

REGULAR MEETING
Cypress Creek EMS Board of Directors

March 29, 2017

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 29th day of March 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 Patton, and Dr. Vartanian, thus establishing a quorum, pursuant to the 22nd Amended By-laws of the Service, dated 26 January 2011. Also present were Mike Burcham of Svadlenak & See, the Service's Auditors ("Auditor"), Noreen Siddiqi and Sherry Allard, Secretary to the Board of Directors.

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

The President recognized Mr. Burcham for review of the 2016 Audit report, copies of which he disseminated to the Board. A copy of such draft is filed with these minutes and considered a part hereof. A copy of the final Audit is filed in the 2016 minutes book. He noted the various revenue sources for the Service, primarily ESD #11 and insurance billings. The Service's net assets increased considerably, while the cash balance improved somewhat. Mr. Burcham said the opinion was a 'clean' one and voiced his pleasure that his prior recommendations for change had generally been implemented. **After review, a motion to approve the Audit report for 2016, duly seconded, carried unanimously.**

Approval of the minutes from the previous Board meeting was next considered. **A motion by Dir. Gonzales to approve the minutes of the February 22, 2017 meeting, as prepared, duly seconded by Dir. Fetner, carried.**

The President then recognized Dir. Billings for the Treasurer's report for the month of February 2017, a copy of which is attached hereto and considered a part of these minutes. The Treasurer stated that both insurance and administrative adjustments were made to gross income this month. Details of collections are found on the attached report. ESD #11's income shows a \$1-1.2 million increase. Their net assets are \$3 million, he added.

Medic truck 56 was destroyed by fire recently. While the book value was zero, the insurance paid \$78,000 on the claim. On the easement matter and sale of the Zoll monitors, the Treasurer stated, the Service received \$148,000. Those three ("3") things made 2016 better.

A total of 9 trucks were purchased this year, the Executive Director noted. **After review, upon motion made by Dir. Seymour and seconded by Dir. Stanzer, the Board approved the Treasurer's report.**

Upon Dir. Gonzales' motion, and following Dir. Fetner's second, the Board affirmed returning to the order of the day.

President Marwill introduced Noreen Siddiqi to the Board as March's *Volunteer of the Month* and presented her with a plaque recognizing her accomplishment. She went through the EMT program that CCEMS coordinates at Spring ISD's Carl Wunsche High School, volunteering at CCEMS while she continued her education. She is currently an Advanced EMT and was recently accepted to Medical School at Texas Tech. Other Volunteers at CCEMS say Noreen is always optimistic and helpful and really wants to make a difference. The Board applauded her service and medical aspirations.

At this time, Mr. England was asked to update the Board as to operational matters. His report, a copy of which, disseminated previously to the Directors, is attached hereto and considered a part hereof. The Executive Director stated that response times remain strong even with the heavy call volume. He also reported that:

- The second ambulance donated to a rural, out-of-state EMS was delivered;
- There are 192 more calls each month compared to prior years;
- Seven (7) Life Flight calls were made;
- Twenty-one (21) mutual aid calls by other EMSs in territory;
- Eighteen (18) calls by CCEMS out of service area;
- CCEMS is on the March cover of EMS Magazine for its blood therapy;
- The St. Patrick's Day Parade and Wolfie's (FM 249) 3-day crawfish benefit were incredibly successful. He credited Dir. Doran and his parade team with the hard work that reaped such reward for the Service;
- The Accreditation Team came recently, and it appears CCEMS passed, but the review must be discussed among the accrediting officials. They stressed the Service's strong points: facilities and appropriate equipment to accompany the educational programs;
- The Policy & Procedures ("P&P") manuals are ready for review by Dr. Vartanian, the Executive Director, and others before disseminating;
- Trees at Station 513 are the property of ESD #11, which is handling the matter appropriately;

- Responding to a question about stroke protocol [use of TPA on stroke victims seen on a recent television show] the Executive Director stated that CCEMS does not use TPA due to the Service’s proximity to local hospitals.

After review, Dir. Stanzer’s motion to approve the Executive Director’s report, duly seconded by Dir. Mercier, carried unanimously.

President Marwill then asked for committee reports.

- *Building:* Dir. King reported that exterior walls are already up on Station 52. He stated that they are planning for a May completion. At St. 56, the damaged 2-bay doors have been replaced. Dir. Seymour felt there should be some accountability for bay door damage, since drivers have outside assistance when backing in.

At St. 2, the sewer and drainage system is old and degraded. The Executive Director stated he was going to ask the County to fix the problem.

- *Volunteer recruitment:* Dir. Stanzer reported that there were 6 actives, and 72 participants counted. Fifty-four (54%) of the Dec. group graduated, she reported. The next Orientation is April 22, 2017, and there are 71 applicants for that class. Dir. Gonzales attended the last orientation and stated that he felt that his presence was appreciated by the attendees. He would like to have one (1) Board member attend each class.
- *Legal:* The Committee met for an informational session. No report.

After review, Dir. Mercier’s motion to approve the Committee reports as presented, such being seconded by Dir. Seymour, carried in unanimity.

There being no Old Business to discuss, the Board considered New Business. Recently a representative from the Northampton Homeowner’s Association (“HOA”) mentioned that there may be a facility availed to CCEMS. The facility would need a certain amount of modifications, the Executive Director stated, to meet the needs of the Service. CCEMS would need a long-term contract that would validate the investment, he added. No action was taken.

NOTING THERE WERE NO OTHER AGENDA ITEMS TO DISCUSS, Dir. Fetner’s motion to adjourn at 7:30 p.m., which motion was duly seconded by Dir. Gonzales, carried by unanimous vote.

Date approved

David Patton
Secretary of the Board