

SPECIAL MEETING
Cypress Creek EMS Board of Directors

May 24, 2017

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in special session, open to the public, on the 24th day of May 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. Marwill, Mercier, and Doran, 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; Lindon Glasscock, Tiffany Kunz, Nicholas Carvalho, Samantha Rodriguez, Ellie Fetner, CCEMS Volunteers; and Sherry Allard, Secretary to the Board of Directors.

President-elect Gonzales called the meeting to order in accordance with the By-Laws of the Service and notice posted at 6:30 p.m. and welcomed all guests present.

The President-elect then recognized Ms. Tiffany Kunz, this month's "*Volunteer of the month*". She was honored with a plaque commending her service to CCEMS. She has been with the Service for 10 years' time, starting as a non-medical driver and has now completed her paramedic training. Her daughter also volunteers for the Service, President-elect Gonzales said. She said she just "loves the people at Cypress Creek EMS"—the ones who make CCEMS great. President-elect Gonzales recognized her crew, which came in support of Ms. Kunz. The Board applauded her hard work and years of service to CCEMS.

Approval of prior minutes was given next consideration by the Board. **After re-view and upon motion made and seconded, by Dirs. Fetner and Seymour, the Board voted to approve the minutes of April 26, 2017 as written.**

The President-elect then recognized Treasurer Billings, whose report was disseminated to the Board previously, and a copy of which is attached hereto and considered a part of these minutes. Koronis' collections are 59% ahead of predictions, and associated costs are within 8% of Budget, the Treasurer stated. Dispatch fees will continue to look good throughout the year. There is a newly joined Volunteer Fire Dept. [ESD # 48], the Treasurer noted. Legal expenses are down 62%, while medical supplies are up due to heavy call volume. Maintenance fees are down, considering the number of new vehicles. The Treasurer feels 'we are pretty much on target'.

When asked about the number of bills that remain unpaid after 90 days, Mr. England stated that he would check into the matter. **After review, a motion made and seconded by Dirs. Stanzer and Patton to approve the Treasurer's report as presented, received unanimous consent by the Board.**

The President-elect then recognized Mr. England for presentation of the monthly Executive Director's report, a copy of which is attached to these minutes as a part hereof.

The Executive Director reported that:

- Dispatch times are remaining steady, even with increased call volume;
- There were 3,534 calls last month—another record for most ever;
- Seven (7) Life Flight calls were made;
- STEMI cases remain at 99%;
- Received an award from Methodist Hospital;
- Twelve (12) mutual aid calls by other EMSs in territory;
- Twenty-two (22) calls by CCEMS out of service area;
- Stroke cases: 7;
- Possible new member to Cypress Creek Dispatch Center (3,500 calls/year); will not require additional staff to manage this account; they have a minimum contract (year to year); they are building a dispatch center, after which we will be each other's backup;
- 68 applicants for the Health Wellness program; each group of 50 stay through 1 year; it could mean \$10,000-12,000 saved on insurance costs;
- We cut off the # to 75; it costs about \$20,000 per year; if they do not use regularly, they will be dropped;
- Cy-Fair Hospital is seeking to obtain Level 2 trauma designation;
- TOPS [out-patient surgery] wrote a letter to CCEMS, seeking to use their waiver to avoid becoming an emergency room facility. The matter was referred to Mr. McKinney, counsel to CCEMS.
- EMS Week had local floats; local hospitals participated, preparing meals for staff, etc.

After review and upon motion and second being made by Dirs. Stanzer and Seymour, respectively, the Board approved the Executive Director's Report as presented.

Committee chairs were then asked to report on activities during the month.

- *Building:* Ex. Dir. England reported that construction of Station 52 is going well. Items for repairs and renovation of the Administration Building need to be reviewed viz a viz the Budget. Dir. Seymour stated that he is looking for a new site for parking at or near St. 51 to thwart vehic-

ular vandalism. There is a parking lot nearby that is not being used by the vendor and could be fitted out with a security system. It could be fenced in. J. Taylor has been talking with the landlord on the matter. They estimate \$8 - \$10,000 would cover costs to fence in the lot.

Station 1: Dir. Seymour said there is a big problem with backing up the trucks. Drivers have been hitting the garage, its doors, etc. Vigilance would certainly prevent the majority of these accidents, he said.

- *Volunteer recruitment:* Dir. Stanzer reported 92 Volunteers last month, who contributed 915 hours. Six of them were active and four (4) left CCEMS to go back to school, move out of the area, etc. There were eight (8) new applicants, waiting for the next orientation in July. 18 from the last orientation are doing and have done the required shifts, Dir. Stanzer stated. Dir. Stanzer was congratulated when it was announced that she had the most volunteer hours last month. This month's Volunteer class had 22 participants, she noted. The President-elect asked to be added to the notice list for the Volunteers' meetings.

- *Legal:* No report.

After consideration, the Board approved the Committee reports, motion having been made by Dir. Fetner, seconded by Dir. Patton, and unanimously carried.

The President-elect asked for any Old Business. The Northampton site will probably not work for CCEMS, it was noted. They will be meeting to discuss the matter further, however. There is not much parking, and there are 2 other stations within 6 minutes' drive.

Dir. Seymour stated, on behalf of the supervisors, that he was so proud to be part of the latest Leadership and management seminar series. They discussed stress dealing with retention and when dealing with millennial. He stated that there is such a wealth of information and education among the Executive Board that would greatly benefit the Volunteers. Dir. Seymour stated that the Ruben Gonzales award plaques were a huge hit before, and he would like to bring them back.

New Business matters were then considered. The President-elect asked for a motion to accept Dir. Doran's resignation from the Board of Directors. **After review and upon motion and second being made by Dirs. Fetner and Stanzer, respectively, the Board approved the resignation of Dir. Doran.**

The President-elect stated that Dirs. Marwill, Fetner, Mercier, Patton and himself had interviewed some potential Board members. While there is no action requested at this time, candidate recommendations for vacancies will be offered soon.

Dir. Seymour stated that Mr. England and he, reviewing the end of month report from Mr. Neely, have been learning what preparations or actions have been occurring relative to Homeland Security. Dir. Seymour stated that CCEMS is looked at as the leader of tactical medicine. When an EMS contacted the FBI recently to find out how to start a tactical team, the FBI told them to contact CCEMS.

It was stated that Norm Uhl is doing a great job for CCEMS. There have been thousands of news clips since he started working here. The Board thanked him for doing such a fine job.

NOTING THERE WAS NO OTHER BUSINESS TO COME BEFORE THE BOARD, following motion duly made by Dir. Seymour and seconded by Dir. Billings, the Board voted to adjourn at 7:23 p.m.

Date approved

David Patton
Secretary of the Board