

REGULAR MEETING
Cypress Creek EMS Board of Directors
March 26, 2014

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 26th day of March 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 Dir. Ramsey and Dr. Vartanian, thus establishing a quorum, pursuant to the 22nd Amended By-laws of the Service, dated 26 January 2011. Also present was Sherry Allard, Recording Secretary to the Board of Directors.

Upon motion duly made by Dir. Graves and seconded by Dir. Patton, the Board voted unanimously to interrupt the agenda order to consider approving past minutes.

After review, upon motion made and seconded by Dirs. Stanzer and Mercier, respectively, the Board approved the minutes of the February 26, 2014 meeting as correct-ed.

The President recognized Dir. O'Connor, who discussed with the Board the Service's financial status as evidenced in the Treasurer's report, a copy which is attached hereto as a part hereof. Treasurer O'Connor began with discussion of the Variance Report, which highlights items that vary \$5,000 and 5% from the current Budget. Income exceeded Budget considerably, it was noted. Insurance came in under Budget, due to the change in carrier to VFIS. The Executive Director noted that he placed the vehicular remounts in capital items, whereas Mr. Biancalana registers them as they occur. Per Policy & Procedures, Mr. England stated, the Service will not capitalize items less than \$5,000 in cost. Often times, the Treasurer stated, it depends on the useful life of an item. If repairs are anticipated and budgeted, the item should be capitalized. The Auditor was asked about certain items that are partially brought on at one point but are completed later in the year. Mr. Burcham stated that when the last item is put into service, then depreciation starts. Dir. Marwill recommended that Mr. Biancalana make such ad-

justment(s) in the Service's bookkeeping procedure. **Dir. O'Connor moved that guidelines for fixed assets be established such that anything whose value is less than \$5,000 shall be expensed, effective the 2014 Budget. Dir. Marwill seconded, and the Board voted in agreement, save Dir. Graves' dissent.**

Dir. Mercier moved to approve the Treasurer's report as presented. Dir. Graves seconded the motion, which received unanimous support from the Board.

The motion by Dir. Graves, duly seconded by Dir. Patton, to return to the order of the day, carried.

The Board then considered approving the 2013 Audit Report. The President recognized Mr. Burcham, who distributed to and discussed with, the Board, the independent Audit Report. The Auditor stated that 2013 was a tough year, due to revenue being down from ESD #11, and insurance and Medicare exceeding expectation. Comparing budget to actual numbers, Mr. Burcham stated that expenses are in line; that only income suffered. Mr. England noted that the underage from ESD #11 was made whole in December 2013. In fact, he stated, the payments from the ESD have nearly doubled this year. That item will probably show up on the next Audit, Mr. Burcham stated. **Dir. Marwill motioned approval of the 2013 Audit Report as presented. Dir. King seconded the motion, which garnered unanimous support from the Board.** Mr. Burcham stated that he would forward to Mr. England the Cash Flow Report for placing on the website.

The President asked the Executive Director's for his report, a copy of which is attached hereto and considered a part hereof for all purposes. The Executive Director stated that response times remain steady, despite nearly 150 more calls this year than last at the same time.

Mr. England reported that:

- 1) the STEMI program has a 98% success rate to date; there were eleven (11) mutual aid calls made in District, and 12 calls out of District;
- 2) the stretchers paid for by the ESD have been ordered for the ambulances;
- 3) the paperwork to name Nikie Smith as the Service's "Administrative Chief" with respect to TCOLE matters has been prepared by administration and forwarded to the Fire Marshal;
- 4) the St. Patrick's Parade was a huge success, thanks to Dir. Doran's leadership. Revenues are still coming in from the Event;
- 5) two (2) trucks have been placed into service in the red dot areas, with a third to be added in April, totaling 16 trucks in the fleet;
- 6) remounts from Braun are being detailed and should be ready by April 15;
- 7) there are seven (7) candidates for two (2) positions in the ESD election, which will have seven (7) fire house voting sites; Commissioners Grundemaier and LeBouef are seeking re-election; early voting starts April 28 and Election Day is May 10;
- 8) the Executive Director informed the Board of the availability of a potential station site within the District; the Board stated its interest in moving forward to determine its viability, value, etc. relative to acquisition;
- 9) the Academy is seeking a qualified nurse/educator for classes.

After full discussion, upon motion duly made and seconded by Dirs. O'Connor and Stanzer, respectively, the Board voted unanimously to approve the Executive Director's report.

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

- *Building:* Dir. King reported that air conditioners will be purchased for the administrative building near Cypress Creek Parkway from Lakeside Cooling. Station 52 has had a raccoon chewing pipes beneath their building. Repairs are underway for the emergency vehicle sign at Station 4.
- *Volunteer Recruitment:* Dir. Stanzer reported that April is "Volunteer month." She suggested giving something special to Volunteers during the month. When the date for this is decided, Pres. Gonzales asked to be notified that he might attend. The Board voiced its desire to participate by paying a maximum of \$25 per Volunteer for a Board "thank you" gift.
- *Communications and media:* The President stated that he had asked for a brief description of some of former Director Streidl's 'jobs' at CCEMS. The Staff prepared a brief review, attached hereto and considered a part hereof for all purposes. Mr. England stated that he has spoken to several individuals who would be interested in pursuing a position on the Board. The President noted that there is no requirement to fill the Board vacancy. Mr. England informed the Board that Mr. Van Hooser is no longer Manager of the Comm Center and has completed his Bachelor's Degree in management. Dir. Cravens asked about the managerial grid. Mr. England stated that a class on management styles would be really helpful to the staff.

After review, Dir. Doran's motion, seconded by Dir. Marwill, to approve the committee reports as presented, received unanimous consent by the Board.

THERE BEING NO OLD OR NEW BUSINESS TO CONSIDER, the President asked for a motion to adjourn. **Dir. Marwill's motion to adjourn at 7:55 p.m., duly seconded by Dir. Doran, carried without dissent.**

Date approved

David King, Secretary of the Board