

REGULAR MEETING  
Cypress Creek EMS Board of Directors  
June 29, 2016

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 29<sup>th</sup> 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 Dirs. Gonzales and Mercier, and Dr. Vartanian, thus establishing a quorum, pursuant to the 22<sup>nd</sup> Amended By-laws of the Service, dated 26 January 2011. Also present was Sherry Allard, Secretary to the Board of Directors.

The meeting was called to order at 5:30 p.m. by Presiding Officer Patton, who asked that all business to appropriately come before the Board at this time be considered.

The President Pro Tempore asked that the Board consider approving minutes of the last meeting. **Dir. Billings motioned to approve the minutes of the June 01, 2016 meeting as written. Dir. Fetner seconded, and the Board affirmed.**

The President Pro Tempore then called upon Dir. Billings, who disseminated to and reviewed with the Board the Treasurer's report for May 2016, a copy of which is attached hereto and considered a part hereof. Revenues are up \$272,000 in June, leaving the Service in fairly good shape. Koronis has done a good job collecting past-due accounts, the Treasurer reported. He stated that he thinks other items have been placed mistakenly in the St. Patrick's item expenses. Medical equipment repairs were higher during the period when ESD #11 did not pay the full monthly amount to the Service.

The Treasurer noted that Mr. Biancalana was able to negotiate 1) a lower interest rate on the Service credit card(s) [a savings of \$700] and 2) a better energy contract [a savings of \$20,000]. A new credit card for Mr. Biancalana and Ed. Dir. England [with an interest rate of 1.0 - 1.5%] will be used for vendors, the Treasurer reported. A savings of approximately \$20,000 will be earned on Texas State Excise Taxes for gasoline when the report is filed, the Treasurer added.

**After review, Dir. Fetner's motion to approve the Treasurer's report as presented, such being seconded by Dir. King, carried unanimously.**

The President Pro Tempore then recognized Mr. England for presentation of the May 2016 Executive Director's report, a written copy of which, made available to Directors prior to the meeting, is attached hereto and considered a part hereof for all purposes. The Executive Director reported as follows:

- Response times are down four (4) seconds;
- 12 mutual aid calls by other EMSs in territory;
- 17 out of service area calls by CCEMS;
- ESD #11 has paid for the Stryker stretchers [\$96,000], plus blood products for the new ambulances;
- New teams are needed for the planned Golf Tournament;
- Pearland Fire Department has joined the Dispatch server;
- Two (2) new supervisor vehicles [paid for by ESD #11] have arrived and are being outfitted;
- Norm Uhl, Hollie Pichette, Jim Van Hooser, and Dir. Stanzer prepared a notice reflecting CCEMS as the highest-rated EMS provider;
- The Service still is doing hurricane preparation work;
- This Saturday a salute to
- An asbestos inspection was required at Station 52; results were negative, and demolition will begin the week following this meeting;
- Dr. Vartanian and Attorney McKinney have approved the Service's blood products policies;
- The ESD received a clean audit, which did include certain information from CCEMS;
- A salute to Officer Barehack, with 250 officers in attendance, was held last Saturday.

**Dir. Fetner motioned approval of the Executive Director's report. Dir. Billings seconded the motion which garnered unanimous support from the Board.**

The President Pro Tempore asked to have committee reports given at this time.

▪ *Building:* Dir. King reported that St. 13 has had air conditioning problems, and the manufacturer is coming to make repairs. St. 52 is now gone, the trailer sold.

▪ *Volunteer Recruitment:* Dir. Stanzer, referring to her written report, a copy of which is attached to, and considered a part of, these minutes, stated that there are now 99 Volunteers [actual number may be 107]. One individual left in June. Nine (9) completed their orientation training, and 2 of them have been hired. The July orientation class will be finished on October 16. Ms. Pichette will send out reminders that new people have 12 weeks to complete their Orientation. The April class is 65% completed. New policy states that trainees wear a yellow patch until they undergo skills tests, when, if they pass, becomes a white patch.

Additional recognition to Volunteers has been discussed. They might select the "Volunteer of the Month", with photo and information posted on line. Last month Ms. Pichette sent out 201 comment notes, with only 3 being returned.

**After review, upon motion made by Dir. Fetner and seconded by Dir. Billings, the Board approved the Committee reports as presented.**

There was no Old Business to consider.

New Business was then discussed. Mr. England stated that the new map of Northwest Houston shows all the stations and their addresses.

**CITING NO FURTHER BUSINESS TO COME BEFORE THE BOARD AT THIS TIME, Dir. Stanzer's motion to adjourn at 6:52 p.m., duly seconded by Dir. Fetner, carried without dissent.**

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Date approved

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David Patton  
Secretary of the Board