

SPECIAL MEETING
Cypress Creek EMS Board of Directors
September 23, 2015

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in special session, open to the public, on the 23rd day of September 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
Norm Uhl, Public Information Officer ("PIO")

All members of the Board were present, except Dirs. O'Connor, Mercier, and Fetner, and Dr. Vartanian, thus establishing a quorum, pursuant to the 22nd Amended By-laws of the Service, dated 26 January 2011. Also present were Andrew McKinney, the Service's Attorney ("Attorney") and Sherry Allard, Secretary to the Board of Directors.

President Doran called the meeting to order at 6:30 p.m. and announced it open for all business to appropriately come before it.

The President asked the Board to consider any additions or corrections to the minutes of the last Board meeting. **After review, the Board, upon motion made by Dir. Marwill, seconded by Dir. Gonzales, voted unanimously to approve the August 26, 2015 minutes as corrected.**

As Dir. O'Connor was absent, President Doran called upon the Executive Director to present the Treasurer's report, a copy of which is attached hereto as a part hereof for all purposes. The Executive Director reported revenues \$336,000 over Budget, and expenses \$736,768 under Budget. He attributed this to the Comm Center staff being short four (4) people, other individuals departing after being hired, and the decision to lease certain equipment rather than purchase. The additional ambulances have now been stocked, he added. Otherwise there has been little change over the past month, the Executive Director reported. **Dir. Patton motioned approval of the Treasurer's report as presented. Dir. King seconded, and the Board voted unanimously in favor of the motion.**

The President asked the Executive Director for his monthly report, a copy of which is attached to, and considered a part of, these minutes. He stated that response times are starting to come down, now that the CAD training has completed. The Executive Director noted that there are also 200 more calls per month than last year.

General statistics were also reported, including the 17 Life Flight calls, 18 calls by other EMSs in territory, and 19 calls by CCEMS out of territory. The staff is working under the new protocols, he added. Mr. England stated that he hopes CCEMS will be the first EMS to carry blood products on the ambulances. The Attorney asked several questions regarding the proposed new protocol. The President asked that the Medical Director put together protocols for having and using plasma. The Attorney asked that Dr. Vartanian and CCEMS staff get together with the Hermann Hospital representatives at the end of October this year before proceeding.

The Executive Director stated that the quotes for the AEDs have arrived. The Service will be reimbursed for the old AEDs turned into the seller.

One of the ESD #11 Commissioners mentioned that CCEMS should be getting more money for the dispatch fees. All managers gave Mr. England their Budget figures, and therefrom, he anticipates being able to complete the Budget for the October or November meeting. The Board asked Mr. England to ask ESD #11 for reimbursement for October and November 2015 expenses.

Repairs and carpet replacement, where needed, to Stations 53, 54, 56, 58, and 50 are complete. Station 513 will be ready in October or November, he added.

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

At this point in the meeting, President Doran recognized the various chairpersons for their respective committee reports.

- *Building:* Dir. King stated he had nothing additional to add to earlier discussions.
- *Volunteer Recruitment:* Dir. Stanzer reported there were 783 volunteer hours during August. Five (5) Volunteers worked 22 hours each, she noted. Seven (7) graduates became members, and 34 are being processed at this time.
- *Budget and Planning Committee:* The President stated that the Committee agreed to meet two (2) more times this year and again in early January 2016. At that time, the additional collection firm(s) may be considered.

After review, Dir. Billing's motion to approve the Committee reports, duly seconded by Dir. Marwill, carried unanimously.

Old Business was then considered. The proceeds from the sale of Stancorp stock and other unidentified stocks, if any, were placed in a secure, long-term bank account, the Executive Director assured the Board.

New Business was then discussed. The Executive Director stated that the current tactical class has attendees from as far away as Brazil.

Mr. England stated the President of Northgate Country Club would like to meet the golfers before the tournament at 10:00 a.m.

Dir. Marwill moved to convene Executive Session at 7:10 p.m., in accordance with The Open Meetings Act, for the purpose of discussing pending or perceived litigation and personnel matters. Dir. Stanzer seconded the motion, which received unanimous support from the Board.

After consideration, Dir. Marwill's motion to reconvene Open Session at 8:20 p.m., duly seconded by Dir. Gonzales, carried unanimously. There were neither motions nor actions attributable to discussion in Executive Session.

NOTING THERE WAS NO OTHER BUSINESS TO COME BEFORE THE Board, following motion duly made by Dir. Marwill and seconded by Dir. Gonzales, the Board voted to adjourn at 8:21 p.m.

Date approved

David King, Secretary of the Board