

REGULAR MEETING  
Cypress Creek EMS Board of Directors

October 25, 2017

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 25<sup>th</sup> day of October 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	Tim Duffy
Enrique Lima	Glen Henning
Elwood "Woody" Mitchell	

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. Gonzales and Duffy, and Dr. Vartanian, thus establishing a quorum, pursuant to the 22<sup>nd</sup> Amended By-laws of the Service, dated 26 January 2011. Also present were Randall F. Parr, Chief of Tomball EMS; Trystan Foret, CCEMS Volunteer; 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.

President Marwill began the meeting by recognizing Trystan Foret as September's "*Volunteer of the Month*." He has volunteered more than 600 hours since July, the President stated. Mr. Foret stated that he got into EMS after high school. He is attending Sam Houston State University and decided to affiliate with CCEMS. He was presented a plaque and a CCEMS mug for his efforts. The Board congratulated him and thanked him for his volunteerism.

**Dir. Seymour moved to interrupt the agenda order, to recognize Chief Parr. Dir. Henning seconded, upon which the Board voted its unanimous consent.**

The Chief informed the Board of a special program [available to taxing jurisdictions only] concerning dispatching, mutual aid and shared responsibilities. The ESD #11 board will review it at its next meeting. The Chief added that approval for the program must be unanimous to qualify for the funding grant.

**Motion was duly made, seconded, and unanimously carried to return to the normal agenda order.**

**Approval of minutes from the previous Board meeting was then considered. A motion by Dir. Henning to approve the minutes of the September 25, 2017 meeting, as corrected, duly seconded by Dir. Stanzer, carried.**

The President then called upon Dir. Billings for consideration of the Treasurer's report, a copy of which is attached to these minutes as a part hereof. The Treasurer stated that Koronis' collections continue to exceed expectations. Dispatch fees are up, as there is a new dispatch member. Mr. Biancalana has saved the Service thousands through better contract for energy and gasoline tax savings. As there were no questions for the Treasurer, by **motion duly made by Dir. Seymour, seconded by Dir. Lima, and unanimously carried, the Board approved the Treasurer's report as presented.**

Mr. England was then called upon by the President for presentation of the monthly Executive Director's report, a copy of which is attached hereto and considered a part of these minutes.

The Executive Director reported that:

- Call volume for September was 3,192;
- Response times were 8 min. 32 secs.;
- Thirteen (13) mutual aid calls by other EMSs in territory;
- Nineteen (19) calls by CCEMS out of service area;
- Once on scene, it takes only 4 mins. to give aspirin to patient;
- Received an invitation to a special event, involving a WWII veteran, from the Indiana group who helped during Hurricane Harvey;
- The Board committee did meet with the ESD #11 committee regarding the budget;
- The ESD board did approve CCEMS' budget;
- The ESD board set the service area's tax rate at \$.39040 per \$100 assessed valuation;
- ESD #11 anticipates taking in about \$500,000 more than the previous year;
- ESD #11 has said it will purchase 2 new ambulances in 2018;
- A Commissioners election will be held in February 2018;
- The golf turney was a great success;
- Chris Charron has stated he would hold a charity event, the proceeds to be halved between CCEMS and another charity;
- Norm Uhl and Ch. 11 produced a "Day in the Life" of a CCEMS supervisor, which was excellent, Mr. England stated;
- A Chili Cook-off is scheduled for December.

The Executive Director reviewed with the Board the proposed Budget for 2018. A building has been made available to CCEMS. It would require about \$180,000 to \$200,000 to finish out, Mr. England stated. Trucks could come to the main station for a month or so while the work is being done. **After discussion, upon motion duly made by Dir. Lima, seconded by Dir. Cravens, and unanimously carried, the Board approved the 2018 Budget.**

**After review, Dir. Patton's motion to approve the Executive Director's report, duly seconded by Dir. Mitchell, carried unanimously.**

President Marwill then asked for committee reports.

- *Building:* Dir. Seymour stated that he spoke to Tony who is trying to get bids for certain improvements. This had all been delayed due to the hurricane. There was some concern that one of the generators used was undersized. The Director stated that he also spoke with the Executive Director, feeling that the Education Facility space is not maximized and could be made available during emergencies. The staff at CCEMS thanks the Board for the new furniture. Some stations still need some work done, including carpet. The parking lot situation is coming along.
- *Volunteer recruitment:* Dir. Stanzer reported that there are 3 new members, 12 new Volunteer candidates.
- *Legal:* A grand jury scheduled for yesterday was canceled.

**After consideration, upon motion made by Dir. Seymour, seconded by Dir. Billings, and unanimously carried, the Board approved the Committee Reports.**

As there was no Old Business to consider, New Business was undertaken. The Executive Director confirmed that the November meeting is after Thanksgiving, therefore will be held on November 29, 2017.

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. Mitchell, to adjourn the meeting at 7:30 p.m., carried by common consent.**

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Date approved

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David Patton  
Secretary of the Board