

REGULAR MEETING
Cypress Creek EMS Board of Directors

August 29, 2018

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 29th day of August 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	Glen Henning
Enrique Lima	Keith Barber

Woody Mitchell

Silvana Stanzer, Volunteer Representative
Brad England, Executive Director
Wren Nealy, Assistant Director
Levon Vartanian, M.D., Medical Director
Norm Uhl, Public Information Officer ("PIO")

All members of the Board were present, except Dirs. Mercier and Seymour, and Dr. Vartanian, thus establishing a quorum, pursuant to the 22nd Amended By-laws of the Service, dated 26 January 2011. Also present were Steven Herbert, CCEMS Volunteer and his son Mason Herbert; and Sherry Allard, the Board's Secretary.

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

The President then recognized the July CCEMS "Volunteer of the month", Steven Herbert. Pres. Gonzales informed the Board that Mr. Herbert has accumulated a total of over 403 hours volunteering for CCEMS. Mr. Herbert is a new instructor and came to CCEMS via Facebook (in response to an ad placed by Mr. Uhl, CCEMS' PIO). He was an employee at the Comm Center and then continued to volunteer. Previously he had volunteered at Sts. 56, 58 and 512, the President noted. Pres. Gonzales gifted Mr. Herbert with a plaque commemorating his recognition and a CCEMS mug. After photographs were taken, the Board thanked Mr. Herbert for his spirit of volunteerism, a great and very important part of CCEMS.

President Gonzales then introduced new Board member Keith Barber to the Board. As CEO of Willowbrook Methodist Hospital, Mr. Barber brings to CCEMS both experience and expertise managing in the medical field, the President noted. The Directors welcomed their new colleague to the Board.

The President asked that the Board consider approving minutes of the last meeting. Dir. Patton noted certain corrections to the July minutes and added that approval of the February minutes had been overlooked. **Dir. Marwill motioned to approve the minutes of the June 25, 2018 meeting, as corrected, and approve the February 28, 2018 minutes as prepared. Dir. Lima seconded, and the Board affirmed.**

President Gonzales then asked Dir. Billings to give the Treasurer's report, a copy of which is attached as a part of these minutes. Koronis collected more than budgeted last month, the Treasurer stated. Overall, they are slightly down, adding that collections were adversely impacted by Hurricane Harvey. Under Special Ops, the Community Relations item is in the red. The Expenditures for Volunteers item is less than normal. The President asked for ideas to express the Service's gratitude for the Volunteers. **After review, upon motion made and seconded by Dirs. Marwill and Lima, respectively, the Board approved the Treasurer's report as presented.**

The President then called upon Mr. England, whose report, attached hereto and considered a part hereof, was disseminated to Directors prior to the meeting. Mr. England reported that:

- Response times remain steady; 3,371 calls were received in July 2018;
- Eleven (11) mutual aid calls by other EMSs in territory;
- Twenty (20) calls by CCEMS out of service area;
- There were five (5) life flights;
- The new ambulances have arrived, are being striped and made ready for later this month;
- The auditor for ESD #11 asked CCEMS for certain salary information, which was denied;
- Regarding the fellowship program, CCEMS expects its first fellow in a month or two; Dr. Vartanian supports the program and has been kept informed;
- The fellow will be working with Dr. Vartanian and is qualified to work on the Doppler;
- Designing and planning the supply building are underway;
- The golf tournament, set for October 1, 2018 at Northgate, has received a \$5,000 donation from Methodist Willowbrook Hospital, thanks to Dir. Barber;
- Ms. McGrath has been on campus, working on the salary survey for the Committee.

The Director informed the Board that it is time to consider the Longevity program. **After consideration, upon motion made by Dir. Stanzer, seconded by Dir. Marwill, and unanimously carried, the Board authorized funding the Longevity program as discussed.**

The Board voted unanimously to approve the Executive Director's report, motion having been made by Dir. Patton and seconded by Dir. Henning.

- Committee chairs were then asked to report on any activities during the month.
- *Building:* Mostly daily maintenance. Bids are still being worked on for the tile Dir. Seymour has agreed to donate. Exterior lighting has been installed, and security cameras are working.
 - *Volunteers:* Dir. Stanzer reported that 86 Volunteers had contributed 961 hours of service. There are 30 actives, and there have been 81 applicants showing interest in CCEMS. 21 com-

pleted their course work and must complete their probationary period by October 11. There are 3 new Members, 7 new applicants, and 7 resignations, due primarily to being hired.

- *Legal:* The Axon program contract has been signed by Mr. England, per Board authorization, after having been reviewed and approved by Attorney McKinney.

After discussion, upon motion duly made by Dir. Lima and seconded by Dir. Henning, the Board voted unanimously to approve the Committee reports.

There was no Old Business to discuss.

New business was undertaken in Executive Session.

After consideration, upon motion duly made and seconded by Dirs. Patton and Lima, respectively, the question being put to the Board, the Board voted by common consent to enter Closed Session at 7:45 p.m., in accordance with The Open Meetings Act, for the purpose of discussing certain contractual and real estate matters..

After consideration, Dir. Marwill moved to reconvene Open Session at 7:46 p.m. Dir. Stanzer duly seconded, and the motion carried unanimously. The following motion or action is attributable to discussion in Executive Session.

The Board authorized the Executive Director to have Mr. McKinney prepare a letter to HCEC stating CCEMS policies regarding mergers and acquisitions.

ABSENT ANY FURTHER BUSINESS TO CONDUCT AT THIS TIME, the President asked for a motion to adjourn. **Dir. Marwill's motion, seconded by Dir. Patton, to adjourn the meeting at 7:48 p.m., carried by common consent.**

Date approved

David Patton
Secretary of the Board