

REGULAR MEETING  
Cypress Creek EMS Board of Directors

January 25, 2017

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 25<sup>th</sup> day of January 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:

Ruben Gonzales	President
Greg Marwill	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 Dirs. 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 Andrew McKinney, General Counsel for CCEMS ("Attorney"); David Taylor, Volunteer; Randall Ellis of Metro Transit Authority; and Sherry Allard, Secretary to the Board of Directors.

The meeting was called to order at 5:30 p.m. by President Gonzales, who asked that all business to appropriately come before the Board at this time be considered.

**Motion made and seconded to suspend the agenda order carried by unanimous consent.**

David Taylor's volunteering for CCEMS began in 2011. He has been an in-charge, an instructor for the bike team, and serves on the Advisory Board. When not volunteering, he works as a Medic for MS150. He was recognized with a plaque as the first *Volunteer of the Month* for CCEMS. The Board expressed its gratitude for, and joined in celebrating his recognition as, an exceptional Volunteer for CCEMS.

Certain New Business was undertaken, i.e. the transfer of the Presidency to Dir. Marwill. Other Board officers will be elected under the remaining New Business.

**Dir. Stanzer moved to return to the normal agenda order. Dir. Doran seconded, and the Board approved by unanimous vote.**

The President asked that the Board consider approving minutes of the last meeting. **Dir. Stanzer motioned to approve all unapproved minutes, including the minutes of the November 30, 2016 meeting, as corrected. Dir. Doran seconded, and the Board affirmed.**

The President then asked for the Treasurer's report for November and December. Treas. Billings referred to the November Treasurer's report, a copy of which is attached hereto and considered a part hereof. He stated that in his meeting with Ralph Biancalana, the in-house accountant, it was determined that income as of December 31, 2016 was \$3+ million. Koronis has done well as is reflected in their increased budget revenue of \$300,000 from \$250,000. Koronis could even exceed the increased amount, he added.

Significant expense variations include equipment repair, which was budgeted at \$16,000 and was actually \$73,000. For 2017 it was budgeted at \$70,000.

Mr. Biancalana has already negotiated the electricity bill to affect a reduction of \$1,000 per month, the Treasurer stated. The Visa® credit card rate has been reduced, resulting in another \$1,000 per month savings. Mr. Biancalana is pursuing other matters to garner additional savings for the Service.

Fiscal year 2017 looks like a really good one for CCEMS, the Treasurer concluded. When asked, the Treasurer responded that the Board approved a two-year extension to the Koronis contract during 2016.

**After review, Dir. Gonzales' motion to approve the Treasurer's report, duly seconded by Dir. Seymour, carried unanimously.**

Mr. England was called upon thereafter by the President for consideration of the Executive Director's report(s) concluding activities of 2016. His report, attached hereto and considered a part hereof, shows response times holding steady despite roadwork and call volume that continues to increase. The Executive Director reported that:

- 38,531 EMS calls were logged into the Comm Center during 2016;
- Dispatch took 73,335 calls (most ever);
- A new dispatch member Stafford has joined [has about the same number of calls as Cloverleaf, which will be leaving the dispatch team];
- Eight (8) Life Flight calls were made;
- 17 mutual aid calls by other EMSs in territory;
- Six (6) calls by CCEMS out of service area;
- IV stats were 78% on the first try;
- Airway care registered 100% success;
- STEMI statistics are now at 99% successful;
- Station 52 plans have been accepted, with a construction start-up as early as February. Pres. Marwill estimated the cost, including all revisions and additions at less than \$300,000;

- Significant dates to save are: Jan. 21, CCEMS Reunion; Feb. 11, Cajun cook-off; Feb. 16, Comedy night; March 12, St. Patrick’s Day Parade.

**After review, Dir. King’s motion to approve the Executive Director’s report as presented, such being seconded by Dir. Billings, carried unanimously.**

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

- *Building:* Dir. King reported that the stations are undergoing regular maintenance. They are now working on upkeep with the furniture. There was no flooding or damage from the recent high winds, he added. Garage doors are still being damaged by drivers, Mr. England stated.

St. 52. Pres. Marwill stated that St. 52 is well on its way. Drawings have been forwarded to Harris County for approval. Start-up date is uncertain, and there were some budgetary issues that had to be worked out. We had previously agreed to a project budget of \$230,000, but after additions were made, he expects a better figure is \$280,000. The driveway may be replaced, the septic system will be replaced, and a fence added that had not been budgeted for. The President added that he put the drawings on the conference table for all to review.

**After consideration, the Board authorized an extension to the contract to total \$280,000 for St. 52, motion having been made by Dir. Gonzales, seconded by Dir. King, and unanimously carried.**

- *Volunteer recruitment:* Dir. Stanzer reported that today is quite special, beginning with Mr. Taylor’s designation as the first “*Volunteer of the Month*”. Continuing education is a success, as 29 attended. The next class is Feb. 1, and there are 20 Volunteers signed up. Emails have already been sent out, as well as Facebook® reminders. There are 2 fewer Volunteers than last month, as CCEMS hired them. 933 Volunteers contributed 10,437 hours in 2016. There are 53 new Volunteer candidates. Dir. Gonzales stated that we need to make sure we challenge the Volunteers, motivate them, call them frequently and remind them to bring a friend next time.

**After discussion, upon motion duly made and seconded by Dirs. Billings and Doran, the Board voted in accord to approve the Committee reports.**

As there was no Old Business to review, New Business was considered. Election of Board Officers was undertaken. The following slate of officers was put before the Board:

President-elect	Ruben Gonzales
Treasurer	Dave Billings
Secretary	David Patton

**After discussion, upon motion duly made and seconded by Dirs. Doran and Seymour, respectively, the Board voted in acclamation to elect the slate.**

Other matters to come before the Board included Mr. Ellis’ introduction to the Board. He appreciated the work of CCEMS and availed himself to CCEMS, should the need ever arise.

**Dir. Gonzales motioned to enter Executive Session at 7:15 p.m., according to the provisions in The Open Meetings Act, for the purpose of discussing pending litigation and**

**contractual matters. Dir. Cravens seconded, after which the Board voted its unanimous consent.**

**After consideration, Dir. Doran's motion to reconvene Open Session at 7:51 p.m., duly seconded by Dir. Gonzales, carried unanimously.** There were neither motions nor actions attributable to discussion in Executive Session.

THE PRESIDENT, NOTING THERE WAS NO OTHER BUSINESS TO COME before the Board, asked for a motion to adjourn. **Dir. Seymour's motion, seconded by Dir. Stanzer, to approve adjournment at 7:52 p.m., carried without disagreement.**

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Date approved

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David Patton  
Secretary of the Board