

REGULAR MEETING  
Cypress Creek EMS Board of Directors

November 30, 2016

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 30<sup>th</sup> day of November 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. Cravens and Doran 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 Eric Seymour and Sherry Allard, Secretary to the Board of Directors.

President Gonzales called the meeting in accordance with the By-laws of the Service at 6:30 p.m., and the following business of the District was conducted.

**After consideration, upon motion duly made, seconded, and unanimously carried, the Board voted in accord to suspend the agenda order to consider the appointment of a new Director.**

Pres. Gonzales stated that Mr. Seymour had been interviewed by the Committee, which recommended him for appointment to the Board. **After review, Dir. Billings' motion to accept the recommendation of the Committee to appoint Mr. Seymour to the Board of Directors, duly seconded by Dir. King, carried unanimously.**

**After consideration, upon motion duly made and seconded by Dirs. Marwill and Patton, respectively, the Board voted to return to the normal agenda order.**

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. Mercier, voted unanimously to approve as amended the 26 October 2016 minutes.**

Dir. Billings was then called upon by Pres. Gonzales for presentation of the monthly Treasurer's report, a copy of which is attached hereto and considered a part hereof. The Treasurer reported that income was predicted to be \$2.158 million, but is significantly higher at \$2.982 million. This amount was attained because ESD #11 purchased, then donated, the ambulances to the Service. Additionally income of \$17,000 came in from the gasoline tax refund. The Treasurer stated that he is trying to get a 1% return on purchases made on the Service's Visa® card. Koronis' regular activity revenues were 1.83% over Budget. Their old account collections improved some 40%.

Expense review showed equipment repairs up by 258%, due to more repairs being made in 2016 compared to purchasing new vehicles. Certain other expenses were up, including the St. Patrick Parade.

The President then asked Mr. England for the Operations status report, a copy of which is attached hereto and considered a part hereof for all purposes. The Executive Director reported that:

- There have been 3,800 calls to date;
- Nine (9) Life Flight calls;
- 29 mutual aid calls by other EMSs in territory;
- 16 calls by CCEMS out of service area;
- The new ambulances are all out on the streets and look great;
- There are now 14 twenty-four (24)-hour trucks;

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

Committee chairs were then asked to report on activities during the month.

▪ *Building:* Dir. King reported that the Committee had reviewed the new station plans. Dir. Marwill stated that he has reviewed the 50% drawings. The Attorney is reviewing the contract for the project. S.B.T. (the contractor) has accepted most of the Board's changes. The details surrounding the concrete still have to be worked out, he added. Breaking ground is planned for February 2017, Dir. Marwill stated.

Weatherizing all the stations plus routine maintenance is being undertaken, Dir. King noted.

▪ *Volunteer recruitment:* Dir. Stanzer reported that Volunteers gave their feedback regarding ways of improving volunteerism at CCEMS. At the last Volunteers meeting, both the President and Norm Uhl were in attendance. They congratulated Ms. Pichette and Dir. Stanzer for their work with the Volunteers. After completing their 3-month orientation period, they receive the CCEMS red shirts, Dir. Stanzer stated.

There has to be motivation for these people to keep their skill levels up. Certain Volunteers who work during the week have asked that they can avail themselves of the videos during evenings and weekends or do on-line training. It was determined that 1 night class will be offered for 3 months' time, and the response will be measured to determine whether the class continues.

Dir. Stanzer stated that a Volunteers' Facebook® page was started, and thus far only 24 have signed up. She stated that the Board information needs to be updated for the Volunteers. Dir. Stanzer stated that she would like to give a reward when a Volunteer is really doing something special. It was noted that there was no funding for this item in the Budget. There are currently 19 medic candidates and 11 driving candidates. Dir. Mercier suggested bringing an outstanding Volunteer to a Board meeting, where he would get recognition for his service. No decision was

made. There are 100 Volunteers who have contributed 714 hours in October. There are 9 Actives, and 67 participants.

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

**Under Old Business, after discussion, upon motion duly made and seconded by Dirs. Mercier and Marwill, respectively, the Board voted in accord to ratify its motion to contract with S.B.T. Construction Co. to construct Station 52.**

New Business included a discussion regarding review of the 2017 Budget for the Service by four (4) Directors and two (2) ESD #11 Commissioners. **Dir. Marwill motioned approval of the CCEMS 2017 Budget report. Dir. Fetner seconded the motion, which garnered unanimous support from the Board.**

Other matters to come before the Board included the following. **Dir. Stanzer motioned to enter Executive Session at 7:13 p.m., according to the provisions in The Open Meetings Act, for the purpose of discussing personnel matters and certain litigation. Dir. Fetner seconded, after which the Board voted its unanimous consent.**

**Dir. Marwill motioned to reconvene Open Session at 7:20 p.m. Dir. Mercier seconded, upon which the Board voted its unanimous consent.** The following motion resulted from discussion held in Executive Session.

**After review, Dir. Fetner's motion to approve the Executive Director's salary matter as described in Executive session, such being seconded by Dir. King, carried unanimously.**

It was decided to hold the May meeting on the 24<sup>th</sup>, rather than on May 31, 2017.

**CITING NO ADDITIONAL BUSINESS BEFORE THE BOARD AT THIS TIME, Dir. Marwill's motion to adjourn at 7:25 p.m., seconded by Dir. Seymour, carried.**

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Date approved

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David Patton  
Secretary of the Board