

REGULAR MEETING
Cypress Creek EMS Board of Directors

November 28, 2018

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 28th day of November 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	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 Assistant Director Nealy and Dr. Vartanian, thus establishing a quorum, pursuant to the 22nd Amended By-laws of the Service, dated 26 January 2011. Also present were Jim Van Hooser of CCEMS; Mike Pate, CCEMS Volunteer; Andrew McKinney, the Service's General Counsel; and Sherry Allard, the Board's Secretary.

President Gonzales called the meeting to order at 6:30 p.m., and the following business of the Service was conducted. The President explained that last month's meeting was canceled at the last minute when the weather became too dangerous for driving. He apologized for any inconvenience it may have caused.

President Gonzales then recognized Mike Pate, the CCEMS "Volunteer of the month". He is, in fact, one of the longest serving Volunteers at the Service, the President added. Mr. Pate has been a non-medical driver for CCEMS since 1983. He joined Ponderosa Fire Department in 1978, and after moving, joined Klein Vol. Fire Department. He gravitated to CCEMS, for which he has been a great mentor to younger Volunteers. He was, in 2012, named a Commissioner to ESD #16, a position to which he was later elected. The Board commended his faithfulness to CCEMS and his volunteerism to the community. He was photographed with the President, was presented a CCEMS mug and a plaque commemorating his recognition as "Volunteer of the month".

The President asked Dir. Billings for the Treasurer's report, a copy of which, disseminated to the Directors prior to the meeting, is attached hereto and considered a part hereof. Treas. Billings stated that income generated by Koronis is now well above their budgeted amount. It puts them ahead of their yearly budget amount and covers all previous short-falls. In Expenditures the Volunteers rewards category is quite under-expended.

The President re-introduced Keith Barber, whose financial experience is considerable. Dir. Barber will be working with Dir. Billings and Mr. Biancalana to form a good picture of CCEMS' future from a fiscal standpoint. **After discussion, upon motion duly made and seconded by Dirs. Marwill and Patton, respectively, the Board voted unanimously to approve the Treasurer's report.**

The Executive Director's report for the month, attached hereto and considered a part hereof, was next presented. Mr. England reported that:

- Response times in September were 8' 32" and 8' 38" in October;
- There were 3,392 and 3,585 calls in September and October, respectively;
- There was one (1) life flight call in the two (2) reporting periods;
- There were seven (7) mutual aid calls in Sept. and 17 in Oct. by other EMSs in territory;
- There were nineteen (19) calls in Sept. and fourteen (14) in Oct. by CCEMS out of the service area;
- The audit of CCEMS by ESD #11 is still ongoing;
- The Northgate golf tournament in Sept. was very successful;
- Dr. McGrath will report in January 2019 regarding salary survey recommendations. New job descriptions and updated Personnel & Policy manual are needed;
- The Service has been granted its Provider License through 2020;
- ESD #11 did not motion to approve CCEMS' 2019 Budget, though unofficially gave it a nod during conversation;
- Dr. Welch, a tax expert, reported his findings of the service area to ESD #11. The board set the tax rate at \$.036 per \$100 taxable valuation, slightly lower than last year's rate;
- The Dec. 1 chili cook-off was canceled due to weather. A new location is being sought.

After discussion, upon motion duly made by Dir. Cravens, seconded by Dir. Billings, and unanimously carried, the Board approved Executive Director's report as presented.

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

▪ *Building:* Dir Seymour reported that the water pressure problem at St. 58 has been repaired. Station 510 had a new aerator installed. The new Expeditions are on the road, and the Explorers are being re-assigned. The bathroom and downstairs tiling has been delayed. **After review, Dir. Patton's motion to have the tiling professionally installed, duly seconded by Dir. Mercier, carried unanimously.**

▪ *Volunteers:* Dir. Stanzer reported that in Sept. 85 Volunteers had contributed 754 hours of service and in Oct. 74 Volunteers contributed 510 hours of service. There were 4 new Members in October, she reported. The New Orientation meeting was held on November 5. Twelve (12) attended, and all have finished their base completion. They are given several months to complete and ride on an ambulance, she added. On Nov. 11, there will be a Respira-

tory seminar; on Dec. 16 there will be continuing education session (they are juggling dates to find the most popular days). There are 65 Actives and participating Volunteers. It was decided to obtain yellow rain jackets for the Volunteers, Dir. Stanzer stated. The funds therefor have been approved in the Budget, she noted.

After discussion, upon motion duly made and seconded, the Board voted in accord to suspend the agenda order to consider adopting the 2019 Budget.

Mr. England informed the Board that new salary guidelines by Dr. McGrath have been incorporated into the draft Budget. It was noted that there had previously been a Budget committee review, as well as presentation of the 2019 Budget to ESD #11. As there were no questions regarding the Budget, **Dir. Henning motioned approval of the 2019 Budget, which, after Dir. Mercier's second, the Board unanimously approved.**

Dir. Mitchell moved to convene Executive Session at 7:00 p.m., in accordance with The Open Meetings Act, for the purpose of discussing financial and certain legal matters with Counsel. Dir. Marwill seconded the motion, which received unanimous support from the Board.

Dir. Marwill made a motion to allow Mr. Van Hooser to enter Executive Session with the Board. Dir. Patton seconded, and the Board concurred.

After consideration, Dir. Marwill moved to reconvene Open Session at 8:03 p.m., Dir. Patton duly seconded, and the motion carried unanimously. The following motion is attributable to discussion in Executive Session

Dir. Marwill motioned approval of the Salary Adjustment(s) for CCEMS employees, as presented by Mr. Van Hooser in Executive Session. Dir. Henning seconded, and the Board voted unanimously in favor thereof.

Upon motion made, seconded, and unanimously carried, the Board returned to the agenda order, specifically continuing Committee reports.

- *Financial:* Discussed in Executive Session.
- *Legal:* Considered during Executive Session.

After discussion, upon motion duly made, seconded, and unanimously carried, the Board approved the Committee reports as presented.

As there was no Old Business, New Business was considered. It was determined to hold the December meeting on the 20th to discuss matters of importance, including discussion with individuals wishing to serve as officers on the Board of Directors.

ABSENT ANY FURTHER BUSINESS TO CONDUCT AT THIS TIME, the President asked for a motion to adjourn. **Dir. Stanzer's motion, seconded by Dir. Patton, to adjourn the meeting at 8:15 p.m., carried by common consent.**

Date approved

David Patton
Secretary of the Board