

REGULAR MEETING  
Cypress Creek EMS Board of Directors

February 28, 2018

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 28<sup>th</sup> day of February 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, Mitchell, Stanzer, and Seymour, Mr. England, 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 was Sherry Allard, Secretary to the Board.

President Gonzales called the meeting in accordance with the By-Laws and notice posted, and the following business of the Service was conducted.

Pres. Gonzales then recognized the Service's January "*Volunteer of the Month*," Courtney Reed. Though she has been with the Service a relatively short time, she has volunteered during Hurricane Harvey, with First Responders in September, at the Scholarship Golf tournament, now undergoing the Bike Medic training, and will work the St. Patrick's Parade. Quite impressive growth for a 21-year old, he stated. The Board lauded her efforts, and she was given a monogrammed CCEMS mug and a plaque commemorating her volunteerism.

**After discussion, upon motion duly made and seconded, the Board voted in accord to suspend the agenda order to recognize Dir. Stanzer.** Dir. Stanzer stated that she would be absent for several months while planning her daughter's wedding and relocation to her future husband's home.

**A motion, duly seconded, to reinstate the agenda order, carried without dissent.**

**Upon motion made by Dir. Mercier and seconded by Dir. Patton, to approve the minutes of the January 31, 2018 meeting, the Board made several minor corrections, then approved.**

The President then asked Dir. Billings to update the Board regarding financial matters of the Service. A copy of the Report is attached to, and considered a part of, these minutes. He stated that he watched while Ralph Biancalana and Mike Burcham performed the Audit review. We continue to be over Budget in income, Dir. Billings stated. The process of evaluating income goes so much quicker with a mechanical system than by hand, as was the process several years ago. Responding to a question, Dir. Marwill stated that the over-all approach will be evaluated in 2018. **After consideration, upon motion made by Dir. Marwill, seconded by Dir. Mercier, and unanimously carried, the Board approved the Treasurer's report.**

The Board was asked to pose any questions regarding day-to-day operations for the next meeting.

### **Committees**

- *Building:* The President talked about committees and the responsibilities of those serving on them. He mentioned St. 4 and its modifications. The wallpaper has not been stripped. St. 7: Severe water issues. We have no way of going in and making repairs. The contractor is using plastic sheeting to cover the computers. The President stated that he wants to see the contract in order to review all particulars.
- *Volunteers:* Dir. Stanzer reported that there were 88 volunteers contributing 1,119 hours. There is one new member John Erwin.
- *Legal:* Dir. Mercier reported that they had their first meeting. The committee will be looking at salaries to see how competitive CCEMS' salaries with benefits are. She stated that she had been working with Jim Van Hooser in Human Resources. She hopes they have something to report next month. The President stated that he had spoken with a number of employees regarding the pay scale and job description(s).

**Dir. Patton moved to approve the Committee reports as presented. Dir. Billings seconded, and the Board affirmed.**

**After review, upon motion by Dir. Billings, seconded by Dir. Henning, the Board approved without dissent the convening of Executive Session at 7:15 p.m., in accordance with The Open Meetings Act, for the purpose of discussing personnel matters and pending and perceived litigation.**

**Dir. Marwill motioned to reconvene Open Session at 7:44 p.m. Dir. Mercier seconded, upon which the Board voted its unanimous consent.** It was determined to hold a special meeting on Tuesday, March 6 at 6:00 p.m.

Neither Old Business nor New Business was discussed.

NOTING THERE WAS NO OTHER BUSINESS TO COME BEFORE THE Board, **following motion duly made by Dir. Lima and seconded by Dir. Henning, the Board voted to adjourn at 7:45 p.m.**

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Date approved

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David Patton  
Secretary of the Board