

**SPECIAL MEETING**  
Cypress Creek EMS Board of Directors  
November 18, 2014

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in special session, open to the public, on the 18<sup>th</sup> day of November 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. O'Connor 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 was Sherry Allard, Secretary to the Board of Directors.

President-elect Doran called the meeting of the Board of Directors to order at 6:30 p.m. and conducted the following business.

The first item considered by the Board was the minutes of the prior meeting. **Upon motion made by Dir. Graves and seconded by Dir. Marwill to approve the minutes of the October 29, 2014 meeting, the Board voted to approve as submitted.**

In Dir. O'Connor's absence an abbreviated Treasurer's Report was presented by Mr. England. He reported revenues to be \$845,000 over expectation. Expenses were \$90,000 under prediction, notably in capital equipment and reduction in the Frost Bank debt. The Board asked to have a Cash Flow Statement at the next Board meeting. **After review, Dir. Patton's motion, seconded by Dir. Mercier, to approve the Treasurer's report as presented, received unanimous consent by the Board.**

The President-elect then asked Mr. England for the Executive Director's report, a copy of which is attached to these minutes as a part hereof. The Executive Director noted that response times have suffered somewhat with the continual increase in call volume. Other activities for the month were then reported:

- STEMI program has had 460 cases, while maintaining a 98% success rate;

- There were eight (8) mutual aid calls made by others in CCEMS' territory and 32 calls made by CCEMS out of territory;
- CCEMS did get approval to conduct EMT classes, which will begin on December 9, 2014;
- Still no response yet from Baylor College of Medicine ("Baylor") regarding execution of the contract. The Executive Director will be meeting with University of Texas regarding their providing an intern with CCEMS;
- CCEMS did receive an award from SETRAC;
- The Service is fully trained and prepared to deal with ebola virus cases;
- There was an increase in the expense for medical supplies this month.

**After review, Dir. Graves' motion, seconded by Dir. Marwill, to approve the Executive Director's report as presented, carried unanimously.**

President-elect Doran then asked for committee reports.

- *Building:* Dir. King reported that the bids solicited for replacing the fire escape at St. 51 have not yet been returned. He stated that Tony felt that an electronic door opener would facilitate ease of entry and exit.
- *Volunteer Recruitment:* Dir. Stanzer reported that there are two (2) new members. Volunteer hours totaled 1530 in October. She reiterated the training and readiness of the staff for ebola virus cases.

**Dir. Graves motioned approval of the Committee reports. Dir. Mercier seconded the motion, which garnered unanimous support from the Board.**

Old Business: The President-elect asked any Director interested in being President-elect to make his desire known to him. President-elect Doran stated that he would be meeting with a candidate to fill the Board vacancy in the near future.

Under New Business, the Executive Director asked for approval of the 2015 Budget. He discussed capital items, revenue and expense predictions. He informed the Board that in 2015 ESD #11 will be funding the Service's health insurance, utilities, eleven (11) equipment repairs, Comm Center information system, and Comm Center wages. Mr. England addressed questions and comments. **After full discussion, upon motion duly made and seconded by Dirs. Graves and Cravens, respectively, the Board voted to approve the Service's 2015 Budget, with Dir. Marwill dissenting.**

Dir. Graves then informed the Board that he is retiring from the CCEMS Board of Directors effective at the year's end and turned in his written resignation to the President-elect. Dir. Doran thanked Dir. Graves for so many years of faithful service to CCEMS. After discussion, **upon motion duly made and seconded, the question being put to the Board, the Board voted in accord to accept Dir. Graves' resignation with regret.**

**Dir. Graves moved to convene Executive Session at 7:05 p.m., in accordance with The Open Meetings Act, for the purpose of discussing pending or perceived litigation. Dir. Stanzer seconded the motion, which received unanimous support from the Board.**

President Gonzales entered the meeting during Closed Session at 7:14 p.m. **Dir. Graves' motion, seconded by Dir. King, to reconvene Open Session at 7:25 p.m., carried unanimously.** There were no motions or actions taken as a result of discussions held in Executive Session.

THE PRESIDENT ASKED FOR A MOTION TO ADJOURN, as there was no other business to conduct at this time. **Dir. Marwill's motion, seconded by Dir. Gonzales, to adjourn the meeting at 7:26 p.m., carried by common consent.**

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Date approved

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David King, Secretary of the Board