

REGULAR MEETING
Cypress Creek EMS Board of Directors

July 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 July 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

Jim Cravens	Linda Mercier
	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 Dr. Vartanian, thus establishing a quorum, pursuant to the 22nd Amended By-laws of the Service, dated 26 January 2011. Also present were Jackie Salazar, CCEMS Volunteer; Tim Duffy, Enrique Lima, and Glen Denning, prospective Board members; Holly Pichette; and 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.

The Board, upon motion having been duly made and seconded by Dirs. Gonzales and Patton, respectively, voted to change the agenda order to enter Executive Session at 6:32 p.m. to consider certain personnel matters.

Dir. Billings motioned to reconvene Open Session at 6:40 p.m. Dir. Seymour seconded, upon which the Board voted its unanimous consent. The following action resulted from discussion held in Executive Session. Dir. Fetner tendered his resignation from the Board, thanking everyone for their support while he served. **After review and upon motion and second being made by Dirs. Gonzales and Patton, respectively, the Board approved with regret the resignation of Josh Fetner.**

The President informed the Board that Dave King wrote his resignation letter from the Board on July 10, 2017, shortly before he passed away. The entire Board recognized

Dir. King's efforts on behalf of CCEMS and agreed that he will be sorely missed. The President added that his passing actually resulted in four (4) positions available on the Board.

Thereupon President Marwill introduced three (3) guests at the meeting: Tim Duffy, Glen Henning, and Enrique Lima, prospective Board members. He asked that the Board consider the qualifications of the three (3) candidates present, as well as Mr. Woodfin Mitchell, not present. Dir. Gonzales stated that his committee had studied the qualifications of the four (4), as well as what qualities they could bring to the Board, and recommended their appointment to the Board. **The Board, upon motion having been made by Dir. Seymour, duly seconded by Dir. Mercier, and unanimously carried, appointed the 4 candidates [Duffy, Henning, Lima, and Mitchell] to the Board.**

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

Approval of prior minutes was given next consideration by the Board. **After review and motion made by Dir. Stanzer and seconded by Dir. Seymour, the Board voted to approve the June 28, 2017 minutes, as corrected.**

The President then recognized Dir. Billings for the Treasurer's report, a copy of which is attached hereto and considered a part hereof for all purposes. The Treasurer answered a few questions. It was agreed that rather than reviewing the whole report, the Treasurer will field questions, to expedite matters. **Dir. Gonzales motioned approval of the Treasurer's report. Dir. Mercier seconded the motion, which garnered unanimous support from the Board.**

Mr. England was then recognized by the President for the Executive Director's report, copy of which is attached hereto as a part hereof.

The Executive Director reported that:

- Response times are doing well, around 8 minutes;
- Call volume is over 3,000 calls each month; if it continues, it could reach 40,000 this year;
- Eight (8) Life Flight calls were made;
- Twenty-two (22) mutual aid calls by other EMSs in territory;
- Nineteen (19) calls by CCEMS out of service area;
- Medics are doing a great job on airway management;
- Mr. England will be doing a walk-through on the new station next Monday;
- Furniture has been ordered for the new station and should arrive soon;
- Cy-Fair Hospital has obtained Level 2 trauma designation;
- The ESD #11 will be paying for replacement of the station's damaged garage doors;
- The 2017 September regulations require that ambulances have auto-lifts (\$35,000) but older ambulances will be grandfathered in;
- Community awareness regarding patients that do not get transferred was discussed with Lynn LeBouef. A pilot plan [Coastal is participating] of Dr. Vartanian is working well on those patients for whom 9-1-1 is not the best solution;

- CCEMS now has a sub-lease for parking at Station 51; during the month 6 cars were spray painted, 1 broken into. Mr. England hired a service to keep watch from 10 p.m. until 6 a.m. @ \$45/hour.
- Though the expenses are below budget, they should level out during the year;
- On the trucks, use of plasma has been switched to whole blood. Katy and CCEMS are the only EMSs whose protocols include blood usage;

After discussion, upon motion duly made and seconded by Dirs. Seymour and Stanzer, respectively, the Board voted in accord to approve the Executive Director's report.

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

- *Building:* Dir. Seymour stated that he spoke with Lisa and Jeff regarding their wish list. He added that he would like to see if there could be generator power run into certain of the buildings. He asked if the Ford Explorer(s) could be equipped with carbon monoxide ("CO") monitors.
- *Volunteer recruitment:* Dir. Stanzer reported that four (4) of last month's Volunteers were hired by CCEMS. Two (2) others have only 12 hours to complete their requirements by August 1.
- *Legal:* No report.

After discussion, upon motion duly made and seconded by Dirs. Patton and Duffy, respectively, the question being put to the Board, the Board voted in accord to approve the Committee Reports.

There being no Old Business, New Business was considered. The President recognized Jackie Salazar, July's "Volunteer of the month". She was given a plaque honoring her fine service, a CCEMS tumbler, and the Board's high commendation for her volunteerism at CCEMS. Though only here since February 2010, the President stated, she has given more than 1,000 hours of her time at CCEMS. Monique Denny, who nominated her, said she has a great way of keeping everyone calm when under extreme stress. The paramedic class she is taking will end in about two (2) weeks' time, Ms. Denny added. The Board congratulated her for her patient care and hard work.

Further to discussion at last month's meeting, **a motion by Dir. Patton, seconded by Dir. Gonzales, to adopt the policy on weapons as written on the attachment handed out last month, carried by unanimous vote.**

Dir. Gonzales moved to convene Executive Session at 7:30 p.m., in accordance with The Open Meetings Act, for the purpose of discussing perceived or pending litigation. Dir. Patton seconded the motion, which received unanimous support from the Board.

After consideration, Dir. Stanzer moved to reconvene Open Session at 7:45 p.m., Dir. Gonzales duly seconded, and the motion carried unanimously. No action was taken as a result of Executive Session discussion.

ABSENT ANY FURTHER BUSINESS TO CONDUCT AT THIS TIME, the President asked for a motion to adjourn. **Dir. Lima's motion, seconded by Dir. Seymour, to adjourn the meeting at 7:46 p.m., carried by common consent.**

Date approved

David Patton
Secretary of the Board