

REGULAR MEETING
Cypress Creek EMS Board of Directors

February 22, 2017

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 22nd day of February 2017, 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:

Greg Marwill	President
Ruben Gonzales	President-elect
Dave Billings	Treasurer
David Patton	Secretary
Linda Mercier	Josh Fetner
Jim Cravens	Jeff Doran
David King	Eric Seymour
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 Dr. Vartanian, thus establishing a quorum, pursuant to the 22nd Amended By-laws of the Service, dated 26 January 2011. Also present were Chris Wehe, Holly Pichette, and Sherry Allard, Secretary to the Board of Directors.

President Marwill called the meeting to order at 6:35 p.m., and the following business was transacted.

After discussion, upon motion duly made and seconded by Dirs. Gonzales and Patton, respectively, the Board voted in accord to suspend the agenda order.

Pres. Marwill stated that Chris Wehe joined CCEMS some time ago and recently began training as an in-charge in the Academy. In fact, he has donated over 800 hours volunteering for CCEMS, the President stated. He was selected *Volunteer of the Month* for February for his outstanding service to CCEMS. The President joined the Board in recognizing Chris Wehe's accomplishment with the presentation by Ms. Pichette of a commemorative plaque to Mr. Wehe.

Upon Dir. Doran's motion, and following Dir. Gonzales' second, the Board affirmed returning to the order of the day.

Approval of prior minutes was given next consideration by the Board. **After review and motion made by Dir. Doran and seconded by Dir. King, the Board voted to approve the January 25, 2017 meeting minutes as corrected.**

Treas. Billings was next recognized by the President for discussion of the Service's financial status. Referring to the Balance Sheet in the January 2017 Treasurer's report, a copy of which, disseminated to the Directors prior to the meeting is attached hereto and considered a part hereof, Treas. Billings noted the net income of \$1,147, 905. In the Variance Report, he noted the dispatch fees to be up 299%. He added that the ESD#48 dispatch member had paid its fee. Koronis, the third party billing agent, brought in 191% of their billing collectibles. Certain special operations expenses were up due to purchase of tourniquet supplies, the Treas. noted.

The Profit & Loss report showed a profit of \$309,000 for the current month, but the Treasurer stated that \$3 million was billed out. Income of \$1.47 million is expected therefrom, Treas. Billings stated.

After consideration, upon motion made by Dir. Mercier, seconded by Dir. Seymour, and unanimously carried, the Board approved the Treasurer's report.

The President then recognized Mr. England for the Executive Director's report for the month, a copy of which is attached to, and considered a part of, these minutes. The Executive Director informed the Board that response times continue to remain steady even with increasing call volume. The Executive Director reported that:

- 3,011 calls were logged into the Comm Center;
- Four (4) Life Flight calls were made;
- 18 mutual aid calls by other EMSs in territory;
- Twenty (20) calls by CCEMS out of service area;
- STEMI statistics are holding at 99% successful;
- Station 52 awaits the concrete pour [delayed due to rain];
- Significant date: March 12, St. Patrick's Day Parade; Fire Commissioners have been invited to participate in the parade this year;
- CCEMS will be on the March cover of EMS Magazine relative to its blood therapy;
- Comedy Night [Feb. 16] went great, Mr. England stated.

Mr. England stated that ESD #11 now has CCEMS' 2016 Annual Report. There are five (5) years' statistics showing mutual aid calls of 204 out-of-territory calls with 213 in territory. Response times have changed little. The ESD#4 bond will come off the next annual report. Some residences have continued to donate to the Service [\$30-40,000], he added. Dispatch took 73,335 calls in 2016, 38,531 of which were EMS calls.

The ESD#11 balance sheet shows \$21 million in earnings, \$10 million of which is owed CCEMS by year's end. While the ESD tax rate decreased this year, most assessed valuations increased, the Executive Director stated.

The ambulance that CCEMS donated to an out-of-state rural EMS was successfully transported. Now they are asking for a second one. Mr. England stated that he has a buyer for four (4) of the six (6) units being replaced. The matter will be reviewed under New Business.

The President then addressed Committee assignments. For the Building Committee, Dir. King asked for an individual to train with him to take over the position perhaps next year. The President asked Dir. Seymour to fill the position. Dir. Stanzer will continue heading the Volunteer Committee. The Legal Committee consists of Dirs. Fetner, Mercier, Marwill and Gonzales. Should the need arise, the President stated, we will address the members of the Budget and Financial Committee.

President Marwill recognized Committee chairpersons for status reports.

- *Building:* Dir. King reported that much activity was routine maintenance. They are focusing on St. 52 and its concrete pour. He anticipates St. 52's framing to be done within the next thirty (30) days' time.
- *Volunteer recruitment:* Dir. Stanzer reported that a number of inactives were dropped from the roll this month. Three (3) were hired by CCEMS, she added. In Feb., 29 attended the class; the next continuing education class will be on March 1. Ten (10) or eleven (11) have already signed up, she noted. She said that 10 to 12 have signed up to have their Volunteer pictures made.

After review, Dir. Seymour's motion to approve the Executive Director's report, duly seconded by Dir. Billings, carried unanimously.

With no Old Business to consider, the Board undertook New Business. There is planned a crawfish boil at Willowbrook. Thursday following this meeting the crawfish staging committee meets at 7:00 p.m. at Clementine's.

Consideration was next given to donating a second ambulance to the rural EMS that received one (1) unit in February. **After review, Dir. Patton's motion to approve donating another ambulance in response to the letter requesting same, such being seconded by Dir. Gonzales, carried unanimously.**

CITING NO ADDITIONAL BUSINESS BEFORE THE BOARD AT THIS time, Dir. Doran's motion to adjourn at 7:05 p.m., seconded by Dir. Seymour, carried.

Date approved

David Patton
Secretary of the Board