

SPECIAL MEETING
Cypress Creek EMS Board of Directors
June 1, 2016

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in special session, open to the public, on the 1st day of June 2016, at the Charles Hooks Education Building Boardroom, located at 7111 Five Forks Road, Spring, Texas at 6:30 p.m., and the roll was called of the duly constituted officers and members of the Board, to-wit:

Ruben Gonzales	President
Greg Marwill	President-Elect
Dave Billings	Treasurer
David Patton	Secretary
Linda Mercier	Josh Fetner
Jim Cravens	Jeff Doran
David King	

Silvana Stanzer, Volunteer Representative
Brad England, Executive Director
Levon Vartanian, M.D., Medical Director

Norm Uhl, Public Information Officer ("PIO")

All members of the Board were present, except Dir. Mercier and Dr. Vartanian, thus establishing a quorum, pursuant to the 22nd Amended By-laws of the Service, dated 26 January 2011. Also present were Andrew McKinney, Counsel for the Service; Mr. Uhl, Service PIO; Barbara Lightsey, Administrative Assistant; Mrs. Dave King; Mrs. Jim Cravens; and Sherry Allard, Secretary to the Board of Directors.

The meeting was called to order at 6:30 p.m. by President Gonzales, who asked that all business to appropriately come before the Board at this time be considered.

The President asked that the Board consider approving minutes of the last meeting. **Dir. Patton motioned to approve the minutes of the 27 April 2016 meeting, as corrected. Dir. Fetner seconded, and the Board affirmed.**

Treasurer Billings was then asked to give the Service's financial report, a copy of which is attached to and considered a part of, these minutes. He stated that Income for a non-profit looks good. Koronis has shown a 52% increase of collections (90 day) as noted on the Variance Report. The Treasurer states that he anticipates Medial Equipment repair to be over budget for the remainder of the year. When money is tight, more repairs vs. replacements occur, he added. **Dir. Stanzer moved to approve the Treasurer's Report, as presented. Dir. Marwill seconded, and the Board affirmed.**

The Executive Director was then called upon for the Executive Director's Report for May 2016, a copy of which, mailed to Directors prior to the meeting, is attached to these

minutes as a part hereof. Mr. England reported that April 2016's call volume did indeed surpass March's, by 1 call. He reported the statistical report as follows:

- 15 mutual aid calls by other EMSs in territory;
- 15 out of District calls by CCEMS;
- Awards received: during EMS Week, they celebrated in-house;
- Planning the Golf Tournament continues (date selected is Oct. 3, though it may change);
- Have just begun hurricane preparation;
- A reunion for 'retired' members is being discussed for fall;
- Lightning strikes damaged the telephones, fire alarm system, for a total estimated cost of \$20,000; an insurance claim has been filed;
- Swearing in of new ESD #11 Commissioners is scheduled for June 2 at 9:00 a.m.;
- ESD #11 will have its next meeting on June 24, 2016;
- The Sugar Pine facility is being considered to house sleeping accommodations for crews;
- Ex. Dir. is going to talk to Rich Jones about a Klein Station to house a crew;
- CCEMS will lease, but not purchase, a building. Revisit after transfer is made.

After review, Dir. Stanzer's motion to approve the Executive Director's report as presented, such being seconded by Dir. Fetner, carried unanimously.

Committee reports were next heard.

▪ *Building:* Dir. King reported that maintenance was all routine. The Service now has a check from the County and is hoping to get Station 2 connected through the MUD, for water. The metal building is to be moved by neighbors of the property for free, and there is a buyer for the mobile home.

▪ *Volunteer Recruitment:* Dir. Stanzer reported that there is a new look for the Report. Her written report, a copy which is attached hereto and considered a part hereof for all purposes. The Volunteer Handbook and Policies are being updated.

Dir. Cravens made a motion to approve the Committee Reports as presented. Dir. King seconded, and the Board vote was unanimous in approval.

There was neither Old Business nor New Business to consider.

Dir. Marwill motioned to enter Executive Session at 6:50 p.m., according to the provisions in The Open Meetings Act, for the purpose of discussing certain litigation. Dir. Doran seconded, after which the Board voted its unanimous consent.

The Board, by motion duly made and seconded, voted unanimously to allow Ms. Lightsey to take notes during the Executive Session. Ms. Allard joined the meeting during Executive Session, and Ms. Lightsey exited the meeting.

After consideration, Dir. Marwill's motion to reconvene Open Session at 8:15 p.m., duly seconded by Dir. Patton, carried unanimously. There were neither motions nor actions attributable to discussion in Executive Session.

NOTING THERE WAS NO OTHER BUSINESS TO COME BEFORE THE BOARD, and following motion duly made by Dir. Marwill and seconded by Dir. Patton, the Board voted to adjourn at 8:16 p.m.

Date approved

David Patton
Secretary of the Board