

**REGULAR MEETING**  
Cypress Creek EMS Board of Directors  
July 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 July 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. O'Connor, Graves, Mercier, and Ramsey, thus establishing a quorum, pursuant to the 22<sup>nd</sup> Amended By-laws of the Service, dated 26 January 2011. Also present was Joe Kiff; and Sherry Allard, Secretary to the Board of Directors.

The President asked that the Board consider approving minutes from the June 25, 2014 meeting. **Dir. Doran motioned to approve the minutes of the June 25, 2014 meeting as written. Dir. Patton seconded, and the Board affirmed.**

The President asked Mr. England, in Dir. O'Connor's absence, for a brief financial report. The written report, a copy of which is attached hereto and considered a part hereof, was distributed to the Board prior to the meeting. Mr. England stated that for fiscal 2014, the Service is \$635,000 over budgeted predictions for revenues and under \$245,000 in budgeted expenses. The Executive Director elaborated on the expenses. **After review, Dir. Marwill's motion, seconded by Dir. Stanzer, to approve the financial report as presented, received unanimous consent by the Board.**

President Gonzales then recognized Mr. England for discussion of the Executive Director's report, a copy of which is attached to, and considered a part of, these minutes. Response times continue to improve despite a greater number of calls, Mr. England noted. The Service is receiving 150 to 200 more calls per month than last year. There were 17 out of territory calls. There are currently three (3) float trucks and 13 24-hour trucks. All trucks in the Service's fleet have GPS capabilities, so that the Service can know exactly where they are at all times.

The Executive Director then reported on unrelated matters:

1. CCEMS has been granted full accreditation by Emergency Care and Safety Institute ("ECSI"), designating CCEMS an official Education Center to hold classes that will give students college credits.
2. Mr. England stated that the Board of Commissioners of ESD #11 voted to build a new station at a cost of approximately \$1.89 million. Spring Woods Development will be the contractor for the new station, with construction starting in 2014 and concluding in 2016.
3. Holly has obtained a number of tickets to Astros baseball games on August 25 and August 26 to thank CCEMS Volunteers.
4. The matter involving the Fire Marshall is pending.
5. At the Volunteers meeting, Holly made a wall decorated with members' pictures and names, and each month there will be the selection of "Volunteer of the Month", Dir. Stanzer reported.

**Dir. Doran motioned approval of the Executive Director's report. Dir. Marwill seconded, and the Board voted unanimously in favor of the motion.**

At this point in the meeting, President Gonzales recognized the various chairpersons for their respective committee reports.

- *Building*: Dir. King reported that activities were primarily routine this month.
- *Volunteer Recruitment*: Dir. Stanzer reported that Holly did a great job at the Volunteers meeting. Dir. Stanzer deferred to Mr. Kiff to discuss recruitment. Mr. Kiff stated that he would like to see the recruitment process changed. He would like to have prospective Volunteers complete a questionnaire, after which they would make application to the Service. Those that show a strong interest in CCEMS and seem to fit well with the Service's methods and programs would be invited to attend Orientation. The probationary person would then be assisted or mentored during the orientation period to help them succeed. The new process is intended to let prospective Volunteers know what CCEMS is all about and what is expected of a Volunteer, with the end result being to increase retention of individuals.

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

No Old Business was discussed.

Under New Business, the President recognized Dir. King, who stated that Station 2 is being considered for demolition. An offer to demolish for free, so long as the company keeps all salvage materials, is being considered, he noted.

The President noted that he would be unable to attend the August meeting, as he will be undergoing surgery at that time.

**Dir. Marwill motioned to enter Executive Session at 7:08 p.m., according to the provisions in The Open Meetings Act, for the purpose of discussing potential litigation and contractual matters. Dir. Patton seconded, after which the Board voted its unanimous consent.** Motions or actions resulting from discussion in Executive Session follow.

Pursuant to discussion in Executive Session, **motion was made by Dir. Marwill, seconded by Dir. Doran to have the Service contract for the purchase of three (3) Frazier ambulances, with Dir. Doran reviewing the specifications of same. Board vote was unanimous in favor of contracting for such purchase.**

**Dir. Marwill moved to approve the contract with Baylor Medical School and Dr. Jenks, as discussed in Executive Session. Dir. King seconded, and the Board voted unanimously in favor of approving the contract.**

NOTING THERE WAS NO OTHER BUSINESS TO COME BEFORE THE BOARD, **following motion duly made by Dir. Marwill and seconded by Dir. King, the Board voted to adjourn at 7:50 p.m.**

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Date approved

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David King, Secretary of the Board