

REGULAR MEETING  
Cypress Creek EMS Board of Directors

March 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 March 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 Dir. 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 Andrew McKinney, counsel to the Service, and an attorney accompanying him, and Sherry Allard, the Board's Secretary.

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

The President opened the meeting with recognition of the Service's February "*Volunteer of the Month*," Jeff McElroy. As a non-medical driver, Jeff has contributed 371 hours at Station 501. He is a real helper, one who does whatever it takes to best manage the situation. He stated that he really likes working at CCEMS, where it feels like family. Jeff is a nationally registered, certified EMT who works at Avis/Budget. The President presented him with a CCEMS mug and a commemorative plaque. The Board thanked Jeff for his volunteering spirit and working at CCEMS.

Approval of prior minutes was given first consideration by the Board. **After review and motion made by Dir. Patton and seconded by Dir. Mitchell, the Board voted to approve the minutes of the January 31, 2018 meeting, as prepared.**

The President next recognized Dir. Billings for the Financial Report, a copy of which, disseminated to the Directors prior to the meeting, is attached hereto and considered a

part hereof. He stated that the dispatch fees have experienced a 50% increase lately. The St. Patrick parade funds are not in yet. Koronis continues to bring in more than budgeted. The year-to-date Budget shows an increase in bad debt, with more being written off or given administrative adjustment than last year. The audit should be next month, he added.

**After review, Dir. Lima's motion to approve the financial report, duly seconded by Dir. Patton, carried unanimously.**

Mr. England next reported as to daily operations, with a copy of his report attached hereto and considered a part of these minutes. He reported that:

- Response times are holding steady even with increased call volume;
- There were 3,214 calls during February;
- ESD #11 will be paying CCEMS this year about half the money the ESD has on hand;
- Some of that payment represents reimbursement for ambulances CCEMS purchased;
- Nineteen (19) mutual aid calls by other EMSs in territory;
- Eighteen (18) calls by CCEMS out of service area;
- The St. Patrick's parade was a great success;
- Dispatch times are down to 32 secs.
- Six (6) years ago the EMS portion of monthly income was \$9,00;
- Thanks to the Education Program, 48,131 individuals graduated from CPRs to EMTs and from EMTs to Paramedics;

**After discussion, upon motion duly made by Dir. Marwill, seconded by Dir. Seymour, and unanimously carried, the Board approved the Executive Director's report as presented.**

President Gonzales recognized the various chairmen for their respective committee reports.

- *Building:* Dir. Seymour reported that St. 54 has both bathrooms completed. St. 51 parking lot is ready except for repairing the light (CenterPoint). Sts. 54 and 56 need garage doors repaired. St. 7 is still leaking, though they can't locate the leak to repair; the Lessor has been trying to find it. We need to look at St. 50, which needs some major repairs.
- *Volunteers:* Dir. Stanzer reported that there were 88 volunteers contributing 819 hrs. There were 66 applications, and the next Orientation is in April.
- *Financial:* Dir. Mercier: The report covers staffing and salary ranges and includes data such as retention. Despite some efforts made in years past, people continued to leave. Discussion ensued. Jim Van Hooser thanked all who were involved with the salary review. **After thorough discussion, upon motion duly made and seconded by Dirs. Seymour and Stanzer, respectively, the question being put to the Board, the Board voted in accord to implement the staffing and salary program(s) recommended by the Committee.**
- *Legal:* Report deferred at this time.

**Dir. Marwill motioned approval of the Committee reports as presented, which, after Dir. Lima's second, the Board unanimously approved.**

There was no Old Business to consider.

New Business was then discussed. It was reported that the PIO's (Public Information Officer) report was completed thanks to Dir. Billings.

**After consideration, upon motion duly made and seconded by Dirs. Mitchell and Seymour, respectively, the question being put to the Board, the Board voted by common consent to enter Closed Session at 7:36 p.m., in accordance with The Open Meetings Act, for the purpose of discussing pending or potential litigation with Counsel.**

Upon instruction by Counsel, the Recording Secretary took no notes during Executive Session.

**Dir. Marwill motioned to reconvene Open Session at 8:00 p.m. Dir. Mercier seconded, upon which the Board voted its unanimous consent.**

There was some discussion regarding Budget input for various departments or programs, with no action being taken.

**NOTING THERE WERE NO OTHER AGENDA ITEMS TO DISCUSS, Dir. Marwill's motion to adjourn at 8:08 p.m., which motion was duly seconded by Dir. Billings, carried by unanimous vote.**

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Date approved

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David Patton  
Secretary of the Board