

REGULAR MEETING  
Cypress Creek EMS Board of Directors

May 29, 2019

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 29<sup>th</sup> day of May 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 Dirs. Mercier and 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 Robert Pinard, Commissioner of ESD #11; Julia Nielsen, CCEMS Volunteer; Mike Burcham, the Service's Auditor; and Sherry Allard, Secretary to the Board.

President Marwill recognized Julia Nielsen, CCEMS' "Volunteer of the Month" for April. With her volunteering for CCEMS since 2016, she has contributed over 900 hours of service. She hopes to attend medical school and enjoys using her skills now for CCEMS. She plans to go to medical school in Arkansas, she added. Mr. Uhl photographed Julia with President Marwill, who presented to her a CCEMS mug and plaque commemorating her years of service and becoming April 2019's "Volunteer of the month". The Board joined in the congratulations to Ms. Nielsen.

The President asked the Board to defer taking any action on the minutes from the March meeting until next month.

The President asked Mr. Burcham to review with the Board the Service's draft Audit of Fiscal Year Ending ("FYE") Dec. 31, 2018. Mr. Burcham stated that he had worked with Mr. England, Dir. Barber and Mr. Biancalana to determine an accurate allowance, i.e. doubtful collections rather than administrative adjustments or write-offs, for the Service. He stated that the Opinion is clean. **After review and discussion, upon motion duly made by Dir.**

**Barber, seconded by Dir. Lima, and unanimously carried, the Board approved the Audit for FYE Dec. 31, 2018, including the conversion from direct write-off to the allowance methodology.**

The President recognized ESD #11 Com. Pinard and welcomed him to the meeting.

Pres. Marwill called upon Treas. Barber for the monthly Treasurer's Report, a copy of which is attached hereto and considered a part hereof for all purposes. The new insurance program, a self-funded health program, enlists all types of coverage from various companies across the country. Mr. England noted that all companies were thoroughly vetted. Basically, he stated, the coverage is the same, but the name changed. It also saves CCEMS a considerable amount of money. Mr. England stated that Mr. Charron will be making a presentation to staff and volunteers in July to clear up all questions. The President asked that Mr. Charron appear before the Board next month to keep the Board apprised of any changes in coverage, costs, etc. Treasurer Barber suggested having a committee involved in making decisions that may occur with the new program, and interfacing with employees.

The Treasurer then reviewed with the Board the Profit & Loss Statement and the Variance Report, which, he stated, was within reasonable limits. **Dir. Gonzales motioned approval of the Treasurer's report. Dir. Henning seconded the motion, which garnered unanimous support from the Board.**

Mr. England was then recognized for the Executive Director's report, a copy of which, disseminated previously to the Directors, is attached to, and considered a part of, these minutes.

Mr. England reported that:

- There were 3,563 calls last month;
- There were five (5) life flight calls;
- Twenty (20) mutual aid calls by other EMSs in territory;
- Thirty-eight (38) calls by CCEMS out of service area;
- Dr. McGrath is expected to make a presentation to the Board in June;
- A walk-through revealed no problems at Sts. 513 and 511;
- Training staff with the cameras will be undertaken in the next two (2) weeks' time;
- The annual Golf Tournament is scheduled for September 30, 2019;
- Job scopes are being reviewed with Mr. Raney;
- For the wrecked ambulance, the Service will receive about \$100,000 from insurance;
- The new Training Coordinator is Zach Dunlap.

**Dir. Billings motioned approval of the Executive Director's report, which, after Dir. Mitchell's second, the Board unanimously approved.**

Committee reports were next heard.

- *Building:* Dir Seymour reported that people at St. 3 would like to have it added to the overhaul list. There is a temporary tank at St. 3, he added.

- *Employee Policy:* Dir. Seymour spoke with Jim, who said that Dr. McGrath had some personal problems causing her delay. The President asked to have her appear with the final work as soon as possible.
- *Volunteers:* Mr. England reported 83 Volunteers in April. Woolfie's' crawfish sale benefitted CCEMS per pound of crawfish sold.
- *Financial:* No report.
- *Legal:* To be discussed in Executive Session.

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

There being no Old Business to discuss, New Business was considered.

**After consideration, upon motion duly made and seconded by Dirs. Gonzales and Mitchell, respectively, the question being put to the Board, the Board voted by common consent to enter Closed Session at 7:45 p.m., in accordance with The Open Meetings Act, for the purpose of discussing pending litigation, personnel and contractual matters; Mr. Burcham was asked to attend the closed session.**

**Dir. Henning's motion, seconded by Dir. Seymour, to reconvene Open Session at 8:18 p.m., carried unanimously.** There were no motions or actions taken as a result of discussions held in Executive Session.

THE PRESIDENT ASKED FOR A MOTION TO ADJOURN, as there was no further business to conduct. **Dir. Henning's motion, seconded by Dir. Seymour, to adjourn the meeting at 8:20 p.m., carried by common consent.**

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Date approved

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David Patton  
Secretary of the Board