

**REGULAR MEETING**  
Cypress Creek EMS Board of Directors  
July 29, 2015

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 29<sup>th</sup> day of July 2015, 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

All members of the Board were present, except Dir. Gonzales 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 ESD #11 Commissioner Grundemeyer; Andrew McKinney, the Service's Attorney ("the Attorney"); Norm Uhl, the Service's Public Information Officer ("PIO"); Ralph Biancalana, the Service's Staff Accountant; and Sherry Allard, Secretary to the Board of Directors.

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

Approval of the minutes from the previous Board meeting was first considered. **Dir. Marwill moved to approve the minutes of the June 24, 2015 meeting, as corrected. Dir. King seconded, and the Board affirmed.**

President Doran then recognized Treasurer O'Connor for the monthly Treasurer's report, attached hereto as a part hereof. While reviewing the Variance Report, the Treasurer stated that one item [6185] should even out during the fiscal year. **After review, Dir. Fetner's motion to approve the Treasurer's report as presented, duly seconded by Dir. O'Connor, carried unanimously.**

President Doran next recognized Mr. England for presentation of the monthly Executive Director's report, a copy of which is attached to these minutes as a part hereof for all purposes. He reported the monthly statistics ("stats") first. Response times are holding fairly steady around eight (8) minutes despite the continual rise in call volume. There have been over

3,000 calls every month except February, he noted. There were six (6) Life Flite cases, nine (9) calls by other EMSs in territory, 19 by CCEMS ambulances out of territory, Mr. England reported. The updated protocol includes C-spine practices, the Executive Director informed the Board. Mr. England reported that the ESD [#11] is considering funding AEDs for the Service.

The Executive Director stated that for the last 1-1/2 years there have been fewer than 40 calls to the area where the ESD's new station is located. The ESD would like CCEMS to demolish its existing station [one (1) mile west] and go in with the fire department. The President stated that the fire department will build its station to meet *its* needs, *its* particular territory, which may or may not coincide with that of the Service. CCEMS is declining that offer, as the location of that facility would cause the stats of the Service to worsen. Perhaps in several years the location will become more viable, Mr. England stated.

The Service recently was recognized by Methodist Hospital for stroke practices and for the STEMI cardiac program, which is the third year the Service received the latter honor.

Mr. England thanked Mr. Uhl for the fine articles about CCEMS in various periodicals this month. The Board concurred.

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

Committee chairs were then asked by President Doran to report on activities during the month.

- *Building:* Dir. King stated that he had nothing of significance to report.
- *Volunteer Recruitment:* Dir. Stanzer reported that there were 131 Volunteers in June, and they gave 858 hours of volunteer work. Volunteer Orientation on June 27, 2015 had 26 attendees. The Academy's driving course was also held since the last meeting. Twenty-nine (29) new members are being processed, she reported.
- *Budget and Planning Committee:* The Board then discussed engaging a firm to collect old debt. It was agreed that any proposal submitted to the Service would be reviewed by Attorney McKinney. It was also agreed to table the matter for approximately six (6) months' time.

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

Old Business matters were then discussed. Dir. Marwill reported that when speaking with the trademark attorney, special operations of the Service were to be added to the trademark. The trademark attorney is continuing to process the bike team and other special groups. Dir. Marwill was informed that the Service's trademark is in full force and effect until 2018.

New Business was then considered. The President recognized ESD #11 Com. Grundemeyer, who spoke for a minute. The Board thanked him for his commitment to serve on the Commission Board.

The Board then considered the sale of Stancorp and Hanover stocks owned by the Service. After discussion, upon motion by Dir. O'Connor, duly seconded by Dir. Billings, and unanimously carried, authorized the Executive Director Bradley J. England to perform the following actions on behalf of the Board: 1) manage the sale of the cited Stancorp and Hannover stocks; and 2) deposit or transfer the proceeds/funds from such stock sale into the General Fund of the CCEMS bank account.

Dir. Marwill moved to convene Executive Session at 7:24 p.m., in accordance with The Open Meetings Act, for the purpose of discussing personnel and policy matters and pending litigation. Dir. O'Connor seconded the motion, which received unanimous support from the Board.

After consideration, Dir. Patton's motion to reconvene Open Session at 8:15 p.m., duly seconded by Dir. Fetner, carried unanimously. There were neither motions nor actions attributable to discussion in Executive Session.

After discussion, upon motion duly made and seconded by Dirs. Fetner and O'Connor, respectively, the question being put to the Board, the Board voted in accord to adjourn the meeting at 8:16 p.m.

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Date approved

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David King, Secretary of the Board