

REGULAR MEETING  
Cypress Creek EMS Board of Directors  
March 30, 2016

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 March 2016, 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
Greg Marwill	President-Elect
Dave Billings	Treasurer
David Patton	Secretary
Linda Mercier	Josh Fetner
Jim Cravens	Jeff Doran
David King	

Silvana Stanzer, Volunteer Representative  
Brad England, Executive Director  
Levon Vartanian, M.D., Medical Director  
Norm Uhl, Public Information Officer ("PIO")

All members of the Board were present, except Dirs. Stanzer, Mercier and Patton, 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 Robert Pinnard, candidate for the position of Commissioner of ESD #11, Andrew McKinney, the Service's legal counsel, and Sherry Allard, Secretary to the Board of Directors.

President Gonzales called the meeting in accordance with the Service's By-Laws and notice posted, and the following business of the Service was conducted.

As the first matter of business, the President recognized the Auditor, who distributed to and reviewed with the Board the draft Audit for fiscal year 2015. Mr. Burcham informed the Board that the Audit received a clean opinion. Regarding revenues, more income was generated by Koronis, the third party billing agent, and the percentage of collection ranks high when compared to other EMS services. The Auditor noted that ESD funds shown on the revenue statement are net. For expenses, Mr. Burcham stated, there were higher legal bills and supply costs this past year. Supply costs increased with the purchase of additional ambulances. Mr. Burcham commended the Board for making the necessary changes last year to assure a healthy cash flow.

Mr. Burcham reported that the 2015 tax return for the Service was complete and ready for mailing in. **After review, Dir. Doran's motion, seconded by Dir. Billings, to approve the Audit and Tax Return for 2015 as presented, received unanimous consent by the Board.**

The President then recognized Treasurer Billings for the Treasurer's report, a copy of which, made available to Directors prior to the meeting, is attached hereto and considered a part hereof for all purposes. The Treasurer reviewed with the Board the highlights of the Variance Report. **After review, Dir. Marwill's motion to approve the Treasurer's report, duly seconded by Dir. Fetner, carried unanimously.**

Mr. England was next called upon for the Executive Director's report for February 2016, a copy of which was disseminated to the Directors prior to the meeting and is attached hereto as a part hereof. Mr. England stated that he is pleased with response times, which

He gave the statistical report:

◆ Response times, despite increased volume, have remained steady as dispatchers have become familiar with the new system.

- there were 9 Life Flight calls;
- Stemi cases are at 98% for the 600 cases thus far;
- 14 calls by other EMSs in territory;
- 22 calls by CCEMS out of territory;
- Sent a crew to Orange, Tx to aid TexDot and FEMA in local flooding; expenses will be reimbursed; got to use the new protocols with great success;
- Signed purchase orders for new ambulances to arrive in late August; can still do remounts on ambulances purchases by the Service;
- Of the ambulances purchased by ESD #11, they have agreed that, after 4 years, they would donate them to CCEMS, which could then do remounts;
- AEDs have been ordered; there are 22 now in service; would like to reinstitute having AEDs in Sheriffs' cars;
- The FM 1960 St. Patrick's Parade was a huge success, earning the most of any Parade in the past; kudos to Dir. Doran for his management and leadership;
- Ren Neely is now Vice Chair of the National Homeland Security Committee; Dir. Doran thanked him and his team for helping with the Parade.

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

President Gonzales then asked for committee reports.

◆ Building: Dir. King reported that [Station] 521 has moved back to 51. The 56 driveway is to be widened by 10 feet. The 513 generator was serviced, otherwise general maintenance.

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

There being no Old Business, New Business was considered. Mr. England introduced Mr. Pinnard to the Board. Mr. Pinnard stated there is to be a debate among candidates for ESD #11 Commissioner at 6:30 p.m. at the Ponderosa Fire House on April 7, 2016.

The President called upon Mr. McKinney, who stated he wished to talk with the Board in Executive Session. Guests exited the meeting. **After review, upon motion by Dir.**

**Marwill, seconded by Dir. Billings, the Board approved without dissent the convening of Executive Session at 7:25 p.m., in accordance with The Open Meetings Act, for the purpose of discussing contractual matters and pending litigation with legal counsel.**

**Dir. Marwill's motion, seconded by Dir. Fetner, to reconvene Open Session at 7:50 p.m., carried unanimously.** The motion made as a result of discussion held in Executive Session follows.

**Dir. Marwill moved to approve a new 3-year contract with Svadlenak & See as Auditors for the Service. Dir. Fetner seconded the motion, which received unanimous support from the Board.**

**NOTING THERE WAS NO OTHER BUSINESS TO COME BEFORE THE BOARD, following motion duly made by Dir. Marwill and seconded by Dir. Billings, the Board voted to adjourn at 7:52 p.m.**

\_\_\_\_\_  
Date approved

\_\_\_\_\_  
David Patton  
Secretary of the Board