

REGULAR MEETING
Cypress Creek EMS Board of Directors

January 30, 2019

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 30th day of January 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:

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

Keith Barber

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 Mercier and Mitchell, Assistant Director Nealy, Public Information Officer Norm Uhl, and Dr. Vartanian, thus establishing a quorum, pursuant to the 22nd Amended By-laws of the Service, dated 26 January 2011. Also present were Dr. Victoria M. McGrath; Katie Moore, Volunteer at CCEMS; Jim Van Hooser; and Sherry Allard, Secretary to the Board.

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

Katie Moore was asked to come before the Board as December 2018's "Volunteer of the month". She began volunteering at CCEMS in 2000, Pres. Gonzales said, and as her interest grew, so did her participation. She really appreciated the welcome she got for volunteering at CCEMS. In July of 2016 she began interning as an EMT. The Board thanked her for her generosity as a Volunteer and congratulated her on her path to becoming an EMT. She was photographed with Pres. Gonzales, received a CCEMS mug and a plaque commemorating her recognition as "Volunteer of the month".

The Board voted to change the agenda order to consider the new Slate of Officers, motion having been made by Dir. Patton, duly seconded by Dir. Marwill, and unanimously carried.

Outgoing President Gonzales asked that the Slate of Officers for 2019 be considered at this time. **After review and upon motion by Dir. Lima and second being made by Dir. Billings, the Board approved the 2019 Slate of Officers by acclamation, to-wit: Greg Marwill, President; Glen Henning, Pres.-elect; Keith Barber, Treasurer; and David Patton, Secretary.**

President Marwill then chaired the meeting, recognizing and welcoming Dr. Victoria M. McGrath. Dr. McGrath has been working with the Salary Committee to formulate a salary structure that would best fit CCEMS. Dr. McGrath stated that the hardest part of this endeavor has been trying to compare CCEMS' positions and relative salaries with other EMS' locally or even nationally, as the Service's size and positions exceed most EMSs, and other EMSs would not share their information.

Dr. McGrath stated that she planned to establish rates comparable to industry. The Plan evaluates internal equity issues, she added. During her time at CCEMS, she met with Mr. Van Hooser and Department heads for input. Employees completed a document to evaluate their position. She also used the Policy & Personnel manual and other material to get as clear a picture of the employees, positions and salaries as she could. Mr. England provided input as to how staff evaluations have been made.

Dr. McGrath will be writing job descriptions for each position. She is reworking the Employee Handbook, ready in the near future. Mr. Van Hooser stated that they are nearing the ability to start the Plan. Dir. Gonzales noted that the Organizational structure will be different, too, moving some of the responsibilities of the Exec. Director to Assistant director(s). Dr. McGrath also stated that Department Heads must provide good numbers for the Budget review.

After discussion, upon motion duly made by Dir. Marwill and seconded by Dir. Patton, the Board voted in accord to start the Organizational and Pay Structure ("the Plan") at the next available pay period.

A motion by Dir. Marwill, duly seconded by Dir. Stanzer, to reinstate the agenda order, carried without dissent.

President Marwill asked Dir. Billings for the Treasurer's report, a copy of which, disseminated to Directors before the meeting, is attached hereto as a part hereof. The Treasurer held a brief review of the Profit and Loss report. Treas. Billings stated that, with the growth in population of the Service Territory, as well as the historical record of revenues from Koronis, it is likely their budgeted revenue will go up each year. **There being no questions of the Treasurer, the Board approved the Treasurer's report as presented, motion having been made by Dir. Patton, seconded by Dir. Henning, and unanimously carried.**

The Executive Director gave an update of recent activities at the Service. He reported that:

- There have already been 41,789 calls this year;
- There was one (1) life flight call on Dec. 1;
- There were twenty-seven (27) mutual aid calls in territory;

- There were thirty-one (31) calls out of the service area;
- The audit of CCEMS by ESD #11 is nearly complete;
- The Fellowship Program is due to start Feb. 2; Mr. England thanked Dir. Patton for his help in acquiring an apartment for the Fellow;
- Dr. Vartanian, recovering from surgery, will meet with the current Fellow next week;
- The Service has been granted its Provider License through 2020;
- The Chili Cook-off has been rescheduled for February 15 and 16 at the Woodlands Pappas Ice House;
- ESD #11 lawyers met with the sign people and arranged a settlement for the damage;
- A pricing issue with Frazer was resolved, with CCEMS paying the same as last year's ambulances;
- Mr. England asked the Board for the authority to have the Asst. Dir. make purchases when the Exec. Dir. is unavailable, in an amount not to exceed \$5,000. Board resolution approving same is attached hereto;
- The cameras have arrived and have been working well; staff will be undergoing training for the next few weeks;
- When asked, the Exec. Dir. responded that the statistics provide a teaching opportunity for Volunteers and staff;
- Insurance policies were recently renewed; Employees' health insurance will be considered in June.

Dir. Seymour motioned approval of the Executive Director's report. Dir. Billings seconded, and the Board voted unanimously in favor of the motion.

President Marwill asked to hear committee reports at this time.

- *Building:* Dir Seymour reported that the tiles are installed and look great.
- *Volunteers:* Dir. Stanzer reported that 78 Volunteers contributed 1,074 hours in Dec. On Jan. 6 there was a successful Continuing Education offered. On Feb. 9 there will be another. The Volunteers class consists of 16 individuals. Nov. students are still doing their requirements. The jackets were well received by the Volunteers. There were over 150 at the recent GLOW Zone event.
- *Financial:* Dir. Gonzales stated that Dir. Mercier is out of town caring for ill family members.
- *Legal:* Dir. Gonzales stated that legal matters will be discussed in Executive Session.

After consideration, the Board approved Committee reports, motion having been made by Dir. Billings, seconded by Dir. Seymour, and unanimously carried.

Dir. Billings moved to convene Executive Session at 8:20 p.m., in accordance with The Open Meetings Act, for the purpose of discussing perceived certain litigation. Dir. Marwill seconded the motion, which received unanimous support from the Board.

Dir. Gonzales motioned to reconvene Open Session at 9:27 p.m. Dir. Billings seconded, upon which the Board voted its unanimous consent. The following motion resulted from discussions held in Executive Session.

Dir. Lima motioned to approve the Salary Committee's recommendations regarding Mr. England, as discussed in Executive Session. Dir. Patton seconded, and the vote was unanimous, with only Dir. Billings abstaining.

There being neither Old Business nor New Business, adjournment was considered.

CITING NO ADDITIONAL BUSINESS BEFORE THE BOARD AT THIS time, Dir. Patton's motion to adjourn at 9:36 p.m., seconded by Dir. Gonzales, carried.

Date approved

David Patton
Secretary of the Board