owner will consider the information provided in these interviews and reassess, if appropriate and necessary, the rankings of those Proposers. Using information from the SOQs and the interview the Owner will make the final determination as to the highest ranked SOQs.

2.4.4 Failure to participate in the interview may result in disqualification from consideration for the Project.

## 2.5 Withdrawal of SOQ

2.5.1 Deliver the document to the place where the SOQs are to be submitted prior to the date and time for the opening of the SOQs.

2.5.2 Proposers may withdraw an SOQ by providing a written request, duly executed by an authorized representative, and delivered to the Owner at any time prior to the SOQ submittal deadline or within 24 hours after SOQs are opened. If withdrawal is after SOQs are opened, the written request shall demonstrate to the reasonable satisfaction of the Owner that there was a material and substantial mistake in the preparation of its SOQ. Individuals making the withdrawal will be required to provide evidence that such individual serves as an authorized representative of the Proposer.

## 2.6 Opening of SOQs

2.6.1 SOQs will be publicly opened at the time and place indicated in this RFQ. Owner will publicly acknowledge receipt of SOQs received in time to be considered. The names of Proposers submitting an SOQ will be read aloud at this time and place. There will be no further discussion of the SOQs or the procurement process and no questions or comments will be received at this time and place.

2.7 Evaluation of SOQs

2.7.1 Within 30 days after the date of opening the SOQs, the Owner will evaluate and score each SOQ with respect to the evaluation criteria and weighting described in this RFQ.

2.7.2 In considering SOQs, Owner will evaluate, score and rank the SOQs in accordance with the evaluation criteria and weighting set forth in this RFQ to determine the SOQs that are the highest ranked. The Owner may select up to three Shortlisted Proposers to receive the RFP.

2.7.3 The SOQs will be evaluated using the criteria and weighting indicated in the table below.

Evaluation Criteria	Weight
Compliant SOQ Transmittal Letter; Financial Information, Ability to provide bonds and insurance	Pass/Fail
Proposer and D/B Team Profiles	20
Proposer and D/B Team Qualifications and Experience/Quality of Past Projects for Design-Build of Fire and EMS Stations	30
Project Organization and Key Personnel	25
Project Approach and Safety Record	20
Prior Experience with Owner	5
Total	100

2.7.4 Material misstatements and/or inaccuracies in the information submitted in the SOQs that was relied upon for evaluation, scoring and ranking may be grounds for rejection of the SOQ for this Project. Any material misstatements and/or inaccuracies, if discovered after award of the Agreement may be grounds for immediate termination of the Agreement with no required notice to the Proposer, at the Owner’s sole discretion. Additionally, the Proposer will be liable to the Owner for any additional costs or damages to the Owner resulting from such misstatements and/or inaccuracies, including costs and attorney’s fees for collecting such costs and damages and costs incurred to pursue an agreement with a different Proposer.

2.7.5 Submission of an SOQ indicates Proposer’s acceptance of the evaluation criteria and weighting contained in the RFQ as well as Proposer’s recognition and acknowledgement that subjective judgments must be made by the selection committee during the evaluation.

## 2.8 Project Security and Insurance

### 2.8.1 Project Security

- A. With the submission of the SOQ and as an attachment to the SOQ Transmittal Letter, Proposer will be required to submit a letter from Proposer's surety verifying the Proposer's ability to provide the performance and payment bonds as required and documenting the commitment from its surety to provide such bonds.
- B. The bonds must be issued by a surety legally authorized to do business in the State of Texas.

### 2.8.2 Insurance

- A. With the submission of the SOQ and as an attachment to the SOQ Transmittal Letter, Proposer will be required to submit a certificate (copy acceptable) from Proposer's insurance company stating Proposer's ability to acquire and provide the required insurance for the Project.
- B. The required insurance shall be obtained and maintained from insurance companies authorized to do business in the State of Texas and to issue insurance policies for the limits and coverages so required.

#### C. The insurance requirements are as follows:

- Statutory worker's compensation insurance: (as required by state law)
- Employer's liability insurance: \$1.0 million
- Commercial general liability insurance: \$1.0 million per occurrence; \$ 1.0 million annual aggregate
- Commercial automobile liability insurance: \$1.0 million combined single limit for bodily injury and property damage
- Pollution liability: \$1.0 million each occurrence and in the aggregate
- Excess liability insurance above the employer's, general, pollution and automobile insurance: \$10.0 million per occurrence
- Flood insurance will be required up to the building limits of the builder's risk policy regardless of the flood zone and topography of the site. This will be show on the certificate of insurance provided by your Insurance carrier.

— Builder's Risk Insurance *SH* *WB*

### 2.9 Conflict of Interest

2.9.1 Texas Local Government Code, Chapter 176 requires the public disclosure of certain information concerning persons doing business or seeking to do business with the Owner, including affiliations and business and financial relationships such persons may have with Owner officers. The Conflict of Interest Questionnaire (Form CIQ) is included at the end of the RFQ.

2.9.2 Proposer shall complete and submit this Questionnaire and include it with the SOQ Transmittal Letter

### 2.10 Requirements for Professional Services

2.10.1 Proposer shall secure any required services for the Project that are defined as professional services under the Professional Services Procurement Act (Chapter 2254, Texas Government Code) (for example, registered professional land surveyors, professional architects and professional engineers using the qualifications-based selection process prescribed by that Chapter). Each architect or engineer or professional services firm that is a member of a design build team must be selected in this manner.

## 2.11 Inspection and Construction Materials Testing

2.11.1 The Design/Builder will be required to provide quality control services in accordance with the contract documents. Independent of those Design/Builder services, and in accordance with Texas law, the Owner will provide or contract for inspection services, testing of construction material engineering and verification testing services necessary for acceptance of the Project. The Design/Builder will be required to provide management for coordination of these services.

## 2.12 Services Provided by the Design-Builder

2.12.1 The Services to be provided will consist of traditional design and construction services which will be more fully described in the draft Agreement that will be included in the RFP. For purposes of the RFQ, the services will generally consist of:

- A. Design services including preparing and submitting intermediate design review packages and design quality assurance. Design disciplines to include civil, structural, architectural, mechanical, electrical, plumbing, security, and fire protection. The D/B will be responsible for obtaining a geotechnical report for the foundation design.
- B. Preconstruction services (contractor input) consisting of constructability reviews, cost estimating and scheduling.
- C. Permitting activities to secure the permits needed for design and construction that are the responsibility of the Design/Builder.
- D. Construct the project through self-performance and use of subcontractors with responsibility for project safety, project controls, project quality control, subcontractor management, project site security and management, etc.
- E. Project close out services and transition to Owner operations.
- F. Warranty services.

## 2.13 Self-Performance of Construction Work

2.13.1 At this time, the Owner contemplates that self-perform will be allowed for the Project and there will be no limitation as to the amount of self-perform work the Design-Builder could undertake for the Project.

2.13.2 Proposer shall indicate in its SOQ the Proposer's intention to pursue self-perform Work for the Project. Proposer shall also indicate any D/B Team Member's intention to pursue work. This information should be included in Section 1 of the SOQ.

## 2.14 Prevailing Wage Rate

2.14.1 Minimum wage rates will be required for the Project. Wage rate schedules will be provided by the Owner in the RFP as approved by the District Board.

## 2.15 Validity of SOQs

2.15.1 The SOQ will remain in full force and effect for forty-five (45) days after the SOQ submission date.

## 2.16 Responsiveness

2.16.1 To be deemed responsive, SOQs must be prepared thoroughly; be responsive to the requirements and criteria contained in the RFQ; demonstrate an ability to meet the requirements of the RFQ and conform to the material terms and/or conditions of the RFQ, all as determined solely by the Owner. The Owner will reject an SOQ if it is materially incomplete, takes excessive exceptions to material terms and/or conditions of the RFQ or contains information that does not appear to demonstrate an ability to meet the RFQ requirements, all as determined solely by the Owner. The Owner will apply reasonable judgment, balance and discretion in deciding whether an SOQ is responsive.

## 2.17 Owner Not Responsible for Assumptions by Proposers

2.17.1 Each SOQ shall present the assumptions that the Proposer has incorporated into its SOQ. Neither the acceptance by the Owner of a SOQ, nor the participation of the Owner at any interview with the Proposer, shall in any way be interpreted as an agreement or approval by the Owner that the assumptions are reasonable or correct or that the Owner accepts any liability for the Proposer's SOQ. The Owner specifically disclaims responsibility or liability for any Proposer's assumptions in developing its SOQ.

## 2.18 Rights and Reservations of the Owner

2.18.1 In connection with this procurement process, the Owner reserves to itself all rights (which rights shall be exercisable by the Owner at its sole discretion) available to it under applicable law, including without limitation, the following with or without cause and with or without notice:

- A. The right to cancel, withdraw, postpone or extend RFQ in whole or in part at any time prior to the award of the Agreement without incurring any obligations or liabilities.
- B. The right to issue a new RFQ or to revise and modify, at any time prior to the SOQ submittal date, information included in the RFQ including but not limited to the dates set or projected and factors to be considered in evaluating SOQs and the responsibilities of the Proposers.
- C. The right to modify the procurement schedule.
- D. The right to waive deficiencies, informalities and irregularities in an SOQ and accept and review a non-conforming SOQ.
- E. The right to suspend and terminate the procurement process or to terminate evaluations of SOQs received at any time.

- F. The right to correspondence with the Proposers to seek an improved understanding of SOQs at any time.
- G. The right to request an interview with any or all Proposers during the SOQ evaluation period.
- H. The right to seek or obtain data and information from any source that has the potential to improve the understanding and evaluation of the SOQs.
- I. The right to appoint and change appointees of any selection committee.
- J. The right to use assistance of outside technical and legal experts and consultants in the evaluation process.
- K. The right to respond to all, some or none of the inquiries, questions and/or requests for clarification received relative to this RFQ.
- L. The right to seek clarifications from any Proposer to fully understand information provided in the SOQ.
- M. The right to request additional information from a Proposer during the evaluation of SOQs.
- N. The right to reject an SOQ containing exceptions, additions, qualifications or conditions not called for in the RFQ.
- O. The right to conduct an independent investigation of any information, including prior experience identified in an SOQ by contacting project references, accessing public information, contacting independent parties or any other means.

## 2.19 Requirements to Keep D/B Team Intact

- 2.19.1 The D/B Team proposed by Proposer, including but not limited to the D/B Team Members, Key Personnel and Alternate Key Personnel identified in the SOQ, shall remain on Proposer's D/B Team for the duration of the procurement process and, if the Proposer is awarded the Agreement, the duration of the Project. If circumstances require a proposed change, it must be submitted in writing to the Point of Contact. The Owner, in its sole discretion, will determine whether to authorize the change. Unauthorized changes to the Proposer's D/B Team at any time during the procurement process may result in the elimination of the Proposer from further consideration.

## SECTION 3. Statement of Qualifications

### 3.1 SOQ Submission Requirements

- 3.1.1 Proposer shall provide an original SOQ and six (6) printed copies of the SOQ.
- 3.1.2 Proposer shall also provide one (1) digital copy of the SOQ in portable document format (pdf) on a USB drive. The SOQ is to be a single file that will print to match the printed copy provided. Confidential information may be provided in a separate file, provided that file is referenced in the SOQ. The Owner assumes no liability for differences in information contained in the printed SOQ and that contained in the digital copy. In the event of a discrepancy, the Owner will rely upon the information contained in the original printed SOQ.
- 3.1.3 Proposer shall enclose the SOQ and copies in an opaque sealed package plainly marked with the Project name, the name and address of the Proposer. The Proposer assumes full responsibility for ensuring that the SOQ and copies arrive at the prescribed location before the prescribed time.

### 3.2 Requirements for the SOQ

- 3.2.1 The SOQ must include, as a minimum, the information described in this Section. Failure to submit the required information in the SOQ may result in the Owner considering the SOQ as nonresponsive and may result in rejection of the SOQ by the Owner.
- 3.2.2 Except for charts, schedules, exhibits and other illustrative and graphical information, all information shall be prepared on 8.5" x 11" white paper, except where specifically accepted in this RFQ. Charts, schedules, exhibits and other illustrative and graphical information may be on 11" x 17" paper, but must be folded to 8.5" x 11". All printing, except for the front cover of the SOQ and any appendices, must be a font of not less than 10-point and be double-sided. Audio visual materials including audio tapes, video tapes and CD Rom material will not be accepted.
- 3.2.3 Proposers are instructed to limit the information included in the SOQ to the information necessary to demonstrate the technical, financial and other qualifications and experience for the Project and any other information specifically requested in this RFQ. SOQs should be prepared in a straightforward and concise manner. Emphasis should be placed on clarity and completeness of content and responsiveness to the RFQ requirements.
- 3.2.4 Proposers must provide the information requested in the RFQ. Information is requested, subject to the page limits indicated. Failure to include the information completely and clearly may result in lower scores in the evaluations.

### 3.2.5 SOQ Format

A. The SOQ shall be submitted in the following format as indicated below:

1. Cover Letter
2. Section 1: SOQ Transmittal Letter and required attachments
  - a. Letter from surety
  - b. Insurance certificate
  - c. Conflict of Interest Questionnaire
3. Section 2: Proposer and D/B Team Profiles
4. Section 3: Proposer and D/B Team Qualifications and Experience
5. Section 4: Project Organization and Key Personnel
6. Section 5: Project Approach and Safety Record
7. Section 6: Financial Information
8. Section 7: Prior Experience with Owner

### 3.3 SOQ Format

#### 3.3.1 Cover Letter

#### 3.3.2 SOQ Transmittal Letter

- A. Proposer shall complete all blanks, type or print the required information and execute as indicated. Submit the completed and executed Letter and all required attachments.

#### 3.3.3 Proposer and D/B Team Profiles

- A. Proposer shall provide information as to the history of the Proposer, ownership, organization and other background information including lines of business and service offerings, locations of home and other offices, years in business and providing design and/or construction services, including D/B services for D/B projects, growth over time in terms of number of projects, size of projects, types of projects, firm revenue, number of employees, etc. This narrative shall identify the Lead Designer and Lead Constructor. This narrative should also include a description of any other names the Proposer has had in its history and any related company that is named in the SOQ as to having relevant experience.
- B. Proposer shall indicate in this section the Proposer's intention to pursue self-perform work for the Project. Proposer shall also indicate any D/B Team Member's intention to pursue work with the intention, the types of work should be identified.
- C. Provide the names of any D/B Team Members. Provide brief summary information as to its history, ownership, organization and other background information including lines of business and service

offerings, locations of home and other offices, years in business and providing design and/or construction services, including D/B services for D/B projects, growth over time in terms of number of projects, size of projects, types of projects, firm revenue, number of employees, etc.

### 3.3.4 Proposer and D/B Team Qualifications and Experience-Up to the past 15 years

A. Provide verifiable examples of at least three (3) Design-Build projects completed by the Proposed Team and/or D/B Team Member as the design-builder. The Owner highly recommends that the D/B Team has worked together on EMS/fire station projects previously. The project profile will include:

1. Name and location of project.
2. Project Owner.
3. General description of project and scope of work.
4. Construction cost of project.
5. Describe if design was completed on time and within owner's budget. If not describe the reasons and circumstances for delays and increased costs.
6. Indicate the involvement (roles and responsibilities) of any of the Key Personnel or Alternate Key Personnel proposed for this Project.
7. Describe any aspects of the project and actions taken by the Proposer that demonstrates why the Proposer could provide the best value to the Owner and/or that would differentiate the Proposer from the other Proposers.
8. Provide an owner reference for the project: name, title, email address and telephone number.

B. Provide a brief summary of Proposer's Health and Safety Program. Please note, Proposers with an EMR higher than 1.0 may be disqualified as a Proposer for the Project.

### 3.3.5 Project Organization and Key Personnel

A. Describe the functional role and services that will be provided by the Proposer and any D/B Team Members. Describe the history of the prior working relationships between Proposer and any D/B Team Members working on any past projects. Provide a brief description of the managerial structure proposed for this Project including the reporting relationships.

B. Provide an organizational chart(s) for this Project showing the functional structure of Proposer's Project team with lines identifying the significant positions and participants (both firms and individuals or positions) who are responsible for the major elements of the provision of the Services and the critical support elements. Key Personnel positions indicated on the organizational chart must have named individuals. Charts shall indicate the anticipated percent of each person's/position's time that will be committed to the Project.

- C. Proposer shall designate Key Personnel proposed for the Project. Key Personnel include the Project Manager, Design Manager, Preconstruction Manager, Project Superintendent, Safety Manager and Quality Control Manager. DB experience is highly preferred but not required. The Preconstruction Manager will participate and be responsible for the constructor constructability, scheduling and estimating input to the design effort. The Project Superintendent must be dedicated to this Project full time for the duration of the Project.
- D. Provide a resume for each Key Person. The Proposer must provide the services of the proposed Key Personnel for the life of the Project as a condition of qualification. Failure to provide the proposed Key Personnel or may result in the disqualification of the Proposer.
- E. For Key Personnel involved in D/B projects, please provide a narrative that summarizes their collective experience in providing services for D/B project. Have any members of the D/B team received special training in the delivery of D/B projects or special accolades in the delivery of D/B projects?

### 3.3.6 Project Approach

- A. Proposer shall describe its specific Project approach to provide the Services to deliver a high quality, on time and on budget Project. The Owner requires that D/B provide a creative and professional approach to stay within the budget listed in Section 1.4.1. The narrative should also describe the Proposer's commitment for local involvement in this Project.

### 3.3.7 Financial Information – (In Confidentiality)

#### A. Financial Information and Bank Reference

1. Completion and submission in this Section of the Financial Resources Data Form. This form is included in Attachment B of this RFQ.
2. If the Proposer is a consortium, a joint venture, LLC or a partnership, the SOQ shall identify the parties and relationships. Each participating party or firm of such consortium, joint venture, LLC, or partnership shall provide Financial Resources Date Form and Bank Credit Reference.

- B. Each Proposer shall submit the information requested below and include in this Section. If any of this information is not provided, the reason for its omission shall be stated. If the Proposer is a consortium, a joint venture, LLC or a partnership, the SOQ shall identify the parties and relationships. Each participating party or firm of such consortium, joint venture, LLC, or partnership shall provide the information requested below.

#### C. Direct Financial Questions

The purpose of this section is to elicit information pertaining to unfavorable circumstances or events that have the potential to adversely impact the Proposer's ability to honor its contractual commitments in the provision of the Services. To the extent that any of these questions are answered in a manner that indicates that any of these unfavorable circumstances or events have occurred, it is the responsibility of the Proposer to describe the unfavorable circumstance or event and provide sufficient information to demonstrate that the unfavorable circumstance or event will not adversely impact the Proposer's ability to honor its contractual commitments in the provision of the Services. Responses to these questions are for Proposer and any predecessor name(s) of Proposer.

- a. Material Adverse Changes in Financial Position. Within the last three (3) years, describe any material, historical, existing or anticipated changes in financial position of the

Proposer including any material changes in the mode of conducting business, mergers, acquisitions, takeovers, joint ventures or divestitures.

- b. Bankruptcy. Has the Proposer ever declared bankruptcy or filed for protection from creditors under state or federal proceedings? If so, when and describe the impact it would have on the ability to undertake this Project.
- c. Liabilities and/or Potential Liabilities. List and briefly describe any pending or past legal proceedings within last three years and judgments or any contingent liabilities in which the Proposer or any parents, affiliates and subsidiaries of the Proposer was or is a party that could adversely affect the Proposer's financial position or ability to undertake this Project.
- d. Completion of Contracts. Within the last three (3) years has the Proposer failed to complete any contract or has any contract been terminated due to alleged poor performance, default or litigation?
- e. Violation of Laws. Has the Proposer been convicted of any criminal conduct or been found in violation of any federal, state, or local statute, regulation or court order concerning antitrust, public contracting, employment discrimination or prevailing wages? If so, describe the circumstances.
- f. Debarred from Bidding. Has the Proposer been debarred or are under consideration for debarment on public contracts by the federal government or by any governmental entity in Texas or any other state? If so, describe the circumstances. Is the decision under review or was it upheld by formal legal and/or grievance process?
- g. Litigation. Has Proposer been involved in litigation involving owners for construction projects that have been filed within last three (3) years or that are currently outstanding?

## **Attachment A**

### **RFQ Required Submissions**

1. SOQ Transmittal Letter
2. Conflict of Interest Questionnaire
3. Proposer Health and Safety Program
4. Financial Resources Data

**RFQ for HCESD 1 - EMS Stations  
#93 & #96  
SOQ Transmittal Letter  
(To be on Proposer Letterhead)**

\_\_\_\_\_ (Proposer) hereby submits its SOQ for the HCESD 1 - EMS Stations #93 & #96. Proposer accepts all the requirements, terms, and conditions of the RFQ, including without limitation those dealing with the bid bond, required performance and payment bonds and insurance. The SOQ will remain subject to acceptance for forty-five (45) days after the opening of SOQs.

In submitting this SOQ, Proposer certifies, represents and warrants, that:

- A. The submittal of the SOQ has been duly authorized by, and in all respects binding upon, the Proposer.
- B. The undersigned declares that it is the Proposer or, by holding the position below indicated, is authorized to execute this SOQ Transmittal Letter on behalf of the Proposer and that all representations made on this form are true and accurate.
- C. Proposer has examined, carefully studied and understands and agrees to be bound by the requirements of the RFQ, the other related information identified in the RFQ, and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No.	Addendum Date	Signature Acknowledging Receipt

- D. All information and statements contained in the SOQ, are current, correct and complete and are made with full knowledge that the Owner will rely on such information and statements in evaluating the SOQ.
- E. The submission of this SOQ will constitute an incontrovertible representation by Proposer that Proposer has complied with every requirement of the RFQ and Addenda without exception.

- F. Proposer acknowledges that it is aware and understands the requirements of Chapter 176, Texas Local Government Code and Proposer is solely responsible for complying with such requirements.
- G. Proposer certifies that each architect and/or engineer that is a D/B Team Member was selected based on demonstrated competence and qualifications, in the manner provided by Texas Government Code, Section 2254.004, and is legally permitted to seal contract documents.
- H. Proposer is familiar with and is satisfied as to all federal, state and local Laws and regulations that may affect furnishing the Services.
- I. Proposer has given Point of Contact written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer has discovered in the RFQ and the written resolution thereof by the Owner is acceptable to Proposer.
- J. Proposer has provided evidence of its authority to do business in the State of Texas and included such evidence with this Form. Alternately and if selected, Proposer will covenant, with its execution of this Form, to obtain and submit evidence of such authority to the Owner not later than the date of its execution of the Agreement.
- K. Proposer further represents that this SOQ is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham SOQ; Proposer has not solicited or induced any individual or entity to refrain from making a SOQ; and Proposer has not sought by collusion to obtain for itself any advantage over any other Proposer or over the Owner.

The following documents are attached to and made a condition of this SOQ:

A. SOQ

- 1). Cover Letter
- 2). SOQ Transmittal Letter with all required attachments
- 3). Proposer and DB Team Profiles
- 4). Proposer and DB Team Qualifications and Experience
- 5). Project Organization and Key Personnel
- 6). Project Approach and Safety Record
- 7). Financial Information
- 8) Section 7: Prior Experience with Owner
- 9). Resumes

- B. In lieu of Proposer's covenant in item J above, evidence of Proposer's authority to do business in the State of Texas

The principal contact person who will serve as the interface between the Owner and the Proposer for all communications during the procurement period is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

The terms used in this letter have the meanings indicated in the RFQ. The significance of terms with initial capital letters is described in the RFQ.

Proposer agrees that venue shall lie exclusively in Harris County, Texas for any legal action.  
This SOQ is submitted by:

Name of Proposer and identification of Proposer  
(Individual; Corporation; Partnership; Joint  
Venture; other-specify):

\_\_\_\_\_  
*(typed or printed)*

If a Joint Venture, the SOQ Transmittal Form must be signed by authorized representatives of all members of the Joint Venture.

For a corporation indicate the state of incorporation with the corporate address. For a limited liability company indicate the state in which company was formed with the company address.

By: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
*(Individual's Signature)*

**Proposer shall have this form notarized by a duly authorized notary public.**

Doing business as: \_\_\_\_\_

Business address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

# CONFLICT OF INTEREST QUESTIONNAIRE

## FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

### OFFICE USE ONLY

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7** \_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.



**HOUSTON**  
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## **Exhibit A**

April 26, 2022

### **Harris County ESD 1 #93**

#### **DESIGN NARRATIVE:**

The project shall consist of a new one-story approximately 5,900 s.f. (See Exhibit B) urban area EMS station with traditional operational and support spaces common to similar sized modern facilities. It shall be located at 7710 Fallbrook in Houston, Texas. Any existing structures will be removed by the Design/Builder.

The project Program Summary (Exhibit B) will be the basis for programmatic information necessary for the architect to formulate a contract with the Owner. This location will be designed and built along with EMS Station #96 together as a total project. The Owner is desirous for the total project completion to occur by the Summer 2023 if not sooner.

There will be secured staff parking and limited public parking to be located that ensures efficiency of layout and security. The remaining impervious ground surface will become landscape area and green space with an irrigation system provided by architect/engineer.

All site utilities will be investigated to determine reuse/upgrading/abandonment per the project engineer's recommendations. Project will have a radio tower installed by the D/B.

The building structure to be a pre-engineered metal building (PEMB). Exterior finishes may be a combination brick/stone, glass, and architectural insulated metal paneling similar to EMS Station #97 (15600 Woodland Hills, Humble, Texas). The proposed design materials will be presented to the Owner for review and approval at the appropriate phase of design.

Program Summary: Refer to Exhibit B

Entry into a small lobby with exterior glass storefront. Provide a secured entry into staff areas: Kitchen, Day Room, Dining, Private Office, Storage, Corridor, Dorms, Data, etc. There will be three (3) double-stacked Apparatus Bays, with adjacent equipment storage access, that separates the "Supervisor's Suite" area. The suite will have a separate garage, entry, kitchen, living, and dorm.



**HOUSTON**  
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4/26/22

**EXHIBIT B**

**HCESC 1 - EMS #93  
PROGRAM SUMMARY**

Space Description	Level	SF	Comments
Entry	1	60	
Hallway	1	360	
Dorms (6)	1	540	
Dorm Toilet	1	90	
Large Dorm	1	180	
Supervisor Dorm: Office, Kitchen, Toilet, Bed	1	650	This suite is self- contained from the main spaces.
H/C Toilet	1	100	
IT/Electrical Room	1	50	
Utility	1	80	
Day Room	1	370	
Dining	1	285	
Kitchen	1	225	
Toilet	1	75	
Storage	1	70	
Pantry	1	75	
Apparatus Bay (3 double)	1	1,920	
Spatial Total		5,130	
Walls @ 15%	770		
Total Floor Area		5,900	

TOTAL PROJECT AREA



**HOUSTON**  
3200 Wilcrest Drive  
Suite 100  
Houston, TX 77042  
Ofc 713/ 316-1506  
www.agcm.com

## **Exhibit A**

April 26, 2022

Harris County ESD 1 # 96

### **DESIGN NARRATIVE:**

The project shall consist of a new one-story approximately 5,900 s.f. (See Exhibit B) urban area EMS station with traditional operational and support spaces common to similar sized modern facilities. It shall be located at 2947 Washington St. in Houston, Texas. Any existing structures will be removed by the Design/Builder.

The project Program Summary (Exhibit B) will be the basis for programmatic information necessary for the architect to formulate a contract with the Owner. This location will be designed and built along with EMS Station #93 together as a total project. The Owner is desirous for the total project completion to occur by the Summer 2023 if not sooner.

There will be secured staff parking and limited public parking to be located that ensures efficiency of layout and security. The remaining impervious ground surface will become landscape area and green space with an irrigation system provided by architect/engineer.

All site utilities will be investigated to determine reuse/upgrading/abandonment per the project engineer's recommendations. Project will have a radio tower installed by the D/B.

The building structure to be a pre-engineered metal building (PEMB). Exterior finishes may be a combination brick/stone, glass, and architectural insulated metal paneling similar to EMS Station #97 (15600 Woodland Hills, Humble, Texas). The proposed design materials will be presented to the Owner for review and approval at the appropriate phase of design.

Program Summary: Refer to Exhibit B

Entry into a small lobby with exterior glass storefront. Provide a secured entry into staff areas: Kitchen, Day Room, Dining, Private Office, Storage, Corridor, Dorms, Data, etc. There will be three (3) double-stacked Apparatus Bays, with adjacent equipment storage access, that separates the "Supervisor's Suite" area. The suite will have a separate garage, entry, kitchen, living, and dorm.



**HOUSTON**  
 3200 Wilcrest Drive  
 Suite 100  
 Houston, TX 77042  
 Ofc 713/ 316-4506  
 www.agcm.com

4/26/22

**EXHIBIT B**

HCESC 1 - EMS #96  
 PROGRAM SUMMARY

Space Description	Level	SF	Comments
Entry	1	60	
Hallway	1	360	
Dorms (6)	1	540	
Dorm Toilet	1	90	
Large Dorm	1	180	
Supervisor Dorm: Office, Kitchen, Toilet, Bed	1	650	This suite is self-contained from the main spaces.
H/C Toilet	1	100	
IT/Electrical Room	1	50	
Utility	1	80	
Day Room	1	370	
Dining	1	285	
Kitchen	1	225	
Toilet	1	75	
Storage	1	70	
Pantry	1	75	
Apparatus Bay (3 double)	1	1,920	
Spatial Total		5,130	
Walls @ 15%	770		
<b>Total Floor Area</b>		<b>5,900</b>	

TOTAL PROJECT AREA



## President's Report – HCEC

April 2022 Meeting

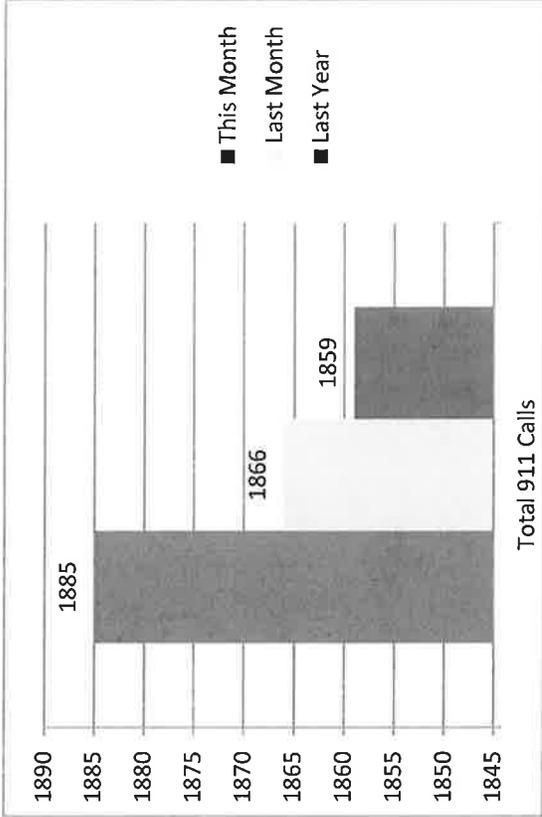
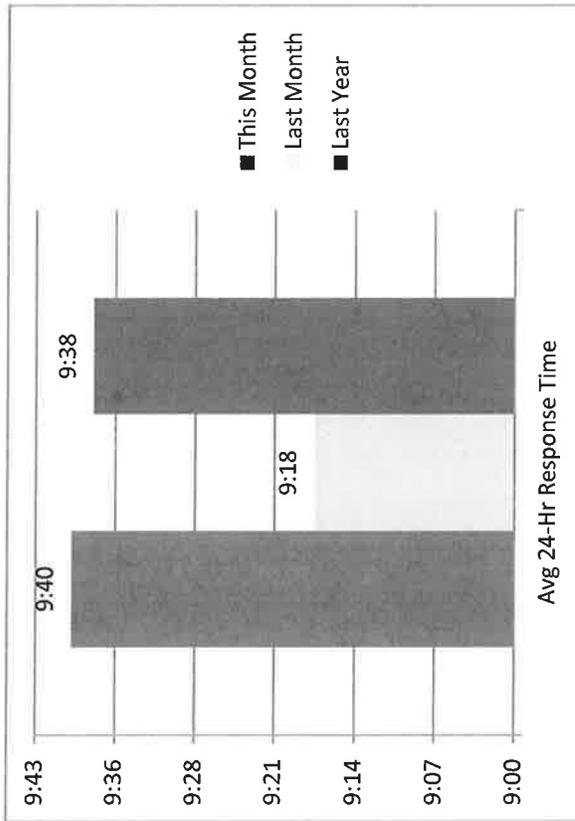
- HCEC responded to 1885 911 calls this month, compared to 1866 in the previous month. Our response time is 9:40.
- HCEC promoted 7 new medics to FTO. Congratulations to Austin Dickson, Moses Landaverde, Julio Mejia, Steven Nelson, Joseph Patterson, Collin Poole, and Slate Uys.
- HCEC is participating in 2 local college recruiting events this month.
- HCEC is interacting with the Aldine High School to try and recruit dispatchers from their public safety courses.
- Texas Mutual performed a safety audit for HCEC and found no recommendations and recognized our efforts at vehicle and other safety initiatives.

Vehicle Accidents last month: 1-minor

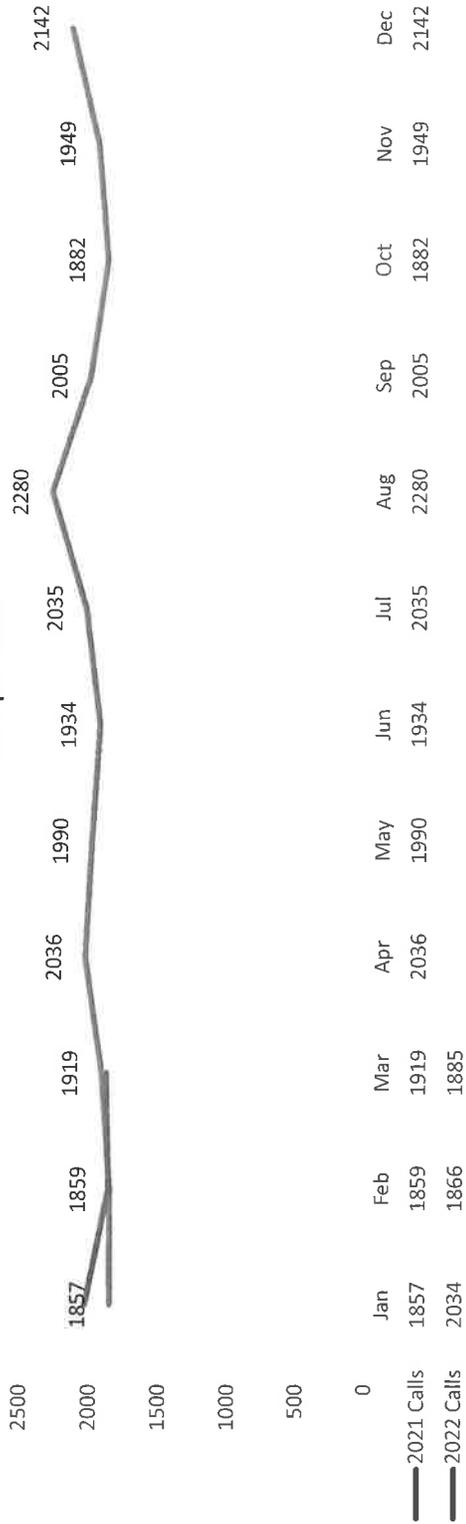
Maintenance Requests last month: 10

**APPROVED**  
Document approved by Harris County ESD-1  
Board of Commissioners  
By a Majority Vote  
on 4/26/22 (Date)  
*Shirley Fattin* *Angela B...*  
President of ESD-1 Secretary of ESD-1

# HCEC Activity March 2022



## Call Volume Comparison







Division 11 Harris County Emerg Corps

# 911 STATISTICS REPORT FOR PERIOD 03-01-22 to 03-31-22

4/1/2022 8:50:10 AM Page 2 of 22

## OUT OF THE CHUTE RESPONSE AVERAGES AND STATISTICS

RESPONSE TYPE	ASSIGNED TO ENROUTE	ASSIGNED TO ONSCENE	ENROUTE TO ONSCENE	HOSPITAL TO IN-SERVICE	AVERAGE ONSCENE TIME	AVERAGE INCIDENT TIME
ALS Response	00:00:58	02:15:17	02:14:18	00:31:51	22:11:03	00:57:47
BLS Response	00:00:54	00:09:40	00:08:47	00:27:52	00:16:03	00:51:32

\* Incidents with units that enroute in district, NO mutual aid responses

## OUT OF THE CHUTE RESPONSE AVERAGES AND STATISTICS BY SHIFT

SHIFT	ASSIGNED TO ENROUTE	ASSIGNED TO ONSCENE	ENROUTE TO ONSCENE	HOSPITAL TO IN-SERVICE	AVERAGE ONSCENE TIME	AVERAGE INCIDENT TIME
A - Shift	00:01:00	00:51:24	00:50:23	00:30:31	23:34:36	00:53:55
B - Shift	00:00:55	00:09:35	00:08:40	00:29:23	00:16:36	00:56:09
C - Shift	00:00:56	00:08:54	00:07:58	00:31:24	00:16:40	00:57:05
D - Shift	00:00:59	00:08:49	00:07:51	00:32:41	00:18:16	00:57:48

\* Incidents with units that enroute in district, NO mutual aid responses

## INCIDENT METHOD OF ALARM BY SHIFT

ALARM	A - Shift	B - Shift	C - Shift	D - Shift	Total
10-Digit Transfer	1				1
911 Network	413	459	445	391	1,708
Admin	1				1
Alarm Company	4	3	3	3	13
Law Enforcement	18	18	18	9	63
Other (Not Listed)	1	3			4
Other Communication Center			2		2
Phone - Emergency	9	13	3	11	36
Phone - Non-Emergency	10	6	6	18	40
Radio	3	2	4	6	15
Walk In				1	1
<b>Total</b>	<b>458</b>	<b>503</b>	<b>484</b>	<b>439</b>	<b>1,884</b>

\* Incidents with units that enroute in district, NO mutual aid responses

## OUT OF SERVICE SUMMARY BY UNIT

OUT OF SERVICE REASON	EMS980	M91	M92	M920	M93	M940	M95	M96	M97	Total
Administrative					00:01:00			00:00:33		00:01:33
Crew issue			00:00:15		00:00:17	00:03:39				00:04:13
Decontamination		00:00:50			00:01:03					00:01:54
Mechanical			00:00:08		00:01:54		00:00:49		00:00:25	00:03:18
Supplies	00:00:28				00:01:14					00:01:43
Unspecified/Unknown Reason					00:00:12		00:02:09		00:05:32	00:07:55
<b>Totals DD:HH:MM</b>	<b>00:00:28</b>	<b>00:00:50</b>	<b>00:00:08</b>	<b>00:00:15</b>	<b>00:01:30</b>	<b>00:06:38</b>	<b>00:00:49</b>	<b>00:03:57</b>	<b>00:05:58</b>	



Division 11 Harris County Emerg Corps

# 911 STATISTICS REPORT FOR PERIOD 03-01-22 to 03-31-22

4/1/2022 8:50:10 AM Page 3 of 22

MM:SS	AVERAGE ASSIGNED TO ENROUTE RESPONSE TIME BY UNIT																															Average			
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
EM5930	00:48					00:00	00:39	00:47	01:26	00:53	00:44	00:39	01:00	00:48	02:21	00:39	00:50	00:36	00:35	00:49	00:36	00:29	00:52	00:47	00:52	00:29	00:20							00:00:46	
EM5980		00:22	00:41	00:31	00:40	00:47	00:44	01:12	00:52	00:37	00:35	00:38	00:56	00:43	00:41	01:00	00:32	01:13	01:00	00:55	00:43	00:26	00:38	01:02	00:44	00:58	01:12	00:53	00:51	00:52	00:38	01:07	00:00:48		
M91	00:48	00:44	01:09	00:54	00:43	00:52	00:43	00:58	01:09	01:27	01:01	00:27	00:37	00:55	01:00	01:00	00:46	01:39	01:13	00:56	00:45	00:58	00:52	00:44	00:58	01:12	00:53	00:51	00:52	00:38	01:06	00:00:56			
M92	00:37	00:38	01:26	00:52	00:58	01:05	00:48	00:35	00:52	00:30	00:48	00:37	00:50	00:57	00:41	00:16	00:50	00:52	00:55	00:54	00:40	00:33	01:08	00:43	00:46	00:40	00:53	00:37	00:57	00:52	00:52	00:00:48			
M920	00:51	00:59	01:05	00:38	00:58	00:26	00:53	01:25	01:25	01:17	00:50	01:11	01:08	00:45	01:06	01:12	01:32	01:24	00:45	00:43	00:39	00:51	00:59	01:26	00:39	01:36	00:59	00:38	00:20	01:21	01:06	00:01:00			
M921																																		01:09	00:01:02
M93	00:58	01:06	01:07	00:54	01:03	00:38	00:55	00:54	01:14	00:56	01:03	01:13	01:22	00:59	00:44	00:56	00:45	01:07	00:44	00:48	01:03	01:27	00:37	00:55	01:01	00:53	00:56	01:31	00:45	00:43	00:00:58				
M930		01:33																																	00:01:33
M931				00:52	00:57	00:47																													00:00:56
M94	00:52	01:23	00:52	01:32	01:09	01:04	00:52	00:54	01:30	00:32	01:06	00:51	00:59	01:06	01:14	00:53	00:39	00:33	00:40	01:15	01:06	00:59	00:55	00:54	00:56	00:54	01:10	00:48	01:09	01:12	01:08	00:01:00			
M940	00:40	01:30	00:58	01:05	01:06	00:56	00:35	00:57	01:11	00:56	00:44	00:51	01:04	01:02	00:35	01:00	01:12	01:41	01:12	00:46	01:00	00:58	01:12	01:03	00:57	00:54	00:39	00:54	01:01	00:54	01:13	00:00:58			
M941					01:00																														00:01:07
M95	01:06	01:18	00:59	01:27	01:05	01:11	01:02	01:56	01:01	00:59	01:03	01:07	01:17	00:52	00:57	01:12	00:55	01:04	00:33	01:12	01:42	00:34	00:55	00:45	01:09	00:44	01:17	00:49	01:10	01:11	01:10	00:01:02			
M96	00:53	00:55	01:01	01:02	00:52	00:44	01:15	01:14	01:00	01:00	00:45	01:03	01:04	00:52	00:47	00:45	00:51	00:43	00:49	01:18	00:50	00:53	00:49	00:57	00:42	01:09	00:47	01:04	00:59	01:02	00:00:56				
M97	01:00	00:42	01:15	01:01	01:00	01:06	01:03	01:01	00:47	01:21	03:59	01:17		01:28	01:26	00:56	01:04	00:39	00:53	00:46	01:18	00:57	01:12	00:04	00:46	01:00	01:20	00:27	01:27	01:03	01:11	00:01:07			
M980	01:02							00:50																										00:01:00	

MM:SS	AVERAGE ASSIGNED TO ENROUTE RESPONSE TIME BY SHIFT																															Average			
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
SHIFT																																			
A - Shift			01:00	01:38	00:59	01:19					01:02	01:27	00:52	01:13					00:49	01:11	01:00	01:00					00:58	01:13	01:00	01:07			00:01:00		
B - Shift					00:55	01:01	00:46	01:20				00:48	01:23	00:55	01:52					00:55	01:10	00:53	01:31					00:44	01:21	00:53	01:22		00:00:55		
C - Shift	00:51	01:56					00:44	01:33	01:02	00:53				00:50	01:25	00:53	01:13					00:49	01:16	00:52	01:31								00:00:55		
D - Shift	00:57	00:55	01:10						00:56	01:26	00:58	01:15				00:50	01:24	00:54	01:11						00:45	01:04	00:52	01:14					00:00:57		

MM:SS	AVERAGE ASSIGNED TO ENROUTE RESPONSE TIME BY RESPONSE TYPE																															Average			
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
RESPONSE TYPE																																			
ALS Response	00:53	00:59	01:02	01:39	00:59	01:21	00:44	00:57	01:26	01:01	01:08	00:50	01:23	01:04	00:47	01:29	01:31	00:53	00:54	01:13	01:10	00:53	00:51	00:46	01:05	00:55	01:16	01:14	01:02	01:03	00:56	00:00:57			
BLS Response	01:07	01:39	00:55	00:47	01:07	01:17	00:44	01:54	01:27	01:02	01:17	01:36	00:42	01:06	00:53	00:45	01:08	00:55	00:33	01:01	01:08	01:32	00:40	01:31	00:44	01:58	01:06	01:11	01:23	00:35	00:54	00:01:00			



Division 11 Harris County Emerg Corps

911 STATISTICS REPORT FOR PERIOD 03-01-22 to 03-31-22

MM:SS UNIT	AVERAGE ENROUTE TO ONSCENE RESPONSE TIME BY UNIT																															Average			
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
EMS930	10:35					10:24	06:25	06:38	01:42	10:56	06:50	11:21	10:50	09:20	09:40	11:04	06:57	06:32	10:53	05:39	17:35							09:57	07:26	09:05	05:31	00:08:46			
EMS980		11:19	08:13	16:44	10:01	08:43	11:15		07:58	11:25	08:45	12:36	12:01		09:45	07:02	11:08	09:25	12:02	08:42	10:51	19:03	15:38	14:01	09:58		06:41		10:18	13:47	00:11:00				
M91	09:32	05:40	09:30	05:35	09:09	06:48	07:06	06:45	04:01	05:03	07:07	07:32	05:37	11:18	05:21	11:07	09:30	10:12	05:26	05:58	07:20	06:42	09:14	06:39	08:13	06:23	07:19	07:48	06:27	05:49	00:07:29				
M92	08:51	06:59	09:33	05:26	06:21	05:51	11:45	06:24	04:59	08:18	07:23	04:15	10:26	06:26	06:53	09:39	05:47	06:13	07:01	06:56	06:58	08:47	05:55	08:10	05:35	06:10	14:47	05:00	05:28	06:23	00:07:27				
M920	09:32	06:43	06:23	05:29	06:59	07:11	07:02	05:41	08:11	06:29	08:49	06:16	10:27	07:33	08:24	06:39	08:49	08:13	06:55	10:57	05:59	06:53	07:12	09:09	07:34	09:55	07:12	05:34	06:18	07:02	00:07:34				
M921																																	06:36	00:07:04	
M93	06:21	09:24	07:24	10:14	06:45	06:16	06:08	07:50	07:47	05:27	06:43	06:50	05:31	05:52	05:46	06:28	08:07	08:47	05:54	09:09	06:07	07:36	06:39	07:17	07:10	08:57	06:36	05:52	04:23	12:22	05:19	00:06:57			
M930		04:02																																	
M931																																			00:04:02
M94	07:24	04:17	05:30	05:33	05:56	04:59	07:22	05:23	05:53	06:33	07:06	05:14	04:20	05:55	07:11	06:57	06:49	07:47	05:11	05:33	05:29	04:39	08:19	05:47	06:35	06:27	05:33	08:58	03:30	06:30	07:23	00:06:06			
M940	06:02	07:28	06:02	04:51	05:42	04:53	05:58	06:40	05:51	07:38	21:42	04:18	07:21	05:18	05:38	06:39	06:11	08:45	08:02	06:29	06:40	03:50	09:01	08:30	07:27	06:37	05:25	06:13	04:05	05:39	08:54	01:48:27			
M941																																			00:06:43
M95	09:33	06:00	08:11	07:45	08:11	09:12	07:24	09:21	09:02	05:02	09:52	07:14	08:06	09:51	08:03	06:57	07:06	06:49	08:39	05:57	05:41	10:16	07:21	06:18	07:42	07:07	08:34	08:02	05:40	09:48	06:19	00:07:49			
M96	05:17	08:17	04:53	05:31	08:35	08:34	06:17	07:33	06:54	07:13	05:39	07:43	05:52	07:45	05:58	05:54	05:42	06:33	08:16	08:44	06:00	10:07	07:12	06:23	06:32	07:33	07:22	07:32	06:56	06:43	04:51	00:06:53			
M97	07:03	04:32	17:03	05:42	06:05	05:57	07:22	06:56	06:55	08:25	04:35	03:49		09:48	02:50	04:16	08:13	07:07	06:23	05:01	10:24	05:05	07:52	15:35	07:24	06:55	12:20	07:15	05:58	04:20	07:06	00:07:17			
M980	08:07																																		00:08:29

MM:SS SHIFT	AVERAGE ENROUTE TO ONSCENE RESPONSE TIME BY SHIFT																															Average	
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
A - Shift			07:49	07:26	07:24	04:50					31:14	07:38	06:31	06:03					06:51	05:48	07:40	07:10						07:54	07:24	06:21	05:00	22:27:21	
B - Shift				07:01	07:05	07:16	08:30					07:03	05:16	09:02	06:47						07:19	06:22	07:15	10:10				08:16	06:22	07:18	07:36	00:07:34	
C - Shift	07:41	04:24					07:16	06:03	06:39	07:50				06:51	07:59	08:06	06:23						08:18	06:45	07:54	07:43				07:02	00:07:26		
D - Shift	09:04	06:57	05:54					07:00	07:46	06:36	07:59					07:30	05:53	08:15	07:35						07:26	06:38	07:09	06:24					00:07:17

MM:SS RESPONSE TYPE	AVERAGE ENROUTE TO ONSCENE RESPONSE TIME BY RESPONSE TYPE																															Average
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
ALS Response	07:11	06:35	08:14	06:52	07:22	05:43	06:48	07:13	07:41	06:48	24:51	06:25	04:51	07:42	06:05	08:34	06:53	08:45	06:17	05:44	06:22	06:58	07:19	06:46	06:51	07:05	06:29	08:14	06:19	07:03	06:10	00:07:17
BLS Response	05:15	05:27	06:37	07:57	07:06	03:22	09:11	10:47	07:44	09:08	05:11	03:39	08:26	05:08	08:15	08:50	07:41	06:30	08:37	07:09	08:41	05:41	11:31	06:44	09:30	07:46	10:30	06:10	07:12	07:47	08:39	22:27:21



Division 11 Harris County Emerg Corps

# 911 STATISTICS REPORT FOR PERIOD 03-01-22 to 03-31-22

4/1/2022 8:50:10 AM Page 5 of 22

HH:MM:SS		AVERAGE RESPONSE TIMES BY UNIT - IN DISTRICT							* All units assigned to a response in district that went enroute		
UNIT	ASSIGNED TO ENROUTE	ASSIGNED TO ONSCENE	ENROUTE TO ONSCENE	HOSPITAL TO IN-SERVICE	AVERAGE ONSCENE TIME	AVERAGE INCIDENT TIME		AVERAGE ONSCENE TIME	AVERAGE INCIDENT TIME		
EMS990	00:00:45	00:08:58	00:08:14	00:30:55	00:18:16	00:51:27		00:18:16	00:51:27		
EMS980	00:00:51	00:11:03	00:10:20	00:33:40	00:19:48	01:00:05		00:19:48	01:00:05		
M91	00:00:55	00:08:06	00:07:10	00:38:22	00:18:32	01:04:45		00:18:32	01:04:45		
M92	00:00:48	00:07:51	00:07:02	00:31:40	00:16:39	00:57:33		00:16:39	00:57:33		
M920	00:01:00	00:08:31	00:07:30	00:30:08	00:17:59	00:55:26		00:17:59	00:55:26		
M921	00:01:01	00:07:29	00:06:27	00:14:22	00:14:38	00:50:03		00:14:38	00:50:03		
M93	00:00:57	00:07:45	00:06:48	00:30:30	00:16:47	01:00:17		00:16:47	01:00:17		
M930	00:01:35	00:08:18	00:06:43	00:34:22	00:13:53	00:51:02		00:13:53	00:51:02		
M931	00:00:54	00:06:45	00:05:50	00:21:06	00:14:19	00:44:50		00:14:19	00:44:50		
M94	00:01:00	00:06:55	00:05:55	00:24:44	00:15:15	00:48:59		00:15:15	00:48:59		
M940	00:00:55	08:32:39	08:31:43	00:26:32	06:30:39	00:49:09		06:30:39	00:49:09		
M941	00:01:07	00:09:09	00:08:02	00:23:21	00:17:59	00:50:31		00:17:59	00:50:31		
M95	00:01:01	00:08:38	00:07:38	00:34:36	00:17:31	00:56:42		00:17:31	00:56:42		
M96	00:00:57	00:07:30	00:06:33	00:34:36	00:19:46	01:01:02		00:19:46	01:01:02		
M97	00:01:01	00:08:37	00:07:36	00:30:15	00:14:18	00:56:27		00:14:18	00:56:27		
M980	00:01:00	00:09:30	00:08:29	00:26:50	00:13:57	00:47:30		00:13:57	00:47:30		

HH:MM:SS		AVERAGE RESPONSE TIMES BY SHIFT - IN DISTRICT							* All units assigned to a response in district that went enroute		
SHIFT	ASSIGNED TO ENROUTE	ASSIGNED TO ONSCENE	ENROUTE TO ONSCENE	HOSPITAL TO IN-SERVICE	AVERAGE ONSCENE TIME	AVERAGE INCIDENT TIME		AVERAGE ONSCENE TIME	AVERAGE INCIDENT TIME		
A	00:00:59	04:10:03	04:09:04	00:30:06	07:01:55	00:53:42		07:01:55	00:53:42		
B	00:00:55	00:08:03	00:07:07	00:29:46	00:16:31	00:56:55		00:16:31	00:56:55		
C	00:00:55	00:07:54	00:06:59	00:31:51	00:16:38	00:57:16		00:16:38	00:57:16		
D	00:00:57	00:08:01	00:07:05	00:32:18	00:18:25	00:57:55		00:18:25	00:57:55		



Division 11 Harris County Emerg Corps

# 911 STATISTICS REPORT FOR PERIOD 03-01-22 to 03-31-22

4/11/2022 8:50:10 AM Page 6 of 22

UNIT	ASSIGNED TO ENROUTE	ASSIGNED TO ONSCENE	ENROUTE TO ONSCENE	HOSPITAL TO IN-SERVICE	AVERAGE ONSCENE TIME	AVERAGE INCIDENT TIME
EMS930	00:00:57	00:15:27	00:14:30	00:44:50	00:12:11	01:19:20
EMS980	00:00:53	00:12:01	00:11:09	00:24:30	00:16:53	00:50:32
M91	00:00:52	00:06:57	00:06:04	00:37:16	00:34:52	00:53:19
M92	00:00:29	00:02:32	00:02:18	00:33:18	00:40:07	00:28:02
M920	00:01:09	00:08:06	00:06:56	00:17:06	00:14:09	00:29:04
M93	00:00:55	00:03:57	00:02:31	00:33:45	00:04:30	01:16:28
M94	00:00:30	00:10:26	00:09:56	00:58:04	00:21:53	01:14:57
M940	00:02:47	00:16:06	00:11:43	00:22:44	00:12:16	00:36:14
M95	00:01:39	00:06:30	00:04:50	00:49:50	00:24:02	01:13:38
M96	00:00:32	00:07:53	00:06:31	00:00:00	00:17:41	00:12:24
M97	00:01:44	00:09:41	00:07:58	00:18:40	00:13:32	00:27:33

\* All units assigned to a response out of district that went enroute

SHIFT	ASSIGNED TO ENROUTE	ASSIGNED TO ONSCENE	ENROUTE TO ONSCENE	HOSPITAL TO IN-SERVICE	AVERAGE ONSCENE TIME	AVERAGE INCIDENT TIME
A	00:01:11	00:08:05	00:06:55	00:33:34	00:20:27	00:42:52
B	00:00:33	00:03:58	00:03:25	00:23:03	00:31:54	00:24:51
C	00:01:00	00:11:32	00:10:25	00:22:28	00:25:59	00:41:21
D	00:01:38	00:10:49	00:09:05	00:42:58	00:17:08	00:56:25

\* All units assigned to a response out of district that went enroute



Division 11 Harris County Emerg Corps

# 911 STATISTICS REPORT FOR PERIOD 03-01-22 to 03-31-22

4/1/2022 8:50:10 AM Page 7 of 22

INCIDENT RESPONSE TOTALS BY UNIT																																	
UNIT	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
9910				1																													1
9912							1															2											4
CHP1		2						2														2											11
D90	4	3	6	5	3	5	2	2	1	4	5	5	5	4	2	5	4	5	6	6	5	8	3	2	2	3	5	8	1	4		119	
D901	1	3	3	4	3	4	4	4	1	3	5	2	4	2	4	4	1	4	5	2	4	5	2	4	2	5	8	2	2	1		82	
EMS930	3	2	3	2	3	3	3	3	1	5	5	3	4	3	4	5	2	3	3	4	3	4	3	4	3	6	3	5	4		74		
EMS980	6	4	5	3	6	4	4	4	5	6	5	3	3	7	5	7	5	3	4	4	7	5	5	3	5	6	4	5	6		128		
HCMD1			1																													1	
M91	9	5	6	5	3	9	6	5	5	9	5	6	9	9	7	9	9	7	10	8	10	6	4	8	8	8	8	9	8	7	4	218	
M92	7	6	4	6	5	7	5	6	5	4	6	6	5	7	9	6	9	6	9	8	4	8	8	4	8	8	7	9	3	4	9	198	
M920	8	4	6	5	6	5	6	5	5	2	7	3	5	7	10	6	7	5	7	8	4	8	8	3	6	10	8	11	4	5	6	190	
M921																																11	
M93	9	4	5	4	5	13	5	7	5	8	6	5	3	6	4	9	8	6	6	9	7	10	8	6	5	5	11	11	8	2	3	203	
M930		2																														2	
M931			6	3	3																											33	
M94	7	6	6	6	5	5	10	6	3	6	9	6	9	6	7	7	5	5	6	6	5	9	3	6	6	8	7	6	5	6	4	192	
M940	6	7	7	4	5	5	7	6	5	7	7	3	5	9	7	6	6	5	7	7	5	4	3	2	6	9	7	6	4	6	2	175	
M941																																8	
M95	8	6	7	5	5	5	4	6	4	3	4	5	2	5	7	1	5	9	6	7	3	6	9	5	5	9	3	12	6	6	2	170	
M96	9	4	8	6	6	7	7	5	6	10	9	8	8	9	8	8	8	9	5	7	6	8	9	8	9	7	10	10	12	5	6	237	
M97	6	4	4	7	6	1	6	7	5	3	4	2		3	3	2	5	5	5	3	4	3	5	1	3	3	4	3	5	1	4	117	
M980	2							2																								9	
Totals	79	59	73	57	64	71	73	66	50	58	81	60	58	68	79	68	78	71	69	83	68	86	76	54	79	87	81	101	71	58	57	2,183	

\* All units assigned to a response that went enroute

INCIDENT RESPONSE TOTALS BY SHIFT																																
SHIFT	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
A - Shift			64	6	50	9					70	5	47	13					54	7	65	15					63	13	63	2		546
B - Shift				51	14	62	9					55	11	55	8					76	3	71	12					88	8	56	8	587
C - Shift	61	5					64	12	40	7				71	7	70	11					64			8	66	16			49	551	
D - Shift	18	54	9					54	10	51	11				61	8	60	15						46	13	71	18				499	
Totals	79	59	73	57	64	71	73	66	50	58	81	60	58	68	79	68	78	71	69	83	68	86	76	54	79	87	81	101	71	58	57	2,183

\* All units assigned to a response that went enroute



Division 11 Harris County Emerg Corps

# 911 STATISTICS REPORT FOR PERIOD 03-01-22 to 03-31-22

4/1/2022 8:50:10 AM Page 8 of 22

INCIDENT REFUSAL TOTALS BY UNIT																																	
UNIT	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
EMS930	1					1	1				2	5	1		1	1	1	1	2	1	2	1	2										31
EMS980		2	1	1		2	1	2	1	2	3	3		1	2	1	1	1	2	2	3	2	2	1		2	2	2				2	35
M91	1	1			2		1	1	2	3	3	1	1	3		2	2	2	4	1	1	1			4	1	2	2	1			38	
M92	1	1		2		1	1	1	1	1	1	1	1		1	1	1	4	1	2	1	3	4	1	2	1	1	3	1	2	4	39	
M920	4	1		1		1	1	1	1	3	1	3	1	1	3	1	1	1	3	2	1	2	1	1	1	3	1	1	1	2	3	35	
M921																																1	
M93	2	1	1	1		3	1	1	1	1	1	2		2	2	2	2	2	2	2	2	1	1	1	1	2	6	1	1	1	1	35	
M931																																5	
M94	1	1	2	3	1	2	1	2	1	2	5	2	1	1	1	1	1	2	1	2	2	1	2	1	1	1	1	2	1			35	
M940	1	3	1	1	1	1	2	1	2	1	2	1	3	1	2	1	2	2	1	2	1	2	1	1	2	2	2	1	1	1		28	
M941						1																										2	
M95	1	2	2	3	1	1	1	1	1	1	1	1	1	1	1	3	3	3	2	2	2	1	3	2	4	1	2	4	1			35	
M96	1	3	2	1	2	1	1	3	1	2	1	2	1	1	3	4	2	4	3	3	3	2	2	2	2	1	3	1	6	2	2	53	
M97	1	2			1	1	2	1	1	1	1	1	1																			19	
M980																																4	
<b>Totals</b>	<b>13</b>	<b>12</b>	<b>12</b>	<b>11</b>	<b>8</b>	<b>11</b>	<b>9</b>	<b>8</b>	<b>10</b>	<b>11</b>	<b>22</b>	<b>14</b>	<b>5</b>	<b>11</b>	<b>13</b>	<b>6</b>	<b>11</b>	<b>16</b>	<b>10</b>	<b>19</b>	<b>12</b>	<b>12</b>	<b>15</b>	<b>13</b>	<b>12</b>	<b>21</b>	<b>17</b>	<b>14</b>	<b>22</b>	<b>11</b>	<b>14</b>	<b>395</b>	

INCIDENT REFUSAL TOTALS BY SHIFT																																
SHIFT	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
A - Shift			9	2	7	1					19		5	4		7			7	6	12					15						109
B - Shift				9	1	10	1					14		7	1				13			12	1					14		11	1	95
C - Shift	9	1				8	1	9	3					12		9	1					14	3	11	3					13		97
D - Shift	4	11	3				7	1	8	3				6	2	15	3						10	1	18	2					94	
<b>Totals</b>	<b>13</b>	<b>12</b>	<b>12</b>	<b>11</b>	<b>8</b>	<b>11</b>	<b>9</b>	<b>8</b>	<b>10</b>	<b>11</b>	<b>22</b>	<b>14</b>	<b>5</b>	<b>11</b>	<b>13</b>	<b>6</b>	<b>11</b>	<b>16</b>	<b>10</b>	<b>19</b>	<b>12</b>	<b>12</b>	<b>15</b>	<b>13</b>	<b>12</b>	<b>21</b>	<b>17</b>	<b>14</b>	<b>22</b>	<b>11</b>	<b>14</b>	<b>395</b>

INCIDENT REFUSAL REASON BY SHIFT					
REFUSAL REASON	A - Shift	B - Shift	C - Shift	D - Shift	Total
Refusal IAMA	100	88	90	86	364
Refusal Parental	9	7	7	8	31
<b>Total</b>	<b>109</b>	<b>95</b>	<b>97</b>	<b>94</b>	<b>395</b>





Division 11 Harris County Emerg Corps

911 STATISTICS REPORT FOR PERIOD 03-01-22 to 03-31-22

4/1/2022 8:50:10 AM Page 10 of 22

NATURE	EMS930	EMS980	M91	M92	M920	M921	M93	M930	M931	M94	M940	M941	M95	M96	M97	M980	Total
MVA INVOLVING BUILDING				1											1		3
MVA INVOLVING BUS									1								1
MVA NOT ALERT							1								1		3
MVA NOT ALERT AB RESP																	1
MVA ROLL OVER			1	1			1						1	1			12
MVA UNCONSCIOUS													1	1			4
MVA WITH EJECTION			1								1						1
MVA WITH ENTRAPMENT																	4
MVA WITH ROLLOVER			1	1			1						1	1			9
O.B.			1				1						1	1			13
OBSTETRICS CALL							1										2
OUTSIDE FIRE																	1
OVERDOSE			1	1			1						1	1			30
OVERDOSE/POISONING			1								1			1			6
POSSIBLE D.O.A.			1								1			1			12
POSSIBLE DOA																1	1
PSYCHIATRIC	1		1	1			1						1	1			68
RESIDENTIAL FIRE	1		1	1			1						1	1			9
RESIDENTIAL FIRE MULT			1										1	1			5
RESPIRATORY			1	1			1					1	1	1			199
RESPIRATORY ARREST																	2
SEIZURES			1	1			1						1	1			65
STABBING SHOOTING			1	1			1						1	1			15
STROKE/CVA																	1
STRUCTURE FIRE			1	1			1										4
STRUCTURE FIRE HIGH LIFE																	3
TACTICAL MEDICAL RESPONSE			1														1
TRAILER HOUSE FIRE																	1
TRANS/INTERFAC/PALLIATIVE CARE																	4
TRAUMATIC INJURIES (SPECIFIC)			1	1			1							1			4
UNCONSCIOUS PARTY			1	1			1					1	1	1			112
UNKNOWN PROBLEM	1		1	1			1						1	1			72
VEHICLE FIRE W/EXPOSURES																	2
<b>Totals</b>	<b>69</b>	<b>117</b>	<b>208</b>	<b>193</b>	<b>180</b>	<b>11</b>	<b>195</b>	<b>2</b>	<b>32</b>	<b>185</b>	<b>167</b>	<b>9</b>	<b>166</b>	<b>229</b>	<b>112</b>	<b>9</b>	<b>1,884</b>



Division 11 Harris County Emerg Corps

# 911 STATISTICS REPORT FOR PERIOD 03-01-22 to 03-31-22

4/1/2022 8:50:10 AM Page 11 of 22

## INCIDENT LOCATION BY UNIT

LOCATION	EMS930	EMS980	M91	M92	M920	M921	M93	M930	M931	M94	M940	M941	M95	M96	M97	M980	Total
Ambulatory surgery center													1				1
Apartment	4	5	7	11	9		22		3	37	27	1	13	19	6	1	165
Apu/Retail/SubDivision	5	8	10	7	8		11	1	1	20	14	1	13	14	6		119
Building [any] under construction															1		1
Dialysis Center										1	3						4
Elementary school					1		1		1						1		4
Health care provider office					2	1				1	1		1	1	3		10
High school			1	1									1		1		4
Hotel/ Motel					1												2
Middle school													1		1		2
Mobile home			8	7	5	1	1			6	4		2	3	3	1	41
Movie house or cinema												1					1
Nursing home	1	2	1		1					2	2		7	7	1		17
Nursing Home/Asst Living/SNF			5		1					2	4			2			7
Other				1	1					2	4				1	1	10
Other ambulatory health services establishments			2							1				1			6
Other recreation area				1													2
Other specified industrial and construction area				1	1												2
Other specified public building				2	1					1	5		3	1	3		18
Prison		1								2	2				7		12
Private commercial establishments		1	8	7	4	1	11			7	3		3	6	2	1	54
Private garage of single-family (private) house		1											4				6
Public administrative building				1					1								1
Public park			1										1				3
Recreation - Stadium			1														1
Religious institution																	1
School / Childcare Facility				1	4					1	3			1	1		6
School dormitory													3				8
Single-family non-institutional (private) house	27		111	120		7		14		80	76	4	94	141	57	5	538
Single-family non-institutional (private) house		38			86		102	1									425
Sports and athletics area as the place of occurrence of the external cause				1													1
Station - Walk-ins					2									2			4
Street and Highway	31	51	33	26	23		24		7		12			30			237
Street and highway						1				20			17		14		52
Trade school													1				1
Unspecified non-institutional (private) residence	1	7	18	4	27		17		2	4	10	2	4		3		99
Unspecified residential institution		3	1		2		4				1		3	1	1		16
Unspecified school			1		1								1				3
Warehouse Facilities					1												1
<b>Total</b>	<b>69</b>	<b>117</b>	<b>208</b>	<b>193</b>	<b>180</b>	<b>11</b>	<b>195</b>	<b>2</b>	<b>32</b>	<b>185</b>	<b>167</b>	<b>9</b>	<b>167</b>	<b>229</b>	<b>112</b>	<b>9</b>	<b>1,885</b>



Division 11 Harris County Emerg Corps

# 911 STATISTICS REPORT FOR PERIOD 03-01-22 to 03-31-22

4/1/2022 8:50:10 AM Page 12 of 22

		INCIDENT LOCATION BY SHIFT				Total
LOCATION	A - Shift	B - Shift	C - Shift	D - Shift	Total	
Ambulatory surgery center	1				1	
Apartment	34	48	39	44	165	
Apt/Retail/SubDivision	28	27	36	28	119	
Building [any] under construction				1	1	
Dialysis Center	2		2		4	
Elementary school	1	1		2	4	
Health care provider office	1	3	3	3	10	
High school		1	3		4	
Hotel/ Motel		1	1		2	
Middle school	1	1			2	
Mobile home	8	12	17	4	41	
Movie house or cinema	1				1	
Nursing home	2	8	2	5	17	
Nursing Home/Assst Living/SNF	1	4		2	7	
Other	5	4		1	10	
Other ambulatory health services establishments	1	1	2	2	6	
Other recreation area		1		1	2	
Other specified industrial and construction area	1	1			2	
Other specified public building	7	3	3	5	18	
Prison	5	2	3	2	12	
Private commercial establishments	7	12	17	18	54	
Private garage of single-family (private) house		5		1	6	
Public administrative building			1		1	
Public park	1	2			3	
Recreation - Stadium		1			1	
Religious institution			3	3	6	
School / Childcare Facility	1	1	2	4	8	
School dormitory			1		1	
Single-family non-institutional (private) house		240			240	
Single-family non-institutional (private) house	237		255	231	723	
Sports and athletics area as the place of occurrence of the external cause	1				1	
Station - Walk-ins	1		1	2	4	
Street and Highway	71	75	80		226	
Street and highway				63	63	
Trade school		1			1	
Unspecified non-institutional (private) residence	31	41	11	16	99	
Unspecified residential institution	8	6	2		16	
Unspecified school	1	1	1		3	
Warehouse Facilities				1	1	
<b>Total</b>	<b>458</b>	<b>503</b>	<b>485</b>	<b>439</b>	<b>1,885</b>	



Division 11 Harris County Emerg Corps

# 911 STATISTICS REPORT FOR PERIOD 03-01-22 to 03-31-22

4/1/2022 8:50:10 AM Page 13 of 22

PATIENT TRANSPORTS BY UNIT																																
UNIT	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
EMS930	2					0	2	3		0	3	0	2		2	3	1	1	1	1	1	1	3	0			1	1	1	1	2	30
EMS980		2	2	2	3	2	2		2	4	2	0	3		4	1	4	1	2	3	3	3	1	2	4	4		1			65	
M91	8	4	6	4	3	7	5	4	3	1	5	2	3	5	9	6	5	5	2	4	4	7	4	3	4	4	4	6	5	4	140	
M92	4	4	4	3	5	5	3	6	3	3	4	3	3	5	8	4	6	1	5	5	3	3	3	3	5	7	5	6	2	2	126	
M920	4	2	4	2	4	4	5	5	1	2	2	2	5	6	4	4	6	4	5	5	3	4	4	2	2	6	4	8	3	1	115	
M921																															9	
M93	6	1	3	3	5	7	4	7	4	6	5	5	2	6	2	8	8	5	5	7	4	7	6	5	3	3	3	7	6	1	146	
M930	2																														2	
M931			4	2	3																										21	
M94	5	5	3	3	3	3	5	4	2	4	2	2	5	4	5	5	4	4	4	6	2	6	2	2	5	5	4	2	4	6	120	
M940	6	5	3	3	3	3	4	3	2	5	5	3	4	4	4	6	3	2	5	4	5	3	2	2	4	7	2	6	2	3	115	
M941					2																					2	1				5	
M95	6	3	5	4	2	3	2	3	3	2	3	4	2	4	6	1	2	3	3	4	1	5	5	1	3	3	2	9	2	2	99	
M96	7	2	4	3	4	5	5	4	2	4	5	6	3	6	4	5	5	5	4	4	6	7	8	3	3	4	4	7	5	3	139	
M97	4	1	3	4	4	1	5	4	4	2	2	0		2	3	0	5	4	5	3	3	1	4	1	3	2	4	2	3	1	82	
M980	1							2																							3	
Totals	53	31	41	33	41	40	42	45	26	33	38	27	32	42	51	43	50	35	41	46	35	49	39	28	43	52	33	55	33	30	30	1,217

PATIENT TRANSPORTS BY SHIFT																																
SHIFT	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
A - Shift			36	4	29	6					33	3	26	5					33	0	34	10					24	9	28	2	282	
B - Shift				29	12	34	5					24	6	37	7				46	1	39	8					46	5	28	5	332	
C - Shift	43	4					37	7	20	2				44	5	44	7					31	5	38	11					25	323	
D - Shift	10	27	5					38	6	31	5				38	6	28	8						23	5	41	9				280	
Totals	53	31	41	33	41	40	42	45	26	33	38	27	32	42	51	43	50	35	41	46	35	49	39	28	43	52	33	55	33	30	1,217	





Division 11 Harris County Emerg Corps

# 911 STATISTICS REPORT FOR PERIOD 03-01-22 to 03-31-22

4/1/2022 8:50:10 AM Page 15 of 22

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\* All units assigned to a response that went enroute in district, NO mutual aid responses

## AVERAGE HOSPITAL TO IN-SERVICE TIME

Location Name	Transports	Average Duration	Shortest Duration	Longest Duration	Total Time At Hospital
BEN TAUB HOSPITAL	5	0:00:36:15	0:00:18:51	0:01:00:25	0:03:01:19
CHI ST LUKE'S MEDICAL CENTER	2	0:00:36:45	0:00:33:35	0:00:39:55	0:01:13:50
CHI ST LUKE'S VINTAGE	105	0:00:30:56	0:00:00:41	0:01:03:00	2:06:09:26
CHI ST LUKE'S WOODLANDS	6	0:00:30:56	0:00:21:48	0:00:41:02	0:03:05:56
HCA ER 247 WILLOWBROOK	5	0:00:18:12	0:00:11:48	0:00:25:52	0:01:31:00
HCA HOUSTON ER 247	3	0:00:24:38	0:00:19:20	0:00:35:15	0:01:13:55
HCA HOUSTON ER 277 CYFAIR	2	0:00:19:09	0:00:08:25	0:00:29:53	0:00:38:18
HCA HOUSTON HEALTHCARE NORTHWEST	19	0:00:49:19	0:00:13:27	0:01:50:47	0:14:47:53
HCA KINGWOOD MEDICAL CENTER	3	0:00:36:19	0:00:32:20	0:00:41:56	0:01:48:59
HOUSTON NW	180	0:00:40:37	0:00:00:05	0:02:03:11	5:01:52:01
KINGWOOD EMERGENCY CENTER	9	0:00:37:56	0:00:26:30	0:00:48:39	0:05:41:30
KINGWOOD MEDICAL CENTER	104	0:00:36:49	0:00:07:30	0:02:01:47	2:15:49:36
LYNDON B JOHNSON GENERAL HOSPITAL	69	0:00:31:27	0:00:12:00	0:00:58:01	1:12:30:27
MAINLAND MEDICAL CENTER	1	0:00:15:31	0:00:15:31	0:00:15:31	0:00:15:31
MD ANDERSON CANCER CENTER	1	0:00:31:30	0:00:31:30	0:00:31:30	0:00:31:30
MEMORIAL HERMANN CYPRESS	1	0:00:28:02	0:00:28:02	0:00:28:02	0:00:28:02
MEMORIAL HERMANN GREATER HEIGHTS	12	0:00:32:38	0:00:00:07	0:01:40:30	0:06:31:36
MEMORIAL HERMANN HOSPITAL	17	0:00:40:58	0:00:23:00	0:01:06:58	0:11:36:41
MEMORIAL HERMANN NORTHEAST	340	0:00:33:52	0:00:00:06	0:01:59:13	7:23:56:45
MEMORIAL HERMANN NORTHWEST	1	0:01:11:58	0:01:11:58	0:01:11:58	0:01:11:58
MEMORIAL HERMANN SUMMER CREEK EMERGENCY DEPARTMENT	11	0:00:21:15	0:00:12:11	0:00:40:03	0:03:53:53
MEMORIAL HERMANN WOODLANDS	37	0:00:40:54	0:00:05:19	0:01:35:07	1:01:13:52
METHODIST HOSPITAL	1	0:00:23:30	0:00:23:30	0:00:23:30	0:00:23:30
METHODIST WILLOWBROOK	220	0:00:37:53	0:00:02:21	0:01:47:04	5:18:54:30
METHODIST WOODLANDS HOSPITAL	10	0:00:41:03	0:00:22:42	0:01:03:40	0:06:50:33
ST JOSEPH'S HOSPITAL	3	0:00:24:29	0:00:08:35	0:00:39:16	0:01:13:28
ST MICHAEL'S ER - THE WOODLANDS	1	0:00:35:22	0:00:35:22	0:00:35:22	0:00:35:22
TEXAS CHILDRENS HOSPITAL	11	0:00:25:08	0:00:16:52	0:00:32:26	0:04:36:37
TEXAS CHILDRENS THE WOODLANDS CAMPUS	24	0:00:26:05	0:00:00:41	0:00:40:02	0:10:26:09
TOMBALL REGIONAL HOSPITAL	10	0:00:34:04	0:00:00:46	0:00:55:06	0:05:40:45
VETERANS AFFAIRS MEDICAL CENTER	4	0:00:22:42	0:00:15:53	0:00:30:16	0:01:30:48
<b>Totals</b>	<b>1,217</b>				



Division 11 Harris County Emerg Corps

# 911 STATISTICS REPORT FOR PERIOD 03-01-22 to 03-31-22

4/1/2022 8:50:10 AM Page 16 of 22

NO TRANSPORT DISPOSITION		NO TRANSPORT DISPOSITION SUMMARY BY UNIT																	Total
EMSS930	EMSS980	M91	M92	M920	M921	M93	M931	M94	M940	M941	M95	M96	M97	M980	Total				
	Accidental Activation	1	1					1	2				1			6			
	Alternative Disposition											1				1			
	Call Cancelled		2					1	1							5			
	Call Cancelled, Call Referred			1												1			
	Call Complete	1	1	1		4	1				1	1	3	1	14				
	Call Lost ETA / NUA										1				1				
	Call Out of Territory			1		1					1				3				
	Call Reassigned	5	4	6		1	1	3	1		5	2	1		32				
	Call Referred	2	3	4		3	1		8		3	5	2		44				
	Call Referred to Air Ambulance							1							1				
	Call Unfounded		2	3				1	2		1	3			12				
	Death on Scene		2	3		1		1	1	1	2	6	1		20				
	Disregard		7	9		5	2	9	7		5	8	1		66				
	Disregard by Alarm Co		2												2				
	Disregard, Disregard by Alarm C											1			1				
	Duplicate Call							1							1				
	Fire - Call Complete			1											1				
	Fire - Investigated No Hazard											1			1				
	No Medical		2			1	1		1		1				6				
	No Patient Contact		4	3		1		8	2		7	5	3	1	39				
	Patient Gone on Arrival			3							2				5				
	Public Assist Only	1	2			1					1		1		7				
	Refusal AMA	30	30	27	1	33	5	32	27	2	34	50	19	3	363				
	Refusal Parental	1	5	8		2		2	1		1	3			31				
	Unspecified	6	13	9		4	1	13	8		9	13	4		96				
	<b>Totals</b>	<b>44</b>	<b>63</b>	<b>74</b>	<b>2</b>	<b>57</b>	<b>12</b>	<b>73</b>	<b>61</b>	<b>3</b>	<b>74</b>	<b>99</b>	<b>35</b>	<b>6</b>	<b>759</b>				



Division 11 Harris County Emerg Corps

# 911 STATISTICS REPORT FOR PERIOD 03-01-22 to 03-31-22

4/1/2022 8:50:10 AM Page 17 of 22

## INCIDENT DISPOSITION SUMMARY BY UNIT

INCIDENT DISPOSITION	EMS30	EMS980	M91	M92	M920	M921	M93	M930	M931	M94	M940	M941	M95	M96	M97	M980	Total
Accidental Activation			1	1						1	2				1		6
Alternative Disposition														1			1
Call Cancelled			2	2						1	1						8
Call Cancelled,Call Referred																	1
Call Complete	28	62	134	124	113	9	145	2	22	117	112	5	97	136	82	4	1,192
Call Out of Territory					1		1										3
Call Reassigned			1	1	1				2				3				9
Call Referred	2	2	8	5	3		3	1	1		8		3	5	2		42
Call Referred to Air Ambulance										1							1
Call Unfounded			2		3				1		2		1	3			12
Clear Hospital				1	1												2
Death on Scene			2	2	3		1		1	1	1	1	2	6	1		20
Disregard	2	4	7	6	8	1	5	2	9	7	7		5	8	1		65
Disregard by Alarm Co			2													1	2
Disregard,Disregard by Alarm C																	1
Duplicate Call									1								1
Fire - Call Complete					1												1
Fire - Investigated No Hazard																	1
No Medical			2				1		1		1		1				6
No Patient Contact	2		4	2	3		1		8	2	2		6	5	3	1	37
Patient Gone on Arrival				2									2				4
Public Assist Only	1	1	2				1						1		1		7
Refusal AMA	30	30	37	33	26	1	33	5	33	27	2	2	34	50	19	3	363
Refusal Parental	1	5	1	6	8		2		1	1	1		1	3			30
Unspecified	3	10	4	8	8		2	1	9	3	3	1	8	10	2		69
<b>Totals</b>	<b>69</b>	<b>117</b>	<b>208</b>	<b>193</b>	<b>180</b>	<b>11</b>	<b>195</b>	<b>2</b>	<b>32</b>	<b>185</b>	<b>167</b>	<b>9</b>	<b>166</b>	<b>229</b>	<b>112</b>	<b>9</b>	<b>1,884</b>



**Division 11 Harris County Emerg Corps**

**911 STATISTICS REPORT FOR PERIOD 03-01-22 to 03-31-22**

4/1/2022 8:50:10 AM Page 18 of 22

MUTUAL AID PROVIDED BY YOUR DISTRICT									
Incident ID	Date	Time	Shift	Unit	Problem	Provided To	Map	Call Disposition	
22-03-10690	03/02/2022	16:01:47	D	M97	25B03 PSYCHIATRIC	HC-Agency Unknown	NOT FOUND	DISREGARD	
22-03-10856	03/03/2022	18:57:37	A	M97	31D4 UNCONSCIOUS PARTY	HC-Agency Unknown	NOT FOUND	REFUSAL AMA	
22-03-10940	03/04/2022	09:41:57	B	M97	17B01G INJ. PARTY FROM A FALL	Atascocita FD	376M	CALL COMPLETE	
22-03-10966	03/04/2022	14:49:59	B	M97	26D01 MEDICAL CALL	Atascocita FD	337W	REFUSAL AMA	
22-03-11220	03/06/2022	01:36:17	A	M97	6D02 RESPIRATORY	Atascocita FD	376H	CALL COMPLETE	
22-03-11469	03/07/2022	11:04:15	C	M97	31C1 UNCONSCIOUS PARTY	Atascocita FD	337V	CALL COMPLETE	
22-03-11788	03/09/2022	15:13:06	C	M92	31D2 UNCONSCIOUS PARTY	HC-Agency Unknown	333Y	CALL COMPLETE	
22-03-11872	03/10/2022	09:21:00	D	M97	26B01 MEDICAL CALL	HC-Agency Unknown	336W	CALL COMPLETE	
22-03-12235	03/12/2022	16:23:15	B	M97	6D02A RESPIRATORY	Atascocita FD	376M	REFUSAL AMA	
22-03-12350	03/13/2022	10:27:57	A	M97	MEDICAL CALL	Atascocita FD	376D	CALL COMPLETE	
22-03-12402	03/13/2022	17:21:47	A	M97	31E1 UNCONSCIOUS PARTY	Atascocita FD	377K	CALL COMPLETE	
22-03-12731	03/15/2022	16:25:51	C	M97	26A05 MEDICAL CALL	Atascocita FD	377K	CALL COMPLETE	
22-03-13117	03/17/2022	19:26:11	C	M92	17A01 INJ. PARTY FROM A FALL	HC-Agency Unknown	335U	REFUSAL AMA	
22-03-13316	03/18/2022	19:57:06	D	M940	26A02 MEDICAL CALL	Atascocita FD	337P	CALL COMPLETE	
22-03-13459	03/19/2022	18:25:06	A	M94	UNCONSCIOUS PARTY	HC-Agency Unknown	336W	CALL COMPLETE	
22-03-13467	03/19/2022	19:11:16	A	M97	19C04 CARDIAC	Atascocita FD	337Y	REFUSAL AMA	

Total Mutual Aid Responses Provided By Your District: 16



Division 11 Harris County Emerg Corps

# 911 STATISTICS REPORT FOR PERIOD 03-01-22 to 03-31-22

4/1/2022 8:50:10 AM Page 19 of 22

CUMULATIVE TIME BY SHIFT - 03-01-22 to 03-31-22							* DD:HH:MM
SHIFT	INCIDENT	ENROUTE TO SCENE	ONSCENE	TRANSPORT	HOSPITAL	STAGING	
A - Shift	01:09:32	00:03:36	00:07:27	00:05:25	00:16:37	00:01:00	
B - Shift	01:00:19	00:03:04	00:07:01	00:04:32	00:09:21	00:00:55	
C - Shift	00:14:52	00:01:45	00:04:42	00:02:22	00:05:44	00:00:28	
D - Shift	00:21:04	00:02:43	00:05:12	00:04:22	00:08:28	00:01:04	

CUMULATIVE TIME BY UNIT - 03-01-22 to 03-31-22							* DD:HH:MM
SHIFT	INCIDENT	ENROUTE TO SCENE	ONSCENE	TRANSPORT	HOSPITAL	STAGING	
M91	00:17:51	00:02:18	00:03:40	00:02:50	00:08:49	00:01:11	
M92	00:08:58	00:01:43	00:03:20	00:01:13	00:02:31	00:01:09	
M920	00:12:04	00:01:13	00:02:49	00:01:53	00:05:57	00:00:14	
M93	00:13:19	00:01:46	00:02:46	00:04:09	00:04:27	00:00:33	
M931	00:01:59	00:00:19	00:00:56	00:00:10	00:00:29	00:00:00	
M94	00:07:19	00:00:26	00:01:47	00:01:23	00:03:36	00:00:00	
M940	00:07:08	00:00:39	00:01:13	00:01:21	00:03:47	00:00:00	
M95	00:04:31	00:00:51	00:01:22	00:00:37	00:01:33	00:00:16	
M96	00:12:22	00:01:10	00:04:49	00:01:34	00:04:34	00:00:02	
M97	00:08:12	00:00:39	00:01:36	00:01:28	00:04:22	00:00:00	



Division 11 Harris County Emerg Corps

# 911 STATISTICS REPORT FOR PERIOD 03-01-22 to 03-31-22

4/1/2022 8:50:10 AM Page 20 of 22

## CALL TAKING INCIDENTS SUMMARY BY SHIFT - 03-01-22 to 03-31-22

Call Taker	A - Shift	B - Shift	C - Shift	D - Shift	Total
Adam, Estela	15	23	7	11	56
Barber, Jane P		9	5		14
Barney, Pat	19	23		8	50
Bates, Jennifer	14	43	32		89
Carpenter, James		13		14	27
Carpenter, Kelli	33	16	20		69
Charles, Lauren	12	31	4	18	65
Cordova, Carlos	18			34	52
Davis, Tammie	10			17	38
Feldman, Ian	5		11		5
Gaitan, Katherine	57	35	48	29	169
Gonzalez, Alvaro	5	17	5	18	45
Harris, Precious	35	39	40	47	161
Harrison, Kearstyn	21	43	41	40	145
Hernandez, Angelina	33	13		21	67
Kirby, Justin		1		1	2
Martinez, Michelle	6	2	3	8	19
Osorio, Tara	39	43	43	28	153
Parks, Jessica		7	17	7	31
Posada, Alejandro	10		53		63
Rodriguez, Jennifer	24	14	14	21	73
Ruiz, Ashley	7	22	24	20	73
Saenz, Riva	4		3	1	8
Schmidt, Amy	3	1	4	14	22
Scott, Robert T		36	14	1	51
Silva, Jimmy	1			1	1
Tran, Celeste	6	23		18	47
Turner, Shemekia	21	10	33	13	77
Walls, Moraya	58	38	54	49	199
Whitledge, Jennifer	2	1	10	1	14
<b>Total</b>	<b>458</b>	<b>503</b>	<b>485</b>	<b>439</b>	<b>1,885</b>



Division 11 Harris County Emerg Corps

# 911 STATISTICS REPORT FOR PERIOD 03-01-22 to 03-31-22

4/1/2022 8:50:10 AM Page 21 of 22

## CALL TAKING TIME AVERAGES SUMMARY BY SHIFT - 03-01-22 to 03-31-22

Call Taker	A - Shift	B - Shift	C - Shift	D - Shift
Adam, Estela	00:03:39	00:03:30	00:03:00	00:03:07
Barber, Jane P		00:03:34	00:06:31	
Barney, Pat	00:05:42	00:03:53		00:06:16
Bates, Jennifer	00:05:06	00:05:45	00:05:35	
Carpenter, James		00:05:33		00:07:37
Carpenter, Kelli	00:03:34	00:03:09	00:03:15	
Charles, Lauren	00:05:08	00:03:40	00:02:39	00:03:57
Cordova, Carlos	00:05:59			00:06:36
Davis, Tammie	00:06:52		00:07:02	00:06:25
Feldman, Ian	00:03:47			
Gaitan, Katherine	00:04:58	00:05:28	00:05:47	00:05:20
Gonzalez, Alvaro	00:02:59	00:04:12	00:03:26	00:05:46
Harris, Precious	00:04:51	00:05:48	00:05:41	00:05:29
Harrison, Kearslyn	00:07:24	00:04:56	00:04:27	00:05:22
Hernandez, Angelina	00:06:01	00:05:20		00:05:31
Kirby, Justin		00:52:42		00:00:34
Martinez, Michelle	00:07:16	00:01:46	00:05:27	00:04:34
Osorio, Tara	00:05:19	00:05:28	00:05:49	00:07:01
Parks, Jessica		00:02:08	00:03:13	00:03:13
Posada, Alejandro	00:05:25		00:05:15	
Rodriguez, Jennifer	00:02:37	00:04:12	00:03:57	00:03:04
Ruiz, Ashley	00:03:01	00:04:14	00:04:03	00:03:46
Saenz, Riva	00:04:31		00:01:47	00:08:46
Schmidt, Amy	00:02:28	00:02:04	00:04:09	00:04:08
Scott, Robert T		00:03:56	00:03:22	00:03:04
Silva, Jimmy	00:01:05			
Tran, Celeste	00:06:30	00:04:09		00:05:11
Turner, Shenekia	00:05:49	00:04:40	00:04:31	00:04:16
Walls, Moraya	00:05:37	00:05:46	00:04:54	00:04:26
Whittridge, Jennifer	00:04:54	00:02:17	00:04:47	00:00:56



Division 11 Harris County Emerg Corps

# 911 STATISTICS REPORT FOR PERIOD 03-01-22 to 03-31-22

4/1/2022 8:50:10 AM Page 22 of 22

## CUMULATIVE CALL TAKING TIME SUMMARY BY SHIFT - 03-01-22 to 03-31-22

Call Taker	A - Shift	B - Shift	C - Shift	D - Shift
Adam, Estela	00:54:51	01:20:36	00:21:04	00:34:23
Barber, Jane P		00:32:10	00:32:40	
Barney, Pat	01:48:35	01:29:27		00:50:11
Bates, Jennifer	01:11:31	04:07:29	02:58:54	
Carpenter, James		01:12:13		01:46:40
Carpenter, Kelli	01:58:03	00:50:39	01:05:20	
Charles, Lauren	01:01:40	01:54:07	00:10:39	01:11:18
Cordova, Carlos	01:47:51			03:44:46
Davis, Tammie	01:08:41		01:17:25	01:49:10
Feldman, Ian	00:18:55			
Gaitan, Katherine	04:43:38	03:11:29	04:37:46	02:34:49
Gonzalez, Alvaro	00:14:56	01:11:27	00:17:14	01:43:57
Harris, Precious	02:50:13	03:46:26	03:47:36	04:18:05
Harrison, Kearslyn	02:35:36	03:32:45	03:02:37	03:34:56
Hernandez, Angelina	03:18:47	01:09:24		01:55:57
Kirby, Justin		00:52:42		00:00:34
Martinez, Michelle	00:43:37	00:03:33	00:16:23	00:36:32
Osorio, Tara	03:27:29	03:55:34	04:10:10	03:16:51
Parks, Jessica		00:14:57	00:54:54	00:22:33
Posada, Alejandro	00:54:18		04:39:02	
Rodriguez, Jennifer	01:03:07	00:58:49	00:55:24	01:04:38
Ruiz, Ashley	00:21:10	01:33:08	01:37:24	01:15:22
Saenz, Riva	00:18:06		00:05:23	00:08:46
Schmidt, Amy	00:07:26	00:02:04	00:16:39	00:58:02
Scott, Robert T		02:21:53	00:47:10	00:03:04
Silva, Jimmy	00:01:05			
Tran, Celeste	00:39:00	01:35:39		01:33:34
Turner, Shenekia	02:02:14	00:46:43	02:29:24	00:55:39
Walls, Moraya	05:26:21	03:39:33	04:24:52	03:37:18
Whitledge, Jennifer	00:09:48	00:02:17	00:47:52	00:00:56

# HCEC Reserve Program Update

Reserves by Authorization to Practice

March 2021

	Hours Volunteered this month	Hours Volunteered Cumulative 2021 To-date
EMT-P	1	
AEMT	1	
EMT-B	1	
<b>Total</b>	<b>3</b>	<b>328</b>

Operation/clinical : 146

Administrative: 2

Notes:

- Four new reserves have passed NEOP and drivers training.