

**REGULAR MEETING**  
Cypress Creek EMS Board of Directors  
May 28, 2014

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 28<sup>th</sup> day of May 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 Dirs. O'Connor, Mercier, Ramsey, and Patton, 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 Atripaldi, the new Education Coordinator; Chris Charron of Benefit Design Consultants; and Sherry Allard, Recording Secretary to the Board of Directors.

The President recognized Mr. England, who introduced Mr. Atripaldi, who gave the Board a brief professional history and qualifications to serve CCEMS in this capacity. The President and Board welcomed Mr. Atripaldi to the Organization.

Mr. England then introduced Mr. Charron to the newer members of the Board. Mr. Charron, who formerly worked for CCEMS, is now a benefits provider full time. Mr. Charron distributed to and discussed with the Board the benefits package of CCEMS, a copy of which is attached hereto and considered a part hereof for all purposes.

Mr. Charron noted there have been more frequent discussions with Mr. England since the passing of Dir. Bill Streidl, who wore a number of hats for the Service. Some of the discussions were related to how CCEMS could avail itself of certain resources at the Board level. He stated that certainly Mr. Van Hooser and the Board can view Human Resources and OSHA wellness items on line. The Employee Systems Program is accessible on line to all employees and their immediate families at this time.

He informed the Board that there is a catalog of on-site training courses, which could be purchased on line now. He stated that there is a stand-alone program that CCEMS provides for its

staff. They may have up to five (5) visits to consultants, including financial experts, mental health experts, etc. as part of the EAP Program CCEMS offers to its employees, Mr. Charron stated. The President stated that the loss of Bill Streidl has made him aware of the many facets of help he gave CCEMS. When asked, Mr. Charron informed the Board that the American Management Association (“AMA”) provides seminars that are sometime attended by CCEMS staff.

CCEMS is compliant with respect to requirements of the Affordable Health Care Law (“AHCL”), Mr. Charron stated. Mr. Charron’s clients are notified of items that they must comply with relative to the AHCL. Future costs start in 2015, Mr. Charron stated, when “Pay or Play” comes into effect. If benefits or contributions change, that could change whether a client is in compliance, Mr. Charron added.

Of immediate importance is that employers with more than fifty (50) employees must be compliant with the AHCL. There are fees that become effective, including the Effectiveness Research Fee, health insurance fee (does not apply to CCEMS), Health Insurance Assessment Fee, with associated costs of \$63 per head per year [CCEMS would owe \$63 per each family entity on each plan]. A rough estimate of the compliance cost for this fee is \$21,000. Mr. Charron stated that next year, the Board could evaluate the employee contributions for the Health Care Plan currently offered to staff.

The President thanked Mr. Charron and told the Board that he would like a committee to analyze the impact that the law has on CCEMS. He entitled the committee the Health Matters Task Force”.

The President asked that the approval of past minutes be next considered. **After review, upon motion made by Dir. Graves, seconded by Dir. Stanzer, the Board voted unanimously to approve the minutes of the April 30, 2014 meeting as amended.**

The President, noting that Dir. O’Connor is on vacation, asked the Executive Director to present the financial report. Such report, a copy of which is attached to and considered a part of these minutes, was distributed to and reviewed with the Board. Mr. England noted the new line item for Variance for communication network. He cited the \$888,780 received from ESD #11 and stated that when annualized, that sum comes to \$68,280 divided monthly to account for the \$1 million shortfall provided CCEMS from the ESD last year.

Dir. Graves made several of comments, including asking about the Board’s request to take Vehicular preventative maintenance out of expenses and put into capital items and asking for an explanation why the revenues from Special operations does not equal its expenses. The Executive Director explained that the Service did assist in the Iron Man Competition, but the income has not been received; and income from the Spring Crawfish Festival has yet to come in.

**After full discussion, upon motion duly made and seconded by Dirs. Doran and Marwill, respectively, the Board voted unanimously to approve the Treasurer’s report.**

The President then recognized Mr. England for the Executive Director’s report for April 2014, a copy which is attached hereto and considered a part hereof for all purposes. He

informed the Board that the response times were 7 mins. 48 secs. this past month. Additionally there were 300 more calls in April 2014 than in 2013. There were twelve (12) Life Flite calls, seven (7) mutual aid calls in CCEMS' territory and 18 outside the territory.

The stretchers being funded by ESD #11 have been delivered, Mr. England reported. The paperwork regarding the Fire Marshall's approval for dispatching is still pending. Three (3) re-mounts have been completed and are on the road, Mr. England informed the Board. As of the day after this meeting, Mr. England stated, there will be 13 ambulances and three (3) float trucks on the roads.

Mr. England then reported the results of the recent ESD #11 Commissioners election—that incumbent Commissioners LeBouef and Grundemeyer were re-elected. The Executive Director then informed the Board that CCEMS has received the Silver AHA award, the first Service in Texas to do so. Methodist Willowbrook was recognized for its STEMI and Stroke services. Montgomery and Tomball EMS services won bronze awards.

A cook-off benefitting CCEMS is to be held at 13101 Kuykendahl, Mr. England stated. There is a new service at Hooks Airport that runs mostly transports, and its life flight services are by contract only, Mr. England stated. Dr. Vartanian stated that our medics are confident that CCEMS could call PHI in cases of dire emergencies. **After discussion, upon motion duly made and seconded by Dirs. Marwill and Stanzer, respectively, the question being put to the Board, the Board voted in accord to approve the Executive Director's report as presented.**

Committee reports were then heard.

- *Building:* Dir. King reported that all new air conditioners have been installed at the Sugar Pine facility. Other stations' units will be checked, as well, he stated. They will be fixed by staff, when possible. Bids are being taken for bulldozing Station 52, he added.
- *Volunteer Recruitment:* Dir. Stanzer reported that the Volunteers were quite pleased with the Appreciation Meeting. Three (3) Board members attended, she added, and the President's speech was well received. She noted that Holly did a very good job organizing the event. However, only 22 Volunteers attended, despite numerous invitations being made. She will compare number of invitations versus attendees to check for attrition, Dir. Stanzer stated. The Board noted the 20% retention figure for participation. Saturday following this meeting, Dir. Stanzer stated, will be another Volunteer Appreciation and Orientation event. Two (2) new Volunteers are being welcomed. About 4,000 volunteer hours were reported.

**Dir. Graves motioned approval of the Committee reports. Dir. Doran seconded, and the Board voted unanimously in favor of the motion.**

As no Old Business was forthcoming, the matter was deferred.

Under New Business, the President informed the Board that he was in receipt of a letter from State Senator Wendy McNamara, thanking CCEMS for its excellence in the classroom and Dr. Vartanian's advanced protocols.

**Dir. Marwill motioned to enter Executive Session at 7:45 p.m., according to the provisions in The Open Meetings Act, for the purpose of discussing personnel matters and contract matters. Dir. Doran seconded, after which the Board voted its unanimous consent.**

**Dir. Marwill's motion, seconded by Dir. Doran, to reconvene Open Session at 8:17 p.m., carried unanimously.** The motion or action taken as a result of discussion held in Executive Session follows.

**Dir. Graves made a motion to approve funding the approximately 63 qualifying individuals for PMPY participation [re-insurance assessment regarding the AHCL] for 2014 only. Dir. Marwill seconded, and the Board vote was unanimous in approval.**

**CITING NO FURTHER BUSINESS TO COME BEFORE THE BOARD AT THIS TIME, Dir. Doran's motion to adjourn at 8:18 p.m., duly seconded by Dir. King, carried without dissent.**

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Date approved

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David King, Secretary of the Board