

REGULAR MEETING  
Cypress Creek EMS Board of Directors

February 28, 2019

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 February 2019, 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:

Greg Marwill	President
Glen Henning	President-elect
Keith Barber	Treasurer
David Patton	Secretary
Jim Cravens	Linda Mercier
Eric Seymour	Ruben Gonzales
Enrique Lima	Woody Mitchell

Dave Billings

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 Directors Patton, Lima and Mitchell, 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 John Knight, Volunteer at CCEMS; Joe Eisenbaum and Adrian Crooks of Channel 2 News; and Sherry Allard, Secretary to the Board.

Just before the meeting began, the President and Executive Director responded to the newsmen's requests for interview(s), stating that CCEMS' Public Information Officer Uhl handles news matters. President Marwill then called the meeting at 6:30 p.m. in accordance with the By-laws and notice posted, and the following business of the Service was conducted.

The President asked the Executive Director to introduce the first Fellow [in the Fellowship Program] at CCEMS, Dr. John Knight, the Army's Assistant Medical Director. He is running calls and working with Dr. Vartanian, Mr. England added. The Doctor informed the Board that he is very grateful to have the opportunity to be working with CCEMS. Ren Nealy, Asst. Dir. at CCEMS, was thanked by the Exec. Director for managing all preparations necessary to facilitate Dr. Knight's presence here. Four (4) new fellows should be eligible to work with CCEMS in September 2019, Dr. Knight stated. The Board gave the Doctor a hearty welcome and expressed much gratitude for his participation in the Fellowship Program.

President Marwill then introduced Don Lederer, an EMT at CCEMS since August 2018, as January 2019's "Volunteer of the month". He had retired from Huntsman as a Chemist. He served as an EMT in Ohio and Pennsylvania, as well. He has been taking classes to become a paramedic, the President stated. The Board congratulated Mr. Lederer on his accomplishments, as his photograph with the President was taken. The President then gave him a CCEMS mug and a plaque commemorating his recognition as "Volunteer of the month".

**After review and upon motion by Dir. Gonzales and second by Dir. Seymour, the Board approved the January 31, 2019 minutes, as corrected.**

The Executive Director stated that the Audit should be undertaken at the March meeting.

Mr. England was asked to give a status report on Treasurer Barber's behalf. More income than budgeted was received; expenses were greater than predicted. **After consideration, upon motion duly made and seconded by Dirs. Mitchell and Stanzer, respectively, the Board voted in unanimity to approve the Treasurer's report as presented.**

Mr. England then presented the Executive Director's report. He reported that:

- There were two (2) life flight calls;
- Two hundred eighty-four (284) were transported;
- Airway success was measured at 100%;
- There have been two hundred fourteen (214) mutual aid calls in territory this year;
- There have been two hundred fifty (250) calls out of the service area this year;
- The Fellowship Program is doing well under Dr. Knight's leadership; he has been very well received here at CCEMS by staff and Volunteers;
- The staff is still working on the Salary Program, including the job descriptions of each position and the Employee Handbook;
- CCEMS reimbursed the ESD for certain positions' salaries;
- CCEMS is running about 50% more calls than in 2010;
- Mr. Nealy, who started the "Stop the Bleed" program at CCEMS last year, has now taught 3,100 students and a number of other individuals;
- The St. Patrick's parade this year will be on St. Patrick's Day, March 17;
- One fire department asked that CCEMS take over their territory; Mr. England told them to write a contract for what they need and submit it to CCEMS. Nothing has been received to date;
- One lawsuit has been delayed by the court again;
- Hope to have all staff trained on the use of the cameras in 60 days' time.

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

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

- *Building:* Dir Seymour reported few changes since the month previous. St. 513 had a clogged drain that caused a serious backup, but has since been remedied. One worker was not aware that we went out for bids for some of the items replaced last year.
- *Volunteers:* Dir. Stanzer reported that January had 79 Volunteers contributing 674 hours. Continuing Education saw 16 Volunteers studying excited delirium. There are 12 actives, 48 Volunteers participating. 16 new Volunteer candidates and 40 applications have been submitted.
- *Financial:* Dir. Mercier reported that her Committee is continuing to work on job descriptions for employees, the Employee Manual, and performance improvement.
- *Legal:* Pres. Marwill stated that legal matters will be discussed in Executive Session.
- *Employee Survey:* The President created this new Committee and asked Dirs. Seymour and Lima to work with Human Resources and Dr. McGrath on this matter.

**Dir. Mitchell motioned approval of Committee reports. Dir. Seymour seconded, and the Board voted unanimously in favor of the motion.**

With no matters of Old Business to consider, the Board discussed New Business items. Mr. England stated that he has the St. Patrick's Parade schedule for those who would like to see it.

**After consideration, upon motion duly made and seconded by Dirs. Gonzales and Barber, respectively, the question being put to the Board, the Board voted by common consent to enter Closed Session at 6:55 p.m., in accordance with The Open Meetings Act, for the purpose of discussing certain personnel matters and pending or perceived litigation.**

**After consideration, Dir. Seymour's motion to reconvene Open Session at 7:25 p.m., duly seconded by Dir. Mitchell, carried unanimously.** The motion attributable to discussion in Executive Session follows.

**After discussion, upon motion duly made by Dir. Gonzales and seconded by Dir. Mercier, the Board voted in accord to hire an outside firm or individual to do a limited scope audit of certain matters, as discussed in Executive Session.**

**AFTER DISCUSSION, UPON MOTION DULY MADE AND SECONDED, by Dirs. Billings and Barber, respectively, the question being put to the Board, the Board voted in accord to adjourn at 7:32 p.m.**

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Date approved

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David Patton  
Secretary of the Board