

REGULAR MEETING
Cypress Creek EMS Board of Directors

July 25, 2018

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 25th day of July 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. Henning, Lima, Mitchell, 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 ESD #11 Commissioner Tommy Ripley; Holly Pichette, CCEMS' Public Relations Director; Loren Solberg, Susan Nealy, and Melissa White, CCEMS Volunteers; Wren Nealy, Jr., Assistant Director of CCEMS; Attorney Gwen Richard on behalf of Andrew McKinney; and Sherry Allard, the Board's Secretary.

President Gonzales called the meeting to order at 6:30 p.m., and the following business was transacted.

The Board first recognized Loren Solberg, the June "Volunteer of the month". The President informed the Board that, while Ms. Solberg is relatively new to CCEMS, she has already volunteered 403 hours at stations 56, 58 and 512. She is very well liked among the Volunteers, who cite her dedication to the patient and positive attitude as the basis for this month's selection. The President thanked Ms. Solberg for her time and generosity of spirit at CCEMS. She had her photograph taken with the President, who gifted her with a CCEMS mug and plaque commemorating her valued service to CCEMS. The Board lauded Ms. Solberg's generosity of time and dedication to CCEMS.

Approval of prior minutes was given first consideration by the Board. **After review and upon motion made and seconded by Dirs. Marwill and Mercier, respectively,**

the Board voted to approve the June 27, 2018 minutes, as amended, and the Feb. 28, 2018 minutes as written.

Dir. Billings was called upon next by the President for discussion of the monthly Treasurer's Report, a copy of which, disseminated previously to the Directors, is attached to, and considered a part of, these minutes. He introduced the women from Koronis. The Treasurer informed the Board that he did speak with them about revenues and the write offs. The Koronis representative stated that as the call volume increases, revenues and bad debt also increase. Until the insurance or other payment is received, bill payers are all essentially self-pay, she explained. In late 2017, Koronis had a change in process, causing accounts from September through December to be pushed into 2018. Due to Hurricane Harvey, numerous bills were paid late.

Comm. Ripley informed the Board that ESD #11 will be holding a CCEMS budget meeting in the near future. The Treasurer thanked the two (2) ladies from Koronis for coming to the meeting to answer any Board questions. Mr. Nealy stated that Koronis has returned every call very promptly and clarified whatever questions he had at the time.

When reviewing the Variance Report with the Board, the Treasurer stated that he feels that printing was under budgeted. Mr. England stated that the problem-laden printer has been replaced. **After discussion, upon motion duly made and seconded by Dirs. Patton and Marwill, respectively, the Board voted in accord to approve the Treasurer's report as presented.**

Mr. Nealy was then called upon by the President for presentation of the Executive Director's report for the month, a copy of which is attached as a part of these minutes. Mr. Nealy reported that:

- Response times continue to be steady, irrespective of call volume;
- 3,525 calls were made in June 2018; 2,304 were transported to the hospital;
- Seventeen (17) mutual aid calls by other EMSs in territory;
- Twenty-seven (27) calls by CCEMS out of service area;
- There were seven (7) life flights;
- The new ambulances are ready sooner than expected; they should be ready to be packed up next week;
- Mr. Gorley stated that it takes about 45 days to get the ambulances fully ready to be used;
- There has been no date set for the ESD #11 audit of CCEMS;
- Messrs. Nealy and England went to San Antonio last week for military training;
- San Antonio Fire Department ("SAFD") is participating in the Axon program;
- If participating, CCEMS will give them an offer to work for this Service or stand on their own;
- SAFD will rotate "fellow 1" here for 30 days, then return him to SAFD and "fellow 2" will be sent to CCEMS;
- CCEMS will provide the fellow here with living space and a vehicle;
- The military will be funding fellows' work at CCEMS;
- A first draft of the Axon program contract could be ready for discussion by next week;
- The supply building upgrade(s) on site is being let out for bids;

- Hurricane preparedness meetings are under way in the community;
- Last month we briefly spoke of a part of our territory that is also claimed by Tomball; the residents are not being double taxed. ESD #11 has approved service to the territory by Northwest EMS; mutual aid will be automatic with NW or Montgomery County;
- The golf tournament is set for October 1, 2018 at Northgate;
- ESD #11 will be holding a Budget Planning Workshop on August 1, 2018 at 6:30 p.m.
- Mr. England stated that he met with department managers to discuss budget figures.

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

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

- *Building:* Dir. Seymour reported that he had spoken with Tony and learned that Station 6 upgrades are nearly complete; St. 501's downstairs bathroom doesn't get sufficient air flow, so the pipes will be re-worked. Tony mentioned putting carpet in St. 501. The downstairs tile is being donated by Dir. Seymour. Cameras are not yet installed. They did put in gravel. Budgeting for next year now is the sure way to get budget dollars for the upgrades or up keep.

It was asked if a professional could come in and talk with Dir. Seymour, Dir. Marwill, and Mr. Nealy. Dir. Marwill stated that certain buildings on site could be utilized over the budget years.

- *Volunteers:* The President stated that he would speak with Dir. Stanzer, who is expected to return in August.

- *Financial:* Dir. Mercier reported that her Committee has finished the high level management employees. Dr. McGrath has sent all management staff a questionnaire to start her work and input for the Committee. Human Resources is filling out forms for the affected employees. This should be finalized during August 22, 23 and 24.

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

Committee reports will be approved after the legal report is given.

There was no Old Business to discuss.

New Business included the President's informing the Board that he has been interviewing Mr. Keith Barber, CEO of Methodist Willowbrook Hospital, to fill the Board vacancy left by Mr. Duffy. Pres. Gonzales recommended his appointment to the Board. **After review, Dir. Billings' motion to appoint Mr. Barber to fill the Board vacancy, duly seconded by Dir. Patton, carried unanimously.**

The next discussion focused primarily upon the Axon Program, discussed briefly in previous meetings. Some reasons for participating in the project are 1) it utilizes the latest technology; 2) it is a partnership using the technology; 3) it can enhance relationship development; 4) it is a tool that can assist teaching skills; and 5) it provides security to medics and doctors. Discussion ensued. **After consideration, upon motion made by Dir. Seymour, seconded by Dir. Marwill, and unanimously carried, the Board approved moving forward with contract discussions with Axon, subject to approval of same by the Service's Counsel, all contingent upon working out the financial terms with Axon.**

Dir. Marwill motioned to enter Executive Session at 8:01 p.m., according to the provisions in The Open Meetings Act, for the purpose of discussing certain litigation. Dir. Mercier seconded, after which the Board voted its unanimous consent.

Dir. Marwill's motion, seconded by Dir. Patton, to reconvene Open Session at 8:30 p.m., carried unanimously. There were no motions or actions taken as a result of discussion held in Executive Session.

After consideration, upon motion made by Dir. Seymour, seconded by Dir. Patton, and unanimously carried, the Board approved Committee reports as given.

NOTING THERE WAS NO OTHER BUSINESS TO COME BEFORE the Board, Dir. Patton's motion, seconded by Dir. Marwill, to adjourn at 8:31 p.m., carried in unanimity.

Date approved

David Patton
Secretary of the Board