

REGULAR MEETING
Cypress Creek EMS Board of Directors

May 30, 2018

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 30th day of May 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. Seymour, Duffy, 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 Andrew McKinney, counsel to the Service; Wren Nealy, Assistant Director of CCEMS; Aaron Nunez, CCEMS Volunteer; and Sherry Allard, the Board's Secretary.

The meeting was called to order at 6:30 p.m., at which time the following business was transacted.

Recognition of the "Volunteer of the month" was first undertaken. Aaron began at CCEMS as a basic EMT in 2017, but has contributed 265 hours in such a short time. He was formerly in California, where he aided injured people until the ambulance arrived. He said when he came to Houston, everyone said "CCEMS is the best" EMS, so he joined. Aaron earned his red shirt last year and hopes to continue with college toward becoming an emergency physician. The Board thanked him for his generous service and wished him well in his college studies.

The President asked that the approval of past minutes be given next consideration. **After review, upon motion made by Dir. Henning and seconded by Dir. Patton, the Board voted unanimously to approve the minutes of the April 25, 2018 meeting as written.**

Treasurer Billings then reviewed with the Board the Financial Report, a copy of which is attached to these minutes as a part hereof. Koronis continues to bring in more revenue than predicted, he said. After review, the Treasurer asked for questions, and when none were forthcoming, he concluded his report. **After review, upon motion made by Dir. Patton and seconded by Dir. Marwill, the Board approved the Treasurer's report as presented.**

President Gonzales recognized Mr. England for presentation of the monthly Operations report for April 2018, attached hereto as a part hereof.

He reported that:

- Wren Nealy is the new Assistant Director of CCEMS;
- Response times are 8 mins. 20 secs. despite increase in call volume;
- The Service currently is transporting 71% of individuals;
- Twenty-one (21) mutual aid calls by other EMSs in territory;
- Fourteen (14) calls by CCEMS out of service area;
- The new vehicles are in and are being striped;
- ESD #11 paid for certain capital items, including stair chairs, Lucas devices, etc.;
- The Asst. Dir. is now working with the U.S. Army on the fellowship program, with no date specified;
- An architect is reviewing plan(s) for a new building to include an office, kitchen, etc.;
- Dir. Seymour had spoken with Northland Christian Church, whose leaders would like to talk to CCEMS about utilizing some of their space;
- ESD #11 is having another audit prepared in about 90 days' time;
- Mr. Nealy submitted CCEMS' renewal documentation for "when seconds, count..."
- Blood products are being used as needed, but do not appear to be very profitable;
- It is hopeful that over 100 people participate in the Blood Drive for June 15, 2018;
- Administration has been working with Chris Charron on CCEMS' insurance policies. The Board asked to have this matter presented to the Board for consideration;
- Woodlands Hospital is now a Level 2 Trauma Center; Houston Northwest Medical Center ("HNW") is currently in the process of being so designated;
- CCEMS received the Stroke Award and American Heart Association Gold Plus recognition.

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

The President then asked for Committee reports.

- *Building:* Have solicited three (3) bids for a new roof on St. 50. Are awaiting the third bid.
- *Volunteers:* Dir. Stanzer absent.
- *Financial:* Dir. Gonzales: Dir. Mercier reported that her committee managed the lower position salaries without much trouble. The salary structure for such positions was approved by both CCEMS and ESD#11. Dir. Mercer stated that her Committee will utilize outside professionals to assist in formulating the upper level salary structure. Discussion followed. **After discussion, upon motion by Dir. Henning and second by Dir. Patton, it was agreed that**

the individuals at or above Supervisor level would be compensated as discussed. It was agreed that the new Asst. Director Nealy would sit in on all Financial Committee meetings.

- *Legal:* To be discussed in Executive Session.

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

Dir. Marwill moved to convene Executive Session at 8:00 p.m., in accordance with The Open Meetings Act, for the purpose of discussing pending or perceived litigation. Dir. Patton seconded the motion, which received unanimous support from the Board.

After consideration, Dir. Lima moved to reconvene Open Session at 8:30 p.m. Dir. Billings duly seconded, and the motion carried unanimously. No action was taken as a result of Executive Session discussion

AS THERE WAS NEITHER OLD BUSINESS NOR NEW BUSINESS TO consider, **the Board agreed to adjourn at 8:35 p.m., motion having been made and seconded by Dirs. Henning and Lima, respectively.**

Date approved

David Patton
Secretary of the Board