

REGULAR MEETING  
Cypress Creek EMS Board of Directors

March 27, 2019

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 27<sup>th</sup> day of March 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 Director Stanzer 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 Michael Burcham of Svadlenak & See, LLC, the Service's auditor; JoAnne Cravens; Zachary Burke, a Volunteer for CCEMS; and Sherry Allard, Secretary to the Board.

The President recognized Zachary Burke, who just recently joined the Service. He has already accumulated over 300 hours volunteering at CCEMS. Zachary is an engineer in Houston and heard about CCEMS from A&M University. He stated that he really enjoys volunteering because it gives him an opportunity do something greater than himself. The Board congratulated Mr. Burke on his achievement. He had his photograph taken with the President, who presented with him a CCEMS mug and a plaque commemorating his recognition as "Volunteer of the month".

**The President asked that the Board consider approving minutes of the last meeting. Dir. Gonzales motioned to approve the minutes of the February 28, 2019 meeting, as written. Dir. Mercier seconded, and the Board affirmed.**

The President called upon Mike Burcham to discuss the Audit for fiscal year ending Dec. 31, 2018. The Auditor began by saying that the Audit was a clean one. Mr. Burcham noted a nice increase in income from last year. Collections were at 30%, fairly normal for an

EMT service. He stated that there are two (2) new audit requirements. 1) How is cash allocated? and 2) How much in assets does the organization have? CCEMS has 90% of the funds that are generally owed in the next pay period. He had no special recommendations for the Board but was asked to stay to participate in another discussion. **After discussion, upon motion duly made, seconded, and unanimously carried, the Board approved the Audit for 2018 as presented.**

The Treasurer's Report was next discussed. He reviewed income and expenses overall for the Board. Dir. Barber stated that CCEMS and Comm Center wages account for the greatest overages in three (3) pay periods. The Treasurer stated that he would like to see a different methodology of accounting to show a better picture of the Service's finances. When there were no questions of the Treasurer, **motion was made by Dir. Gonzales and seconded by Dir. Mercier to approve the Treasurer's report as presented. The motion received unanimous consent by the Board.**

Review of the Executive Director's report by Mr. England followed. The Executive Director reported that:

- There were 3,228 calls in February;
- One (1) life flight call;
- Two hundred eighty-four (284) were transported;
- Seventeen (17) mutual aid calls by other EMSs in territory;
- Nineteen (19) calls by CCEMS out of service area;
- The Fellowship Program is proceeding well. We now have the 2<sup>nd</sup> Fellow, and he is doing a great job;
- The St. Patrick's parade, held on St. Patrick's Day, March 17, was a huge success;
- Regarding the St. 511 signage, CCEMS got the permit and it should be up in 30-60 days' time;
- ESD #11 paid the additional \$403,975 to CCEMS for the variation in salaries relative to the new funding system;
- Cy-Fair is no longer a hospital; it will be used by Tomball for medical clinics;
- Cameras have been distributed to Supervisors; they are great educational and safety tool;
- Commissioner Broast wanted to not pay salaries (with the Board's permission) and give him a chance to review the matter further; he is okay with following the Budget for the remainder of the year;
- On March 28 there will be a workshop with ESD #11;
- CCEMS has a new compliance hot line with the new insurance program. New ways to reduce the costs of health care have been considered and are being undertaken; CCEMS has saved \$80,000 for this purpose;
- Messrs. Nealy and England met with the new EMS person and CEO about the Community Health program; we are trying to get patients taken care of, but not through 9-1-1, when it isn't needed. Community Health is less expensive for EMS services. The ESD is paying salaries and vehicles of the program in Tomball.

**After review, upon motion made and seconded by Dirs. Billings and Patton, respectively, the Board approved the Executive Director's report as presented.**

President Marwill asked to hear committee reports at this time.

- *Building:* Dir Seymour reported that one driver backed into one of the buildings. In addition, they have been looking into some special fuel tanks.
- *Volunteers:* Tabled in Dir. Stanzer's absence.
- *Financial:* No report.
- *Legal:* Pres. Marwill stated that legal matters will be discussed in Executive Session.
- *Employee Survey:* Dir. Mercier stated that Dr. McGrath is still working on the project.
- *Employee Policy:* Dirs. Seymour and Lima are working with Human Resources on updating the Policy & Personnel Manual.

**Dir. Seymour made a motion to approve the Committee reports as presented. Dir. Mitchell seconded, and the Board vote was unanimous in approval.**

There was no Old Business to consider, so New Business was discussed. Mr. England stated that some fire departments have been going after sales tax. Houston Fire Department at the Willowbrook Mall has asked CCEMS if they want to take over the jurisdiction, or they're going to close it down.

**Dir. Lima moved to convene Executive Session at 7:37 p.m., in accordance with The Open Meetings Act, for the purpose of discussing personnel, perceived or pending litigation. He asked that Mr. Burcham be allowed in the meeting. Dir. Mitchell seconded the motion, which received unanimous support from the Board.**

**After consideration, Dir. Seymour's motion to reconvene Open Session at 8:45 p.m., duly seconded by Dir. Mitchell, carried unanimously.** There were no motions attributable to discussion in Executive Session.

**NOTING THERE WAS NO OTHER BUSINESS TO COME BEFORE THE Board, Dir. Barber's motion, seconded by Dir. Patton, to adjourn at 8:46 p.m., carried in unanimity.**

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Date approved

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David Patton  
Secretary of the Board