

REGULAR MEETING  
Cypress Creek EMS Board of Directors

August 31, 2016

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 31<sup>st</sup> day of August 2016, 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	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. Doran and Mercier 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.

The meeting was called to order at 6:30 p.m., at which time the following business was transacted.

Approval of the minutes from the previous Board meeting was first considered. As the minutes were unavailable for review, the matter was deferred until the next Board meeting.

Dir. Billings was then called upon by the President for presentation of the June 2016 Treasurer's report, a copy of which, disseminated to the Directors prior to the meeting, is attached hereto and considered a part hereof. The Treasurer stated that the Balance Sheet shows \$915,000 for income, which represents the Board's income prediction for the entire fiscal year. From the Profit & Loss Report, the Treasurer noted that Koronis' higher revenues are from old accounts.

Ralph Biancalana stated that he feels the Service is on Budget. Blending extraneous funds with the St. Patrick's Parade income increased its total to \$300,000, but those funds have now been broken out into their appropriate various categories, Dir. Billings stated. The educational books may still have some blended funds, though. Items for station maintenance have now been moved to capital expenses, the Treasurer noted.

**Dir. Fetner moved to approve the Treasurer's report, as presented. Dir. Patton seconded, and the Board affirmed.**

The President called upon Mr. England for the Executive Director's report, a copy of which is attached to, and considered a part of, these minutes for all purposes. He reported that:

- Response times remain constant despite increased call volume;
- A thank-you note was received from former Dir. Graves' family;
- Five (5) Life Flight calls;
- 10 mutual aid calls by other EMSs in territory;
- 23 out of service area calls by CCEMS;
- Ren Nealy is doing great with the tactical class of 39 students;
- Use of blood products on the trucks is going well; Mr. Nealy attended and helped with protocols, which the medics were ready to use on the first day;
- The Service does have new Supervisor vehicles on the streets and doing well, Mr. England stated. The cars are outfitted with the "police package" to last longer and be more reliable vehicles. Old vehicles will be used as back-ups.
- The Golf tournament, scheduled for November 23, 2016, has 36 teams sign up and needs 2 more as they cannot exceed 38;
- Pearland EMS has joined the Comm Center dispatch, which will require no additional staff. Their contract is for 1 year, with a 3-year extension thereafter;
- Mary Bridges, a *very* long time employee, plans to retire November 1.

The Executive Director stated that after just renovating some of the stations, it is felt that the Volunteers are not taking care of the improved facilities. He added that the Volunteers receive generous benefits from the Service, but he is disappointed in their station behavior.

New ambulances will arrive at the end of September, Mr. England stated. The ESD did purchase all the ambulances in CCEMS' name, he noted. The Service finalized the 2.9%-interest loan to cover particulars for the ambulances. CCEMS hopes to sell 8 old ambulances for \$270,000, he added. Mr. England stated that Kay Rosenquist has a similar organization, though all volunteer, and would like to have one of our old vehicles. **After consideration, upon motion made by Dir. King, seconded by Dir. Marwill, the Board unanimously approved donating one (1) of the Service's old ambulances to Ms. Rosenquist's service.**

**Station 52**

Three (3) bids were received for Station 52's construction. The range from low to high bidders was quite considerable, he added. The facility is planned for two (2) bedrooms with supplies, and room for the Supervisor to have an office. No auto-flush toilets. The bid includes concrete out to the street. If the low bidder [S. B. Thomas Construction, LLC ("SB Thomas")] is given final approval, they would start in October, Mr. England stated. He stated that he is considering borrowing \$200,000 from the bank to assure maintaining the reserve on hand. The Executive Director is hoping the local MUD will manage boring the road. He stated that he would like to get services [water and sewage] through the MUD thereafter.

The length of time to complete, as well as the size and general layout of the building were questioned by Dir. Marwill. He reiterated his low opinion of metal buildings. Dir. Marwill stated he would like to review the design plans and is also concerned about the price being too low.

Mr. England stated that site preparation is scheduled for February 2017, and all documents will be executed and pre-design meetings will have been held.

The President stated that the two (2) major concerns with the project are 1) obtaining water and sewer connections, and 2) boring the road. The President asked whether square footage could be added to the rear of the facility's garage without impacting the building design. It was agreed that Mr. England would set up a meeting between SB Thomas and Dirs. Marwill and Fetner.

### **Budget setting**

Commissioners LeBouef and Pinnard make up the budget committee for ESD #11. CCEMS' Budget Committee will be meeting with them during September and October. At that point, President Gonzales appointed Dirs. Billing, Marwill, and Patton to serve on the Service's committee.

### **Dir. Billings motioned approval of the Executive Director's report. Dir. Fetner seconded the motion, which garnered unanimous support from the Board.**

President Gonzales then recognized Committee heads for presentation of their Committees' reports, printed portions of which are attached hereto as a part hereof.

- *Building:* Dir. King reported that his report is mostly regular maintenance. The stations did receive new carpet, new beds, and air conditioning repairs. Chairs are set to arrive in 2 to 3 weeks' time.

- *Volunteer Recruitment:* Dir. Stanzer stated that there are 100 Volunteers, 7 active, 71 participating, and 5 departures, due to 1) the job, and 2) inactivity, and 3) hired by CCEMS. 937 hours were contributed by the Volunteers. The last Orientation was held on July 17, and the next will be September 24. Ms. Pichette sent out letters to Volunteers, affording them access to the central education program. Dir. Stanzer asked Dir. Marwill if he could put together 2 – 3 discussions on needs of Volunteers and motivation to succeed at CCEMS. The President stated that he would like to participate in that effort.

### **After discussion, upon motion duly made by Dir. King, seconded by Dir. Patton, and unanimously carried, the Board approved the Committee reports as presented.**

There was neither Old Business nor New Business to consider.

### **Dir. King motioned to enter Executive Session at 7:14 p.m., according to the provisions in The Open Meetings Act, for the purpose of discussing personnel matters and certain litigation. Dir. Stanzer seconded, after which the Board voted its unanimous consent.**

**Dir. Marwill's motion, seconded by Dir. Stanzer, to reconvene Open Session at 7:33 p.m., carried unanimously.** One Motion made as a result of discussions held in Executive Session follow.

**After review, motion made by Dir. Marwill and seconded by Dir. Fetner to approve the Longevity Awards as discussed in Executive Session, received unanimous consent by the Board.**

**NOTING THERE WAS NO OTHER BUSINESS TO COME BEFORE THE BOARD, following motion duly made by Dir. Cravens and seconded by Dir. Stanzer, the Board voted to adjourn at 7:35 p.m.**

\_\_\_\_\_  
Date approved

\_\_\_\_\_  
David Patton  
Secretary of the Board