

REGULAR MEETING  
Cypress Creek EMS Board of Directors  
February 24, 2016

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 24<sup>th</sup> day of February 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. Mercier, Doran and Fetner 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 were Mrs. King, Mrs. Cravens, Ralph Biancalana, and Sherry Allard, Secretary to the Board of Directors.

President Gonzales called the meeting to order at 6:30 p.m., and the following business was transacted.

The President recognized Mr. McKinney, Attorney to the Service. Upon recommendation by the Attorney to meet in closed session, **Dir. Patton moved to convene Executive Session at 6:31 p.m., in accordance with The Open Meetings Act, for the purpose of discussing personnel matters and certain litigation. Dir. Marwill seconded the motion, which received unanimous support from the Board.** Guests exited the meeting at this time.

**Dir. Marwill's motion, seconded by Dir. Billings, to reconvene Open Session at 7:00 p.m., carried unanimously.** The following motions are based upon discussions held in Executive Session.

**Dir. Patton made a motion to create a Litigation Committee to consider certain legal matters. Dir. Marwill seconded, and the Board vote was unanimous in approval.**

Approval of minutes from the previous Board meeting was then considered. **Dir. Marwill moved to approve the minutes of the January 27, 2016 meeting as presented. Dir. Billings seconded, and the Board affirmed.**

The President called upon Treasurer Billings for the financial report. He informed the Board that there are roughly \$6.612 million on hand, up \$200,000 from the month previous. He stated that certain expenses should have been accrued to January 2016. Medical supplies should be about \$70,000 rather than the \$45,000 shown in the Variance Report.

The Treasurer wishes Mr. Biancalana to continue giving explanations for expenses on the Variance Report. Some items are high, but that will come down by the end of February, he stated. **Dir. Marwill made a motion to approve the Financial Report as presented. Dir. King seconded, and the Board vote was unanimous in approval.**

Mr. England was next recognized for the Executive Director's report, a copy of which is attached hereto as a part of these minutes. He reported that:

- Response times showed January to have a 29-second dispatch time, even with the increased call volume;
- there were 7 Life Flight calls;
- transported 76% of patients;
- 71% intubations on first try;
- Aortic care – 100%;
- 18 calls by other EMSs in territory;
- 15 calls by CCEMS out of territory.
- 14 full-time trucks;
- two (2) 24-hour trucks;
- ordered 9 new trucks (3 paid for by CCEMS), and (6 paid for by ESD #11).

Blood products management data was forward to, and now approved by, the Attorney and Mr. England, for use by qualified medics. The 5-year plan was included in the Director mail-out packet, Mr. England noted.

CCEMS has now moved into the new station 513, four (4) months late. There is a hospital directly across the street, he added. An Open House celebration is planned for April 23, 2016 at 10:00 a.m.

**Upon motion made by Dir. Stanzer, seconded by Dir. Patton, and unanimously carried, the Board approved the Executive Director's report.**

President Gonzales recognized the various chairmen for their respective committee reports.

◆ *Building:* Dir. King reported that crews were taken to Station 513 to familiarize themselves. Otherwise routine for the month of January.

◆ *Volunteer Recruitment:* Dir. Stanzer reported that as of January, there were 116 Volunteers participating of 162 total. Of twenty-five (25) candidates, 1 has graduated.

◆ *Salary and Review Committee:* The President informed the Board that he and his Committee (Dirs. Cravens, Marwill, Billings, and Fetner) had met to review Mr. England's performance of as Executive Director this past year. **Dir. Marwill motioned to enter Executive Session at 7:25 p.m., according to the provisions in The Open Meetings Act, for the purpose of discussing personnel matters. Dir. Patton seconded, after which the Board voted its unanimous consent.**

**Dir. Marwill moved, and Dir. Cravens seconded, to exit Closed Session at 7:41 p.m. The Board affirmed.**

**Upon Dir. Patton's motion and Dir. Marwill's second, the Board approved the Committee's salary recommendations and financial package related to Mr. England as described in Executive Session.** New goals for Mr. England will be set later in the month, the President added.

**After review and upon motion by Dir. Cravens, second by Dir. Patton, the Board approved the Committee reports.**

As neither Old nor New Business was offered, Pres. Gonzales asked for a motion to adjourn. **CITING NO FURTHER BUSINESS TO COME BEFORE THE BOARD AT THIS TIME, Dir. King's motion to adjourn at 7:43 p.m., duly seconded by Dir. Patton, carried without dissent.**

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Date approved

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David Patton  
Secretary of the Board