

REGULAR MEETING  
Cypress Creek EMS Board of Directors

October 26, 2016

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 26<sup>th</sup> day of October 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 Stanzer 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 John Nicks, Mike Palmquist, and Sherry Allard, Secretary to the Board of Directors.

The meeting was called to order at 6:30 p.m. by President Gonzales, who asked that all business to appropriately come before the Board at this time be considered.

Approval of prior minutes was given first consideration by the Board. **After re-view and motion made by Dir. Patton and seconded by Dir. Fetner, the Board voted to approve the September 28, 2016 meeting minutes as corrected.**

Dir. Billings then presented the Treasurer's report for September 2016, a copy of which, disseminated previously to the Directors, is attached to, and considered a part of, these minutes. The Treasurer stated that the net profit for the month was \$2,301,318.18. Included in that, he noted, was the \$1.1 million from ESD #11 for the new ambulances. Expenses for equipment exceeded the budgetary amount by 200%, so the Treasurer wants to assure this item is increased in the next Budget. Under station maintenance costs, \$12,000 damage was incurred, but an insurance claim has been filed. Over all, station maintenance is up 42% this year, the Treasurer added. The ESD has reimbursed the service for the Stryker stretchers, the Treasurer stated. **Dir. Mercier motioned approval of the Treasurer's report. Dir. Marwill seconded the motion, which garnered unanimous support from the Board.**

The Executive Director's report, a copy of which is attached hereto and considered a part hereof for all purposes, was next presented by Mr. England. He informed the Board that:

- The new ambulances were ordered by the ESD in CCEMS' name, which removes the ESD from liability; three (3) buildings are still owned by ESD#11;
- Celebrating the retirement of Margaret Bridges, who has served CCEMS for 36 years, is planned for the day following this meeting, Mr. England stated;
- Response times remain steady despite increased call volume;
- Nine (9) Life Flight calls;
- Intubations 100% on first try;
- 22 mutual aid calls by other EMSs in territory;
- 10 calls by CCEMS out of service area;
- Commissioners ("Comms.") LeBoeuf and Pinard, Dirs. Billings, Mercier, and Patton reviewed and approved the 2017 Budget. [Dir. Marwill had provided his input beforehand.] It will be given review for approval by the ESD #11 board at its next meeting;
- ESD #11 wanted to assure that it has no liability related to the use of gas [in the station];
- The ESD #11 tax rate was set lower (3.97%) than the prior year's rate (4.1%), but as the assessed valuation of the service area increased, the tax revenue will not decrease;
- The letter agreement with the Contractor [Capital] of the new station has been executed by the President;
- One (1) new ambulance has been received. Upon receipt of the second vehicle, an older ambulance will be donated to the Maine EMS, as approved by the Board last month;
- Five (5) more ambulances are currently being painted and should be here within the month;
- The Golf tournament had only 9 holes but was a great success;
- Nov. 5 is Health and Craft Day at the Education Facility [Ms. Pichette and Mr. Uhl have been working hard on this project];
- CCEMS will obtain accreditation for its EMT class [when 80% of students have jobs after graduation]; the class will be taught at CCEMS by Fire Chief Windisch.

**Dir. King motioned approval of the Executive Director's report, which, after Dir. Doran's second, the Board unanimously approved.**

The President asked to have committee reports given at this time.

- *Building:* Dir. King reported that new items are going into certain stations [counter for stations 1, 5, and 51 and 59; recliner for station 2]. Dir. Marwill stated that he again met with the architect and Contractor for the new station, and they are still working on logistics related to the building, including utility easements and cost therefor, size of bedrooms increased, closet size, Hardi® plank for windows, a 1-bay garage, etc., resulting in an approximate size of 2,500 square feet. If CCEMS can agree on a contract, the architect will be designing plans in November and December; the Contractor hopes to complete construction by next summer. Dir. Marwill stated that ingress/egress requirements need to be determined. He is satisfied the architect and contractor make up a strong team.
- *Volunteer recruitment:* In Dir. Stanzer's absence, the report will be deferred, the President stated.

**After review, Dir. Patton's motion to approve the Committee report(s) as presented, such being seconded by Dir. Fetner, carried unanimously.**

There were neither Old nor New Business to discuss.

Under other such business to come before the Board, the Executive Director introduced the guests. Mr. Palmquist expressed his happiness about the result of the Directors Election.

**After consideration, upon motion duly made and seconded by Dirs. Marwill and Billings, respectively, the question being put to the Board, the Board voted by common consent to enter Closed Session at 7:00 p.m., in accordance with The Open Meetings Act, for the purpose of discussing certain contractual matters.**

**After consideration, Dir. Doran moved to reconvene Open Session at 7:20 p.m., Dir. Billings duly seconded, and the motion carried unanimously.** The following motion is attributable to discussion in Executive Session.

**After consideration, the Board authorized issuing a Letter of Intent to S. B. Thomas Construction Company regarding the Station 52 Project and work to develop a full contract within thirty 30 days' time, motion having been made by Dir. Billings, seconded by Dir. Marwill, and unanimously carried.**

**NOTING THERE WERE NO OTHER AGENDA ITEMS TO DISCUSS, Dir. Marwill's motion to adjourn at 7:22 p.m., which motion was duly seconded by Dir. Fetner, carried by unanimous vote.**

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Date approved

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David Patton  
Secretary of the Board