

**REGULAR MEETING**  
Cypress Creek EMS Board of Directors  
June 24, 2015

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 June 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 Dirs. O'Connor and Mercier; 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 Norm Uhl, the Service's Public Information Officer; Ralph Biancalana, the Service's in-house Accountant; Andrew McKinney, the Service's Attorney; and Sherry Allard, Secretary to the Board of Directors.

The President convened open session in accordance with law at 6:30 p.m., and the following business was conducted.

The President asked the Board to consider any additions or corrections to the minutes of the last Board meeting. **After review, the Board, upon motion made by Dir. Gonzales, seconded by Dir. Marwill, voted unanimously to approve the May 27, 2015 minutes, with a minor correction.**

President Doran next asked Mr. England to give the Board a brief summary of financial matters in Dir. O'Connor's absence. The financial report is attached as a part of these minutes. The Executive Director stated that revenues are \$12,000 greater than budgeted and expenditures are under budget by some \$300,000 (due probably to payroll).

He informed the Board that the Service is preparing to undertake training on the new ambulances. The new building should be ready by October, he added.

Regarding income, Mr. England praised Mr. Doran for his chairing the highest earning St. Patrick's Parade (and associated events) on record. The Board concurred.

Wages are \$450,000 under budget for now, but that will change when new hires come on, the Executive Director stated. Four (4) trucks are being outfitted for supplies, and more calls are being run, plus some fire departments are asking for more equipment on the scene. Legal costs are up, as there have been more lease agreements. Fuel numbers are under budget, due to its lower cost. Maintenance added seven (7) air conditioning units during one (1) year. Mr. England stated that the Volunteer expenses are off somewhat, as he did not break out certain items.

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

The Executive Director continued with his monthly report, a copy of which is attached hereto as a part hereof for all purposes. Response times remain steady despite the more than 300 additional calls over last month. When the new station comes on, Mr. England stated, it is not where his 10-year plan had recommended locating one. He stated that sites are selected for location, staffing and operational reasons, and added that an EMS is judged primarily on its response times.

Mr. England stated that he would like to have a committee formed to work with the ESD Commissioners on site selection and planning. **Dir. Marwill motioned to create a joint committee with ESD #11 to plan and make recommendations for the selection of certain sites in the future. Dir. Fetner seconded, and the Board voted unanimously in favor of the motion.**

The STEMI program has managed over 500 patients to date, Mr. England reported. There were 17 in-territory calls by other EMS' and 26 out of territory calls by CCEMS.

Methodist Willowbrook Hospital honored the Service recently with two (2) awards, one for the STEMI program and another for stroke management. The U. S. Marshals awarded CCEMS' care given to a fallen agent. Mr. England stated that there should be new tactical protocols within the several years' time.

The Frazier ambulances are up and running, Mr. England stated. The Service is doing a review on new protocols for C-spine patients, he added. The Executive Director stated that he hopes to replace the AED's within the next several months.

**After review, Dir. Billings' motion to approve the Executive Director's report as presented, such being seconded by Dir. Stanzer, carried unanimously.**

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

- *Building:* Dir. King reported that some pressure washing was performed, and a light was added near one station's parking lot. Dir. Billings stated that a minor modification to Station 501 would give Volunteers a much roomier space.
- *Volunteer Recruitment:* Dir. Stanzer reported that 129 Volunteers contributed 1,191 hours to the Service. Letters were sent to people who hadn't volunteered in some time. Of the 26 mailed out, only 15 were returned. Those individuals site work as the primary reason for their hours

trailing off. The last Volunteer Orientation was on June 20, 2015, Dir. Stanzer stated, and there were 25 in attendance. Dir. Marwill stated his concern that CCEMS experiences an increase of the number entering the program but no increase in the number graduating.

- *Financial Committee:* The President reported that the recent Policies & Procedures book stated this committee should be the entitled “funding and budget committee”.

**Dir. Fetner moved to approve the Committee reports as presented. Dir. Marwill seconded the motion, which received unanimous support from the Board.**

Old Business was then considered. Mr. England revisited the matter of engaging a firm to collect old debt. The Executive Director was asked to invite the firm’s representative(s) to come speak to the Board. The Attorney will review any proposal sent or delivered to the Service, it was noted.

The Executive Director felt that a review of engaging a firm to collect certain federal funds might be considered. The Board concurred.

New Business was next discussed. Dir. Gonzales stated that his MUD is sponsoring esplanade beautification on Stuebner-Airline in the vicinity of the CCEMS access road.

The President stated his appreciation to Mr. Uhl for his recent articles on CCEMS. The Board would like to have the link to his writings on Facebook or ccemsnews.com.

**Dir. Marwill moved to convene Executive Session at 7:15 p.m., in accordance with The Open Meetings Act, for the purpose of discussing anticipated litigation and personnel matters. Dir. Fetner seconded the motion, which received unanimous support from the Board.**

**After consideration, Dir. Marwill’s motion to reconvene Open Session at 8:00 p.m., duly seconded by Dir. Patton, carried by unanimous vote.** There were neither motions nor actions attributable to discussion in Executive Session.

CITING NO FURTHER BUSINESS TO COME BEFORE THE BOARD AT THIS TIME, **Dir. Marwill’s motion to adjourn at 8:04 p.m., duly seconded by Dir. Fetner, carried without dissent.**

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Date approved

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David King, Secretary of the Board