

REGULAR MEETING
Cypress Creek EMS Board of Directors

June 27, 2018

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 27th day of June 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, Dir. 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 Russell Pinard; James Smith, CCEMS Volunteer; Wren Nealy, Assistant Director of CCEMS, 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 Board first recognized the "Volunteer of the month". The President informed the Board of Mr. Smith's service to CCEMS. He learned the importance of remaining calm while others were in great distress when he helped save a cardiac patient years ago. James Smith, who has been with CCEMS since 2009, was given a CCEMS mug and plaque recognizing his valued service to CCEMS. The Board congratulated and thanked him for his generous public service to this community.

The President asked Mr. Wren Nealy to familiarize the Board with his history in community service. Mr. Nealy stated that he has been in public safety for 27 years, working in Montgomery County, Harris County Emergency Corps, and Baton Rouge, La in EMS and law enforcement for 21 years. He serves on national as well as international board(s), has been involved with the CCEMS Tactical and Bike teams, IPMBA (bike associations), U.S. Homeland Security as Vice Chair of Emergency Services Sector, and trains people through CCEMS.

The President thanked Mr. Nealy, who will be attending the Board meetings and Executive Sessions, for introducing himself to the Board.

Returning to the agenda, The President asked for approval of prior minutes. **After review and motion made by Dir. Billings and seconded by Dir. Patton, the Board voted to approve the May 30, 2018 minutes as written.**

At this point in the meeting, President Gonzales asked for a financial status report. Treasurer Billings, referring to the Financial Report, a copy of which is attached hereto, as a part hereof, stated that Koronis is slightly behind in collections this month. The Board discussed the write-offs compared to previous years and wondered whether demographics or Hurricane Harvey has affected the revenue stream. The Treasurer suggested reviewing the methods of collection and write-offs periodically, without a formal audit. **After consideration, upon motion made by Dir. Mercier, seconded by Dir. Seymour, and unanimously carried, the Board approved the Treasurer's report.**

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

- Response times remain steady;
- Eighteen (18) mutual aid calls by other EMSs in territory;
- Thirty-one (31) calls by CCEMS out of service area;
- There were three (3) life flights;
- ESD #11 meetings will now be held on third Wed. nights at 6:30 p.m.;
- The new ambulances are currently being manufactured, expected to be ready in October;
- He will be speaking with Dir. Marwill regarding specs/plans for the proposed building;
- Would like to have input from the Board regarding long-term usage of the bldg.;
- The service area taxpayers have now paid 98.3% of 2018 taxes;
- It was questioned whether the ESD would consider a 1-year cash payment to prevent occasional fluctuations;
- Hurricane preparedness training has begun for the year;
- The ESD would like to have CCEMS keep the same vehicle (4 amb's) budget as last year.

After discussion, upon motion duly made and seconded by Dirs. Patton and Billings, respectively, the Board voted unanimously to approve the Executive Director's report

The President then asked for Committee reports.

- *Building:* Dir. Seymour reported that long term, as the fleet continues to grow, the Board might consider having some trucks kept outside. St. 4 upgrades are complete. Wallpaper was removed. St. 6 needs the male bathroom, after which workers will work on St. 1. The gate is in place, but there were some cars still not inside the gate. St. 3 has good access to FM 249. Dir. Marwill stated that it would require a re-build to increase the size and add a bay.
- *Volunteers:* Dir. Stanzer absent.
- *Financial:* Dir. Mercier reported that her Committee had decided to engage an HR professional to help with upper level salaries. The Financial Committee spoke with Dr. McGrath, who will begin reviewing significant data and personally interview management level staff.

Work will be completed in late August. The Committee will also be reviewing/formulating a job description for each position.

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

After review, Dir. Marwill's motion to approve the Committee reports, duly seconded by Dir. Seymour, carried unanimously.

There was no Old Business to consider.

New Business was then considered. The ESD expressed its appreciation for the Board by getting Directors metal mugs with their names on them. The Board stated its gratitude.

Mr. England reported that the ESD had spoken with Axon several weeks ago, and if CCEMS decides to go forward with the camera system, there are perks to the first local organization that begins the Axon system. One Director noted that it would be a great quality assurance setup. Dir. Marwill felt that this would be a great ESD project. There is still much to work out, and Mr. Nealy was asked to contact Axon for information.

After review, upon motion by Dir. Marwill, seconded by Dir. Seymour, the Board approved without dissent the convening of Executive Session at 7:35 p.m., in accordance with The Open Meetings Act, for the purpose of discussing personnel matters and certain litigation.

After consideration, Dir. Patton's motion to reconvene Open Session at 7:44 p.m., duly seconded by Dir. Mitchell, carried unanimously. The motion attributable to discussion in Executive Session follows.

Motion made and seconded by Dirs. Marwill and Seymour, respectively, to approve personnel action(s) as discussed in Executive Session, carried without dissent.

THE PRESIDENT ASKED FOR A MOTION TO ADJOURN, as there was no further business to conduct at this time. **Dir. Billings' motion, seconded by Dir. Patton, to adjourn the meeting at 7:45 p.m., carried by common consent.**

Date approved

David Patton
Secretary of the Board