

**REGULAR MEETING**  
Cypress Creek EMS Board of Directors  
April 30, 2014

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 30<sup>th</sup> day of April 2014, 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
Jeff Doran	President-Elect
Lacy O'Connor	Treasurer
Dave King	Secretary
Jim Cravens	Greg Marwill
Bill Graves	Linda Mercier
Beryl Ramsey	David Patton

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

All members of the Board were present, except Dirs. Doran and Graves, 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, Recording Secretary to the Board of Directors.

The President recognized Mr. England, who informed the Board that Mr. Charron would make his presentation at the May meeting. The item was therefore deferred.

**Upon motion made and seconded by Dirs. King and Marwill, respectively, the Board voted approval of the March 26, 2014 meeting minutes.**

The President then recognized Dir. O'Connor for presentation of the monthly financial report. She distributed to and discussed with the Board, the report, a copy of which is attached hereto and considered a part hereof. She stated that adjustments had been made to the report during review of financial matters with Mr. Biancalana. There was a positive variation of \$84,000 relative to class size, due to law change and accreditation, she stated. Insurance came in lower than predicted when the carrier was changed. And the Woodlands fire department matter should have been accrued. Also, she noted, Volunteer expenses should even out over a year's time. Income is \$841,000 ahead in runs. Educational supplies came in well under budget, as well, the Treasurer stated. Dir. O'Connor stated that she would like to see a large spreadsheet once per quarter to keep on top of the financials. The result is negative operating cash. It goes back to the prior year with shortages from the ESD #11. Mr. England stated that as of July 2014, there will be no need for the bank line of credit. He stated that he is sure there will be sufficient cash to purchase new ambulances. Treasurer O'Connor discussed the method of showing the

actual cash on hand. **Dir. Ramsey made a motion to approve the Treasurer's report as presented. Dir. Marwill seconded, and the Board vote was unanimous in approval.**

At this point, President Gonzales asked for the Executive Director's report for the month. A copy of such report is attached hereto and considered a part hereof for all purposes. The Executive Director was pleased to report that response times have stayed within normal range despite having about 150 additional calls. The STEMI program still has a 98% success rate, even after 441 patients. There were 9 mutual aid calls within our territory and 20 outside our territory, Mr. England noted.

ESD #11 did purchase 25 new stretchers, the Executive Director reported. Come next year, the ESD will donate them to us, he added. Educating medics on the use of the new stretchers will be done next month, Mr. England stated. The ESD bookkeeper reported that the ESD has \$9.5 million. Commissioners have been re-thinking expenditure of those funds, Mr. England noted. Plans to construct a new station in the Exxon/Mobil area have been scratched, and they are seeking a new site in that general vicinity.

The President stated that he, Dir. Doran and Mr. England attended a meeting where candidates for Commissioners could talk to the voters. **Dir. Stanzer moved to approve the Executive Director report as presented. Dir. Mercier seconded, and the Board affirmed.**

President Gonzales then asked for committee reports.

- *Building:* Dir. King reported that Station 2 has a raccoon problem. The new air conditioners for the Sugar Pine facility will be delivered tomorrow, he added.
- *Volunteer Recruitment:* Dir. Stanzer reported that the most recent data is from February 2014, due to the St. Patrick's events in March. The President asked some Directors to attend the Appreciation Night event at the Education Facility on May 20, 2014. It was decided to give the Volunteers a small CCEMS pin showing their length of service to the community. Holly started a chart identifying those individuals who drop out or lose interest. Dir. Marwill expressed his concern that of so many attending the first Volunteer meeting, only a small percentage graduate and stay with CCEMS. The President wondered whether a review of the process should be undertaken. The President asked Dir. Marwill to speak with Holly about why there are so few following through until graduating, joining CCEMS and being fully trained.

**Dir. Patton motioned approval of the Committee reports. Dir. O'Connor seconded the motion, which garnered unanimous support from the Board.**

Under Old Business, the President stated that the Committee will review the resumes of applicants for a Board position.

The President asked whether CCEMS receives an aged collections report to keep current with Koronis. The Executive Director responded that Mr. Biancalana receives such report.

The Executive Director introduced Dr. Jenks to the Board. Mr. England stated that he was doing very well.

Mr. England informed the Board that he had spoken to attorneys in the North. It was noted that this individual should only be contacting Human Resources.

Mr. England informed the Board that he had one (1) item for Executive Session. **After discussion, upon motion duly made by Dir. Marwill, seconded by Dir. Mercier, and unanimously carried, the Board approved convening Executive Session at 7:40 p.m., in accordance with The Open Meetings Act, for the purpose of discussing personnel matters.**

One motion or action taken as a result of discussion held in Executive Session follows. **Dir. Marwill motioned approval of the actions taken by the Executive Director in the personnel matter discussed in Executive Session. Further, the Board insists that all policy, rules and regulations of CCEMS be adhered to by all people working with/for CCEMS, which, after Dir. Stanzer's second, the Board unanimously approved.**

THE PRESIDENT, NOTING THERE WAS NO OTHER BUSINESS TO COME BEFORE THE BOARD, asked for a motion to adjourn. **Dir. Ramsey's motion, seconded by Dir. Mercier, to approve adjournment at 7:41 p.m., carried without disagreement.**

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Date approved

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David King, Secretary of the Board