

REGULAR MEETING
Cypress Creek EMS Board of Directors

April 25, 2018

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 25th day of April 2018, 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:

Ruben Gonzales	President
Greg Marwill	President-elect
Dave Billings	Treasurer
David Patton	Secretary
Jim Cravens	Linda Mercier
Eric Seymour	Tim Duffy
Enrique Lima	Glen Henning
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. Duffy, Lima, Mitchell and Stanzer, 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, LLC, the Service's Auditor, and Sherry Allard, the Board's Secretary.

President Gonzales called the meeting to order at 6:30 p.m. and announced it open for all business to come before it.

The President asked the Board to consider the 2017 Audit, a copy of which is attached to these minutes as a part hereof, until the "*Volunteer of the Month*" arrived. Mr. Burcham informed the Board that his financial review resulted in a clean or unqualified opinion. He added that the capital position is much stronger at this time compared to former years. Insurance adjustments and write-offs continue to be a loss of potential revenue, he noted. Collections are about 34-35% of billed items, among the higher percentage of his EMS clients. Items that are no longer used or that have been sold have been removed from the asset list. When finished, Mr. Burcham asked the Directors to call him if they had any further questions. **After consideration, upon motion made by Dir. Marwill, seconded by Dir. Henning, and unanimously carried, the Board approved the 2017 Audit report as prepared.**

Approval of the minutes from the previous Board meeting was first considered. **A motion by Dir. Seymour to approve the minutes of the March 28, 2017 meeting, as prepared, duly seconded by Dir. Marwill, carried.**

Treasurer Billings was then called upon by President Gonzales for presentation of the Financial Report, a copy of which is attached to, and considered a part of, these minutes. He stated that the Service no longer has to make daily money switches among accounts. Mr. Biancalana does have the authority to change fund amounts among those accounts invested in the same bank. Changing to a new bank requires Board approval, the Treasurer stated. **After discussion, upon motion duly made and seconded by Dirs. Mercier and Patton, respectively, the Board voted unanimously to approve the Treasurer's report.**

The President then called upon Mr. England, who disseminated to, and reviewed with, the Board the daily operations report for the month.

He reported that:

- Response times are only 3 sec. from call to dispatch time;
- There were 3,407 calls during March;
- ESD #11 has \$22 mil. and owes CCEMS 8 months' monthly fees;
- Sixteen (16) mutual aid calls by other EMSs in territory;
- Twenty-five (25) calls by CCEMS out of service area;
- ESD #11 board reviewed and gave its recommendation for CCEMS Board to consider implementing the salary review information on a conditional basis;
- ESD #11 is paying for certain capital expenditures (\$226,000), which includes the stair chair and 3 Lucas devices;
- A special program (utilizing emergency room physicians) sponsored by the Army is being formulated for CCEMS;
- Dr. Vartanian is working with Methodist to become a Level II Trauma center;
- Have begun holding sexual harassment classes, per the Board's directive;

Have hired a Nurse practitioner, in response to the Board's request, and are considering the position of Asst. Director, with no individual under consideration at this time. **The Board considered the new organizational structure, after which, upon motion duly made by Dir. Billings, seconded by Dir. Seymour, the Board unanimously approved the structure.**

Dir. Mercier motioned approval of the Executive Director's report. Dir. Patton seconded the motion, which garnered unanimous support from the Board.

Committee reports were then heard.

- *Building:* Dir. Seymour reported that bids are being sought for Station 50. Leaks are attributed to the age of the station(s); they are resurfacing and replacing the roof at St. 1; are getting bids for St. 57's leak. St. 51 fencing is up. Supervisors are requiring all cars are to be in the new lot. Lights are not yet installed, though bids are being taken. The gate is functional.
 - *Volunteers:* Dir. Stanzer absent.
 - *Financial:* Dir. Gonzales: No report.

- *Legal:* No report at this time.

After review and upon motion and second being made, the Board approved the Committee reports.

As there was no Old Business to consider, the Board undertook New Business. Dir. Seymour discussed use of an axon camera. Through its usage, Dr. Vartanian is now able to view the medics doing intubations, etc. It is hoped that ESD #11 would cover the cost, considering its educational benefits. The ESD will sponsor the Opticon® program (\$320,000), which will be managed by the City of Houston

THE PRESIDENT ASKED FOR A MOTION TO ADJOURN, as there was no further business to conduct at this time. **Dir. Marwill's motion, seconded by Dir. Patton, to adjourn the meeting at 7:55 p.m., carried by common consent.**

Date approved

David Patton
Secretary of the Board