

REGULAR MEETING
Cypress Creek EMS Board of Directors

June 28, 2017

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 28th day of June 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	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. King and Fetner, and Dr. Vartanian, thus establishing a quorum, pursuant to the 22nd Amended By-laws of the Service, dated 26 January 2011. Also present were Holly Pichette, Public Relations Director; James Smith, CCEMS Volunteer; and Sherry Allard, Secretary to the Board of Directors.

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

As first order of business, the President recognized James Smith, CCEMS' "*Volunteer of the month*". The President extolled Mr. Smith's virtues during his nine (9) years of service. Mr. Smith had actually worked at a hospital as a youth, the President stated. He is always willing to help anyone and has a great "bedside manner" with patients. All told, Mr. Smith is a real asset to the Organization, the President stated. He presented Mr. Smith with a plaque that notes Mr. Smith's award. The Board joined in honoring him.

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. Stanzer, seconded by Dir. Gonzales, voted unanimously to approve as amended, the May 24, 2017 minutes.**

Dir. Billings was then called upon by the President for presentation of the monthly Treasurer's report, a written copy of which, dated May 2017, made available to Directors prior

to the meeting, is attached hereto and considered a part hereof for all purposes. Koronis has brought in 72% above their budgeted amount for this period (their annual figure was increased by \$50,000 over last year's Budget), the Treasurer stated.

The Treasurer then discussed expenditures, which are within 4% of Budget. Maintenance fees continue to be under Budget due to the new vehicles. The trucks did have to be supplied, bringing supplies up. Legal costs remain lower than last year. It would seem that budgeting was fairly accurate for 2017, the Treasurer stated.

After review, Dir. Patton's motion to approve the Treasurer's report as presented, such being seconded by Dir. Seymour, carried unanimously.

The President then asked Mr. England to update the Board regarding day-to-day matters. A copy of the Executive Director's report for the month of May 2017, disseminated to the Board before the meeting, is attached hereto as a part hereof.

The Executive Director reported that:

- Response times are doing well, despite the additional call volume;
 - There were 3,435 calls in May;
 - Six (6) Life Flight calls were made;
 - Twenty (20) mutual aid calls by other EMSs in territory;
 - Twenty-four (24) calls by CCEMS out of service area;
 - The Audit that ESD #11 had sought to confirm that the billing items from CCEMS were warranted passed with flying colors;
 - CCEMS was again recognized by the American Heart Association ("AHA") for the success of the STEMI program;
 - The contractor for St. 52 has been waiting on CenterPoint in order to complete the drywall, tape and float;
 - The revalidation from Medicare for another 5 years' participation has been received;
 - Cy-Fair Hospital has obtained Level 2 trauma designation;
 - Seventeen (17) have passed the paramedic's 'P' exam; some are 'P2's. Both show CCEMS' teachers are doing a great job;
 - Champions Fire Department ("Champions FD") plans to replace some bay doors; Mr. England told them to contact ESD #11 regarding CCEMS' doors;
 - Dir. King is now home from the hospital and doing well. Hospice care will take care of him.
- The supervisor inserted his chest tube.

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

President Marwill then asked for committee reports.

- *Building:* Dir. Seymour stated that St. 501 just received a new air conditioner ("a/c"). St. 58 needs a new water meter. He spoke with Mr. Taylor, who stated that he had bids and expected to acquire and enclose the parking lot for around \$5,000.

Dir. Seymour stated that the Old Rushwood station is a large move to house St. 2. It is at the edge of CCEMS' territory and adds about 10 minutes for St. 57.

MUD 22's site evaporated when Dir. Patton determined that it was only free to the fire department.

Little York has several stations, needing furniture replacement, including beds and chairs for all.

St.1 parking: Mr. England states that the quotes appear to be under his limit.

Pres. Marwill asked if it was agreed that demographic studies are best to determine station sites before any further acquisition of station(s). The Board concurred.

- *Volunteer recruitment*: Dir. Stanzer reported there were 85 Volunteers during May who contributed 1,111 volunteer hours. Sixteen students were in the April orientation class. Five (5) completed their probationary period. One dropped out. Nine (9) are still working on their probationary requirements. Dir. Gonzales attended the Continuing education ("CE") class, and the attendees appreciated his presence there. Ms. Pichette enumerated the reasons people become inactive. On the good side, Ms. Kunz was hired by CCEMS, as were 3 other Volunteers. The next CE class is July 012, 2017. Keeping Volunteers engaged is the number 1 priority during their probationary period. It is important to keep them excited about completion and moving up the ladder.

- *Legal*: Dir. Gonzales stated that the Committee recently met and were brought up to date on several matters. The Committee has met with and interviewed four (4) of the eight (8) candidates for the open Director positions. **After discussion, upon motion duly made and seconded by Dirs. Gonzales and Billings, respectively, the question being put to the Board, the Board voted in accord to approve the slate of candidates presented by the Interview Committee as positions are needed.** This will commence at the July 2017 meeting, as needed.

Dir. Patton motioned approval of the Committee Reports, which, after Dir. Seymour's second, the Board unanimously approved.

Old Business was next entertained. The Northampton facility was removed from consideration, and there is no information regarding the Klein facility.

The President stated that the standing policy on weapons allows none inside buildings, until and unless the Executive Director has personally approved such. Noting the change in the State's weapon-carrying legislation, the President asked to revisit the policy at the next meeting. Mr. England stated that there are about thirty (30) or more who are qualified to carry weapons currently.

New Business included the President's asking the Building Committee to review the condition of the Administration Building and its appurtenances and report its findings at the next Board meeting. Such improvements may need to be included in the next year's Budget, the President stated.

THE PRESIDENT ASKED FOR A MOTION TO ADJOURN, as there was no further business to conduct at this time. **Dir. Stanzer's motion, seconded by Dir. Cravens, to adjourn the meeting at 7:25 p.m., carried by common consent.**

Date approved

David Patton
Secretary of the Board