

REGULAR MEETING
Cypress Creek EMS Board of Directors

April 24, 2019

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 24th day of April 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 Dir. Mitchell and Dr. Vartanian, thus establishing a quorum, pursuant to the 22nd Amended By-laws of the Service, dated 26 January 2011. Also present were Sarah Nuñez, CCEMS Volunteer, and her family; JoAnne Cravens; Cindy Henning; and Sherry Allard, Secretary to the Board.

President Marwill began the meeting by calling upon Sarah Hines, recognized as "Volunteer of the Month" for March. Since first volunteering for CCEMS in July 2017, she has accrued over 200 hours of service. She is now an EMT and hopes to advance to paramedic rank in the future. She states CCEMS has been so welcoming to her, that she feels like "one of us". She was then photographed with President Marwill and given both a plaque and CCEMS mug commemorating her fine achievement as "Volunteer of the month". The Board commended her for her service and wished her well in her efforts to become a paramedic.

The President asked the Board to consider approving minutes of the March regular meeting. **Dir. Gonzales motioned to approve the minutes of the March 27, 2019 meeting, as corrected. Dir. Lima seconded, and the Board affirmed.**

The President then recognized Treas. Barber for the monthly Treasurer's Report, a copy of which is attached hereto and considered a part hereof for all purposes. The Treasurer reviewed with the Board the Profit & Loss Statement. Wages accounted for some of the expenses over budget, but the Treasurer stated that it appears insurance expenses were higher

than expected. Recent salary adjustments are being reimbursed by the ESD, he added. Otherwise, actuals compare favorably with budgetary figures, he stated. There were no questions asked of the Treasurer. **After discussion, upon motion duly made and seconded by Dirs. Patton and Lima, respectively, the Board approved the Treasurer's Report by unanimous vote.**

Mr. England informed the Board that Mr. Uhl has been asked to give a recap to the Board on a number of issues he tracks on a monthly basis. Mr. Uhl showed on the computer an overview of the websites he manages for CCEMS. He noted that May is national "Stop the Bleed" month. Mr. Uhl then reported as to CCEMS' activities. He reported good use of the cameras and recording devices. On May 10, 2019 there will be a blood drive in Spring. Mr. Uhl stated that CCEMS is one (1) of only three (3) organizations in the country that carry whole blood on ambulances.

The Executive Director was next recognized for his monthly report, attached hereto and considered a part hereof. The Executive Director reported that Chris Charron will attend next month's meeting to discuss insurance. Mrs. Nealy will discuss third (3rd) party billing at a future meeting. Mr. England also reported that:

- There was one (1) life flight call;
- Thirty (30) mutual aid calls by other EMSs in territory;
- Twenty-two (22) calls by CCEMS out of service area;
- Dr. Vartanian is really working well with the new Fellow Program;
- It is hoped that the new Policy and Procedures manuals will soon be ready for distribution;
- The monument signs at St. 511 have been rebuilt since the accident;
- Mr. England stated it would be great if, in the future, ExxonMobil employees could teach certain classes;
- Commissioners of ESD #11 have been invited to attend any upcoming educational seminar;
- Training for dispatchers is being undertaken;
- Dr. Vartanian, Mr. Nealy and the Ex. Dir. met to discuss the integrated health program. Protocols have not yet been finalized; there are currently 20+ patients in the preliminary program. The initial process is working well as we test this program.
- Cypress Creek Fire Department is trying to become a sales tax jurisdiction--does not affect CCEMS or its territory. Several other local fire departments have established 'sales tax districts', but CCEMS is NOT part of those programs.

Dir. Henning motioned approval of the Executive Director's report. Dir. Stanzer seconded the motion, which garnered unanimous support from the Board.

President Marwill asked to hear committee reports at this time.

- *Building:* Dir Seymour reported that he had spoken with Steven, who stated that we had damaged a door at a patient's house as a result of a 911 call. The damage has been repaired. The water heater at St. 53 was leaking. The leak has been repaired. There was a fuel leak at the tank at St. 513, and that tank will be replaced by the vendor. At the Admin building, the main building was inspected, and the latch of one of the doors needs repair.
- *Volunteers:* Dir. Stanzer reported 82 Volunteers in March contributed 660 hours. There are 14 actives, and 48 participating. 12 attended the last Continuing Education class, where they

learned operation of the Lucas device. The last Orientation was April 15 with very good attendance for new members.

- *Financial:* No report.
- *Legal:* To be undertaken in Executive Session.
- *Employee Policy:* Dir. Mercier stated that the Committee is awaiting Dr. McGrath's notice that she is finished with the project.

After review, Dir. Gonzales' motion to approve the Committee reports as presented, such being seconded by Dir. Patton, carried unanimously.

With no Old Business to discuss, New Business was considered. Pres. Marwill read a "thank you" email from Dr. Esposito about his time at CCEMS this past month. Kudos were given to both Mr. England and his staff. There will be another Fellow in 2 – 3 weeks' time, Mr. England stated, adding that the Fellows are experienced doctors before they come to CCEMS.

After consideration, upon motion duly made and seconded by Dirs. Gonzales and Mercier, respectively, the question being put to the Board, the Board voted by common consent to enter Closed Session at 7:40 p.m., in accordance with The Open Meetings Act, for the purpose of discussing pending litigation.

Dir. Henning's motion, seconded by Dir. Lima, to reconvene Open Session at 8:15 p.m., carried unanimously. There were no motions or actions taken as a result of discussions held in Executive Session.

CITING NO ADDITIONAL BUSINESS BEFORE THE BOARD AT THIS time, Dir. Henning's motion to adjourn at 8:16 p.m., seconded by Dir. Patton, carried.

Date approved

David Patton
Secretary of the Board