

**REGULAR MEETING**  
Cypress Creek EMS Board of Directors  
March 25, 2015

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 25<sup>th</sup> day of March 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 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 Barbara Lightsey, Mr. England's Executive Assistant and minutes taker for the meeting.

The President called the meeting to order at 6:30 p.m., in accordance with notice posted, and welcomed all guests present.

The Board first considered approval of the February meeting minutes. It was noted that Ms. Silvana was absent from that meeting. **After review, upon motion made by Dir. Gonzales, seconded by Dir. Mercier, the Board voted unanimously to approve the minutes as corrected.**

The President recognized Dir. O'Connor, who reviewed with the Board the Treasurer's and Variance Reports, a copy of which is attached hereto and considered a part of these minutes. She stated that she did not have an opportunity to speak with Mr. Biancalana, but stated that he can do general entry accounting to end each month's balance at zero. It was noted that the St. Patrick's Parade brought in more money this month, increasing the Parade revenues. There followed a discussion on the Variance Report, particularly related to budget items. Thereafter **Dir. Patton moved to approve the Treasurer's report as presented. Dir. King seconded the motion, which received unanimous support from the Board.**

Pres. Doran then asked Mr. England for the daily operations update. The Executive Director stated that response times have remained steady despite there being 500 more ser-

vice calls than at the same time last year. He reviewed with the Board the other monthly statistics noted in his written report, a copy of which is attached hereto and considered a part hereof. He reported that the ambulances ordered should be ready by the end of April.

The Executive Director informed the Board that the Internal Police Association has asked Mr. Nealy to serve. Mr. Sari serves on the Fire Safety Board, he added. **Dir. Marwill motioned approval of the Executive Director's report. Dir. Cravens seconded the motion, which garnered unanimous support from the Board.**

Committee reports were then presented.

- *Building:* Dir. King reported that proposals for Station 51 and 510 emergency exits were \$21,000 and \$9,000, respectively. The Spring station is having their air conditioning unit(s) checked, he added.
- *Volunteer Recruitment:* Dir. Stanzer stated that the February tally on Volunteers numbered 137, which performed 1,105 volunteer hours. She noted that hiring from within the Volunteers, as they become trained, does impact the number of Volunteers.

**After discussion, upon motion duly made and seconded by Dirs. Patton and Mercier, respectively, the Board voted unanimously to approve Committee reports as presented.**

Old Business was then considered.

- The Financial Committee suggested changing both the method of recording certain items (general entry accounting) and the look of the Financial Reports to give a more reasonable look of where the money is. The Committee will be meeting in the near future. The President stated that the Committee must search in depth to review the changes being proposed and take on an oversight stance.
- It was agreed that the Finance Committee will review the matter of hiring a legal team to collect old delinquent accounts. The firm from Florida appears to have the best terms at this time, Mr. England stated.

**Dir. Marwill motioned to enter Executive Session at 6:48 p.m., according to the provisions in The Open Meetings Act, for the purpose of discussing certain contractual matters. Dir. O'Connor seconded, after which the Board voted its unanimous consent.**

**After consideration, Dir. Marwill moved to reconvene Open Session at 7:17 p.m. Dir. Fetner duly seconded, and the motion carried unanimously.** The following motions are attributable to discussion in Executive Session.

**After discussion, upon motion duly made and seconded by Dirs. Marwill and O'Connor, respectively, the question being put to the Board, the Board voted in accord to extend the contract with Koronis for revenue collection through December 2016.**

**Motion by Dir. Fetner, seconded by Dir. Stanzer, to go through the colleges instead of via the accreditation group vis a vis the Academy, met with full Board support.**

**CITING NO ADDITIONAL BUSINESS BEFORE THE BOARD AT THIS TIME, Dir. Gonzales' motion to adjourn at 7:20 p.m., seconded by Dir. Marwill, carried.**

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Date approved

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David King, Secretary of the Board