

REGULAR MEETING
Cypress Creek EMS Board of Directors

January 31, 2018

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 31st day of January 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:

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
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 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 Chris and Amie Charron; Sandra Stephen; Stephen Kreval; Lisa Aulbert, Supervisor at CCEMS; Andrew McKinney, Counsel for the Service; and Sherry Allard, Secretary to the Board.

The meeting was called to order at 6:30 p.m. by President Marwill, who asked that all business to appropriately come before the Board at this time be considered.

The President recognized Chris Charron for some information regarding donations for recent flood victims. He stated that his charity is supportive and raises awareness of local community matters. He expressed his gratitude to the Service, which gave haven to some 4,500 individuals during Harvey. He stated that his charity had raised funds for the cause, and he proudly gave a check in the amount of \$14,500 to CCEMS. The Board applauded the gesture, and President Marwill thanked Mr. Charron and his charity for their generosity.

Pres. Marwill then asked to recognize the Service's November "*Volunteer of the Month*," Stephan Kreval. Though he joined in 2016, the President stated, Stephan has volunteered more than 400 hours. The President gave him a monogrammed CCEMS mug and a plaque commemorating his volunteerism. Stephan said he is so proud to be a part of this Organization and what it does for the community. The Board lauded his generosity and commended his community spirit.

The President asked that the approval of past minutes be given first consideration. **After review, upon motion made and seconded by Dirs. Billings and Mercier, respectively, the Board voted unanimously to approve the minutes of the November 29, 2017 meeting, as written.**

After discussion, upon motion duly made by Dir. Gonzales and seconded by Dir. Seymour, the Board voted in accord to suspend the agenda order to recognize Ms. Aulbert for her presentation of the “Community Medic” program.

Ms. Aulbert stated she has been working on the program for 7 or 8 months. It combines medical attention with mobile integrated health, capital matters with personal needs. The first period was from April 2017 to September 2017, she stated. Program participants from CCEMS must be certified [which can be accomplished at CCEMS’ Medical Academy]. Patients’ documentation will be done on a special computer program. The program will address ‘loyal customers,’ who dial 9-1-1 for non-emergency matters. In reviewing a trial program run by Christina Dubois, Ms. Aulbert saw a great reduction in calls from diabetic(s) whose numbers are very low, as well as loyal customers--people who have a *real* need, but do not need an ambulance with staff. This program can help individuals acquire equipment they need, file for services they qualify for [*i.e.* gold card], and educate individuals to be able to manage themselves, or recognize who to contact and when they really need an ambulance. There are 27 people currently enrolled, and Ms. Aulbert is running triage regarding making referrals, identifying those with special needs [*i.e.* diabetes], etc.

- Phase I [1-3 months] identifies staff roles; equipment needs; summarizes protocols, policies & procedures; establishes goals; and prepares referrals.
- Phase II [3-10 months] includes revising calls; specialized treatment; reimbursement; data acquisition; CP crews respond to alpha and omega patients; delegate other groups; establish contracts with partners; provide community outreach and education; develop special programs [*i.e.* giving shots]; might be able to do a R_x reconciliation; expansion of program; continue to bill; complete electronic integration with Doctors; mission reserve; have 1 medical budget.

Dir. Mercier stated that this type program would be good for hospitals, as it would decrease the number of people coming into emergency rooms and hospitals. Dir. Lima questioned how would uninsureds be handled, and Dir. Mitchell thought it could be tricky identifying some patients’ needs.

After consideration, upon motion duly made and seconded by Dirs. Seymour and Henning, respectively, the question being put to the Board, the Board voted by common consent to enter Closed Session at 7:15 p.m., in accordance with The Open Meetings Act, for the purpose of discussing legal matters with Counsel.

After consideration, Dir. Mitchell’s motion to reconvene Open Session at 7:40 p.m., duly seconded by Dir. Lima, carried unanimously. There were neither motions nor actions attributable to discussion in Executive Session.

Dir. Henning asked that the monthly Agendas be posted on the website.

The President next recognized Dir. Billings, whose Treasurer's report, a copy of which is attached hereto as a part hereof, was reviewed with the Board. He stated that income has really exceeded budgeted expectations. Koronis' billing collections are up 10% including the higher budget amount. Repairs are way down, with the purchase of new ambulances. The oxygen supplier refunded some funds we had paid, plus reduced future payments. Renegotiation of the electrical services has earned CCEMS a \$16,500 saving. Bank fees [electronic] are also down [\$800 per month], plus the savings of postage and envelopes. Wren Nealy is working with FEMA to receive reimbursement for expenses incurred during and after Hurricane Harvey.

After discussion, upon motion duly made by Dir. Lima, seconded by Dir. Stanzer, and unanimously carried, the Board approved the Treasurer's report as presented.

Mr. England was called upon thereafter by the President for presentation of the Operations report for the months of November and December 2017, a copy of which is attached hereto and considered a part of these minutes. The Executive Director reported that:

- Response times are holding around the 8+ min. mark, with call volume of 3,673 calls
- The total calls for the year was 40,527;
- Thirty-three (33) mutual aid calls by other EMSs in territory;
- Twenty-four (24) calls by CCEMS out of service area;
- Six (6) life flights;
- Feb. 1 is Comedy Night;
- March 10 is the St. Patrick's parade;
- When we had no water, water came from 1 station for 4 hours, but otherwise we were good; thanked the MUD for their assistance;
- About 20-25 lines were briefly lost along FM 1960;
- ESD #11 is paying for those issues;
- Optigon is trying to purchase Eviews;
- On Feb. 2, 2018, polling places for the election; the ESD will decide whether we use the County's polling places for the Commissioners election;
- ESD did fund the trial program Ms. Aulbert spoke to the Directors about.

After review and upon motion and second being made by Dirs. Stanzer and Mitchell, respectively, the Board approved the Executive Director's Reports.

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

- *Building:* Dir. Seymour stated that he got an email keypad for use at the parking lot. There is no light yet. St. 54 has repaired 1 bathroom thus far. The men's' bathroom has been textured. The women's' bathroom wallpaper is not yet removed. Ex. Dir. England stated that during the last 18 months, carpets were all replaced, as well as other accessories. He attributes much damage to Hurricane Harvey. Dir. Gonzales stated that the area behind the lot should be cleaned or restriped. Tony was asked to settle the matter.
- *Volunteers:* Dir. Stanzer reported 93 Volunteers for December contributing 1,247 hours. There were 11 Actives; 12 new volunteer candidates; 3 Members were hired by CCEMS. There will be another Continuing Education class on March 7.

- *Legal:* Dir. Gonzales reported that his committee is drafting a memo for management. He cautioned Directors to not listen to rumors.

After consideration, upon motion made by Dir. Lima, seconded by Dir. Billings, and unanimously carried, the Board approved the Committee reports.

There being no Old Business to consider, New Business was solicited. As cake was passed around, birthday celebrations were offered to Dirs. Cravens and Seymour.

As the transition of President-elect to President was undertaken, the officer slate was announced, as follows:

President	Ruben Gonzales
President-elect	Greg Marwill
Secretary	David Patton
Treasurer	Dave Billings

After consideration, upon motion made by Dir. Henning, seconded by Dir. Mercier, and unanimously carried, the Board approved the proposed slate of officers.

Newly elected President Gonzales informed the Board that he prefers to appoint Committees and their representatives as needs arise. Standing Committees are Legal, with Dirs. Marwill, Henning, Mercier, and himself; Volunteers (Dirs. Stanzer and Mitchell, with Dir. Patton as backup). The President has been trying to obtain data regarding EMS salaries. That committee's members are Dir. Mercier and Seymour, with Dirs. Billings and Duffy serving as backup. The President thanked Pres.-elect Marwill for his leadership and managing things for the Organization.

CITING NO FURTHER BUSINESS TO COME BEFORE THE BOARD at this time, Dir. Mercier's motion to adjourn at 8:00 p.m., duly seconded by Dir. Mitchell, carried without dissent.

Date approved

David Patton
Secretary of the Board