

**REGULAR MEETING**  
Cypress Creek EMS Board of Directors  
February 26, 2014

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 26<sup>th</sup> day of February 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, Marwill, Patton and O'Connor, 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.

Approval of minutes from the previous Board meeting was first considered. **Dir. King moved to approve the minutes of the 29 January, 2014 meeting, as prepared. Dir. Graves seconded, and the Board affirmed.**

The Board recognized the Executive Director, who presented the Treasurer's report, a copy which is attached hereto and considered a part hereof for all purposes, in the absence of Dir. O'Connor. The Executive Director discussed the Variance Report with the Board. He informed the Board that several factors account for the Service's bringing in \$168,000 more in revenues than predicted. The Board had agreed to pay the third party billing agent Koronis additional fees on certain long-overdue accounts, he noted. Additionally the price of diesel gas decreased, the Attorney was used very little during January, and insurance prices declined with changing to VFIS Company for general liability coverage. **After review, Dir. Graves' motion, seconded by Dir. Ramsey, to approve the Treasurer's report as presented, received unanimous consent by the Board.**

The Executive Director's report followed. Mr. England first updated the Board on the matter involving the Service's dispatcher and the Fire Marshal. Mr. McKinney, the Service's Attorney ("the Attorney"), filed paperwork to establish the Service as a TCOLE member, thus qualifying CCEMS as an arm of the police. Pursuant thereto an individual in the Service

must be identified as Administrative Chief. Mr. England asked that Nikie Smith be so designated. **Dir. Graves made a motion to designate Nikie Smith as the Service’s “Administrative Chief” with respect to TCOLE matters, in addition to her title as Manager of the Comm Center. Dir. King seconded, and the Board unanimously concurred.**

The Executive Director then gave the statistical report. Response times continue to be steady, he stated. Twenty-three (23) mutual aid calls were made in District, and 17 calls were out of District. Last year at the end of January the Service had made 2,600 calls; this year that number is 2,800 calls.

St. Luke’s Hospital and Houston Methodist Willowbrook are fully participating in the STEMI program, the Executive Director informed the Board. There have now been 438 STEMI patients, and the success rate is 98%.

Two (2) float trucks were put into service in the red dot areas (those locations with the heaviest emergency volume) recently, Mr. England reported. That brings the number of ambulances on the streets to fifteen (15), Mr. England stated. When asked about comparing times against the City of Houston response times, Mr. England responded that the City of Houston counts its response times from the time the truck is manned, unlike the Service, whose response time begins at the time of dispatch.

Mr. England then reported on recent ESD #11 activities. Its capital budget includes providing twenty-five (25) new stretchers for the Service. The ESD has not yet done the bidding process for those stretchers, he added. Mr. England stated that he did get a quote from Stryker on its bariatric stretcher that can handle up to 1,000 lbs.

The Executive Director reported that CCEMS did receive its accreditation to teach certain EMS-related classes on site for college credit. He stated that he now must hire a qualified nurse for the program. The Board expressed its pleasure in Mr. England’s efforts to obtain the Service’s accreditation.

Mr. England then touched upon various, unrelated items. <sup>1)</sup> He reminded the Board of the upcoming St. Patrick’s Parade, during which a portion of Cypress Creek Parkway, formerly FM 1960, will be closed to through traffic. <sup>2)</sup> Five (5) individuals have submitted their names as candidates for a Commissioner’s place on the ESD #11 board. <sup>3)</sup> Silvana Stanzer was re-elected as the Volunteers’ Liaison to the Board of Directors.

Dir. Ramsey then informed the Board that Houston Methodist Willowbrook was recently named one of the best hospitals for heart attack and strokes. **After discussion, upon motion duly made and seconded, the question being put to the Board, the Board voted in accord to approve the Executive Director’s report as presented.**

President Gonzales then asked for committee reports.

- *Building:* Dir. King reported that he had been informed that all air conditioning units went out of service at the administrative building near Cypress Creek Parkway. He stated that he has not learned how many of those units will need to be replaced. The Board discussed the use of a

crane for the work and voiced its opinion that replacing all would save the need and expense to hire another crane in the future.

- *Volunteer:* Dir. Stanzer reported that active Volunteers now number 134; there are 27 inactive Volunteers, she added. Seventy-six (76) ride sporadically, and 31 regularly. Seven (7) have graduated in January 2014; 23 were in Orientation, 14 in February. The next Volunteers' meeting will be on April 22, 2014, Dir. Stanzer stated.
- *Communications and media:* The President stated that he feels the Board should define this committee and its parameters. Mr. England stated that he will be meeting with some Chief Executive Officers about this matter and for his staffing needs in the near future. The Board asked Mr. England to write the job description for this Committee.

The President stated that, while he had no further assignments to existing Committees, he would like to have a Committee review and make recommendations on potential candidates to the Board's vacancy. He appointed Dirs. Ramsey, Mercier, and King to such Committee.

Old Business was next considered. The President stated that, as CCEMS has more than fifty (50) employees, it is not immediately affected by Obamacare. He did note that requiring Volunteers to be paid and insured was deferred by the federal government.

New Business included the following: The Board first addressed the election by the Volunteers of Silvana Stanzer as Liaison to the Board of Directors. **After discussion, the Board, upon motion duly made by Dir. Graves and Dir. Ramsey, respectively, voted unanimously to declare Silvana Stanzer elected by acclamation to the position of Board Liaison from the Volunteers.**

The President asked the Executive Director about the staffing situation. Mr. England replied that an instructor is needed, plus four (4) individuals (some of the new people have not yet achieved P2 status, he noted) to man the ambulances.

Mr. England informed the Board that ESD #11 has now collected 96% of its tax revenues [\$11 million] from the District residents and businesses. ESD #11 agreed to pay CCEMS \$820,000 per month. Their board is in the process of going out for bids for the new building, which is estimated to cost \$2,000,000, Mr. England stated.

The Executive Director then reported that Tomball had called him again about merging with CCEMS. He stated that he told Tomball that, unless CCEMS receives letter(s) from Tomball City Council and the ESD for their EMS, Cypress Creek EMS will not discuss the matter.

**NOTING THERE WERE NO OTHER AGENDA ITEMS TO DISCUSS, Dir. King's motion to adjourn at 7:10 p.m., which motion was duly seconded by Dir. Stanzer, carried by unanimous vote.**

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Date approved

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David King, Secretary of the Board