

REGULAR MEETING
Cypress Creek EMS Board of Directors

April 26, 2017

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 26th day of April 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 Dirs. Doran and Seymour, and Dr. Vartanian, thus establishing a quorum, pursuant to the 22nd Amended By-laws of the Service, dated 26 January 2011. Also present were ESD #11 Commissioners Tommy Ripley and Robert Pinard; Eliza Herrera, Volunteer for CCEMS; and Sherry Allard, Secretary to the Board of Directors.

President Marwill called the meeting to order at 6:30 p.m. and announced it open for all business to come before it.

The President asked the Board to consider approval of the minutes of the March Board meeting. He cited two corrections. **After review, the Board, upon motion made by Dir. Gonzales, seconded by Dir. Fetner, voted unanimously to approve as amended, the March 29, 2017 meeting minutes.**

The President then recognized Treasurer Billings, a copy of whose report, previously distributed to the Board, is attached hereto and considered a part of these minutes. The Treasurer stated that budgeting in the first quarter has been pretty much on target, and activities reported therein are about the same for each month. The Executive Director reported that dispatch fees were up considerably and education supplies are down some 59%. In addition, with new vehicles, it is expected that maintenance fees will be down, the Treasurer reported.

Commissioner Ripley asked about the high legal bills over the last two (2) years. He felt that having an in-house attorney [available as problems and questions arose] would lower the expense. The President responded that the high legal costs are quite unusual and aren't expected much longer.

After discussion, upon motion duly made by Dir. Patton and seconded by Dir. Mercier, the Board voted in accord to approve the Treasurer's report.

The President then asked Mr. England to give an operational status report. A copy of his report, disseminated previously to the Directors, is attached hereto as a part hereof. The Executive Director reported that:

- There were 3,361 calls last month—most ever;
 - Six (6) Life Flight calls were made;
 - Twenty-four (24) mutual aid calls by other EMSs in territory;
 - Twenty (20) calls by CCEMS out of service area;
 - Six minutes, 28 seconds represents the normal STEMI time stat;
 - Are way ahead of schedule for Station 2 construction; did have to wait on the garage door;
- Mr. Uhl took a great set of photos;
- ESD # 11 had an outside audit to validate the Service's revenue request from the ESD;
 - ABHES accreditation has been officially earned by the Academy, but await the plaque;
 - The Volunteers have 'adopted' the Hermann Health Wellness Project;
 - The new energy contract has been signed; Station 5 required a more efficient system;
 - The Texas Rangers FBI, Harris County Constables, and the FBI have been [for 2.5 wks.] Intensely rounding up criminals; they have been interviewing them at the Education Facility.

After consideration, upon motion made by Dir. Stanzer, seconded by Dir. Fetner, and unanimously carried, the Board approved the Executive Director's report.

President Marwill recognized the various chairmen for their respective committee reports.

- *Building:* Dir. King reported that Station 52 is really going forward--could be ready as early as 2 – 3 weeks' time. Relay alarm equipment was going off intermittently. It was replaced to comply with Fire Marshal's codes.

Administrative Building: The President asked Mr. England about any problems there; bring to the Board for consideration and improvement. It has been 8 – 9 years since the building was constructed, and it has greater use than we figured initially, the President stated.

Station 1: The parking situation was discussed. Some overflow parking has been going to a near-by Day Care Center. The President was concerned about theft and vandalism to Volunteers' vehicles. The Executive Director stated that it would take the owner's approval and about \$5,000 to install a gate on the rear lot.

- *Volunteer recruitment:* Dir. Stanzer reported 88 Volunteers [in March], who contributed 880 hours. There are 16 active Members. Sixteen attended the last orientation. Dir. Stanzer stated that she attended and spoke with several people. The first and last Continuing Education classes had to be changed. 19 attended. Ms. Pichette sent out notices that bringing somebody to the next meeting would earn a reward.

- *Legal:* The Board was informed that one litigant in a pending matter was severely injured in a car wreck recently. It was uncertain what effect, if any, that would have on pending litigation.

After discussion, Dir. Fetner's motion to approve the Committee reports as presented, such being seconded by Dir. King, carried unanimously.

Old Business included Mr. England's informing the Board that the second ambulance was shipped to Maine, due to arrive Monday following this meeting.

New Business matters were next undertaken. Furthering the discussion of a facility being availed to CCEMS by the Northampton Homeowner's Association ("HOA"), Tony was to have met with someone from Northampton on the matter. Mr. England was not sure the meeting occurred.

The President stated that he attended the first meeting of the Leadership and Management seminars being offered to the staff. He stated that Dir. Seymour stressed all the knowledge and experience that the CCEMS Board members represent. Dir. Billings stated that the attendees were really touched by Dir. Seymour's words. The President stated that the Supervisors expressed an interest for the Board members to ride along with the Volunteers and engage with them. The President told the Board to contact Dawn when a Director wishes to ride along.

Dir. Gonzales moved to convene Executive Session at 7:10 p.m., in accordance with The Open Meetings Act, for the purpose of discussing personnel matters. Dir. Mercier seconded the motion, which received unanimous support from the Board.

After consideration, Dir. Patton's motion to reconvene Open Session at 7:20 p.m., duly seconded by Dir. Mercier, carried unanimously.

The President will undertake the matter discussed in Executive Session. The final decision in this regard will occur at the May 2017 meeting.

The President recognized Ms. Herrera, who is being honored as April's "Volunteer of the month". The President stated that while she hasn't been with Cypress Creek EMS all that long, all Volunteers praised her work ethic. She brings a positive attitude to work, and it seems to rub off on those around her. She is a full-time paramedic for Coastal EMS, a 'partner' with CCEMS in transporting patients. The Board recognized her accomplishment with their applause and a plaque.

ABSENT ANY FURTHER BUSINESS TO CONDUCT AT THIS TIME, the President asked for a motion to adjourn. **Dir. Gonzales' motion, seconded by Dir. Stanzer, to adjourn the meeting at 7:30 p.m., carried by common consent.**

Date approved

David Patton
Secretary of the Board