

REGULAR MEETING  
Cypress Creek EMS Board of Directors  
January 27, 2016

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 27<sup>th</sup> day of January 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:

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

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 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, Secretary to the Board of Directors.

The meeting was called to order at 6:30 p.m. by President Doran, at which time the following business was transacted.

The President asked the Board to consider any additions or corrections to the minutes of the November 19, 2015 Board meeting. **After review, the Board, upon motion made by Dir. Marwill, seconded by Dir. Stanzer, voted unanimously to approve the cited minutes as written.**

President Doran then informed the Board that he had received the written resignation of Dir. O'Connor. He asked the Board to acknowledge such. **After review, Dir. Gonzales' motion, seconded by Dir. Fetner, to accept with regret, the resignation of Dir. O'Connor, received unanimous consent by the Board.**

The President called upon the Executive Director for a brief overview of financial matters. Mr. England stated that since Mr. Biancalana has been out of the office recently, there is no official financial report. He did, however, state that revenues are \$538,000 greater than predicted, and expenses are \$411,000 below expectation since November 2015. Of note, Mr. England added, Koronis brought in \$500,000 more than expected for 2015. A complete report will be given at the February 2016 Board meeting, the Executive Director stated. **After review,**

**Dir. Patton's motion, seconded by Dir. Fetner, to approve the Treasurer's report as presented, received unanimous consent by the Board.**

The President then recognized Mr. England for the Executive Director's report, a copy of which is attached to these minutes as a part hereof for all purposes. He reported that:

- there were 37,512 calls in 2015--3,000 more than in 2014.
- dispatch times have increased no more than 30 seconds despite the increased call volume.
- there were 8 Life Flight calls;
- there were 17 calls by other EMSs in territory;
- there were 19 calls by CCEMS out of territory.
- Dr. Welch (area expert on maximizing revenues for taxing jurisdictions) attended the ESD #11 meeting and reported on the growth of the Service area, which will substantially increase the taxes received in both 2015 and 2016;
- there are now 14 24-hour trucks, with 2 float trucks; hope to get 2 more trucks soon;
- the new protocols were finished today; the blood products management portion was forwarded to the Attorney, as he had requested;
- he also received the Phillips 150 AED quotes. The ESD is paying for those;
- election for ESD Commissioners has a candidacy filing deadline of February 19, 2016.

The Executive Director stated that he received four (4) quotes for the ambulances. They were in the \$1.4 - \$1.9 million range. Mr. England stated that the Service will be getting nine (9) Frazier trucks for \$1.4 million, in July or August. CCEMS will pay for three (3) and sell or trade in some of the old trucks to pay for the fourth.

Mr. England informed the Board that St. Patrick's Parade plans are going forward. Sheriff Hickman will be 2016's Grand Marshal.

Furniture and fixtures for the new Station 513 cost approximately \$12,000, which were paid for by CCEMS and will be reimbursed by the ESD. Mr. England stated. Insurance fees will be paid for by the ESD, and contents will be covered by CCEMS, Mr. England clarified.

**Dir. Patton made a motion to approve the Executive Director's report as presented. Dir. Fetner seconded, and the Board vote was unanimous in approval.**

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

- *Building:* The Executive Director reported that Station 513 is about ready for move-in. Klein Fire Station has offered CCEMS their former site near FM 2920. There is a good deal of parking, it is well lighted, and is in the front of a subdivision, he added.
- *Volunteer Recruitment:* Dir. Stanzer reported that in December, 107 Volunteers participated, 6 were active, and 828 Volunteer hours were contributed. In January, 9 went through orientation, and there were 29 candidates that have until May to complete their orientation. In 2015, there were a total of 10,591 Volunteer hours contributed. Dir. Stanzer explained that some completed orientation over a longer period because of the timing of certain educational classes.

**After review, Dir. Billings' motion to approve the Committee reports, duly seconded by Dir. Fetner, carried unanimously.**

President Doran at this time passed the gavel to incoming President Gonzales. Pres. Doran stated that he had really enjoyed the experience of leading CCEMS and hoped he has time to attend some of the ESD #11 meetings in the future.

Pres. Gonzales asked for those Directors interested in serving as President-elect. **By motion made by Dir. Doran, seconded by Dir. Billings, Dir. Marwill was elected by acclamation.**

Secretary King stated that he is forced to resign his position for health reasons. He was thanked for his many years of service in that position. **When Dir. Patton's name was put forth by Dir. Billings' motion, seconded by Dir. Fetner, the Board elected him as Board Secretary by acclamation.**

As no Old Business was brought forth, Pres. Gonzales asked for New Business. Pursuant to Dir. O'Connor's resignation from the Board, a new Treasurer was sought. **Dir. Stanzer nominated Dir. Billings, such being seconded by Dir. Patton. His election as Treasurer was unanimous by acclamation.**

The President asked that Dirs. Fetner, Marwill, Billings, and Cravens join him in reviewing and evaluating the past year of Mr. England's directorship of the Service. He stated he would contact them by email regarding the matter.

The President, noting that there has been a substantial change in the membership of the Board, took the opportunity to share how he envisions the Executive Board's role in the structure of CCEMS. 1) He stressed that every Director represents CCEMS, but when the public media is involved, the PIO Mr. Uhl is to be the sole spokesperson. 2) Communication is paramount in an organization of this type and size; use Facebook® and Twitter® but do not include sensitive information in emails. 3) Use accepted principles of business management [laid out in an attachment hereto].

**After consideration, upon motion duly made and seconded by Dirs. Marwill and Doran, respectively, the question being put to the Board, the Board voted by common consent to enter Closed Session at 7:18 p.m. to consider real estate transaction(s), and potential or pending litigation.**

**Dir. Marwill motioned to reconvene Open Session at 7:39 p.m. Dir. Patton seconded, upon which the Board voted its unanimous consent.** The following motions resulted from discussions held in Executive Session.

**Dir. Marwill motioned approval of the insurance settlement offer as discussed in Executive Session. After Dir. Patton's second, the Board unanimously concurred.**

**After consideration, the Board accepted the offer regarding the real estate matter, pending verification of metes and bounds description, motion having been made by Dir. Doran, seconded by Dir. Fetner, and unanimously carried.**

THE PRESIDENT, NOTING THERE WAS NO OTHER BUSINESS TO COME BEFORE THE BOARD, asked for a motion to adjourn. **Dir. Cravens' motion, seconded by Dir. Doran, to approve adjournment at 7:42 p.m., carried without disagreement.**

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Date approved

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David King  
Secretary of the Board