

REGULAR MEETING  
Cypress Creek EMS Board of Directors

April 29, 2020

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> of April 2020, at the Charles Hooks Education Building Boardroom, located at 7111 Five Forks Road, Spring, Texas at 6:30 p.m. Due to the national recommendations to socially distance and stay at home when possible during the coronavirus-19 pandemic, Directors were able to participate in the meeting either in person or via 'GoToMeeting' call from home. The roll was called of the duly constituted officers and members of the Board, to-wit:

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

Brad England, Chief Executive Officer ("CEO")  
Wren Nealy, Assistant Director  
Levon Vartanian, M.D., Medical Director  
Norm Uhl, Public Information Officer ("PIO")

All members of the Board were present, either in person or by phone, except Dr. Vartanian, Medical Director, thus establishing a quorum, pursuant to the 23<sup>rd</sup> Amended By-laws of the Service, dated 26 February 2020. Also present were Rene' Johnson, "(Comptroller)"; Mike Burcham, Svadlenak & See, Inc., ("Auditor"); Chris Charron, Insurance broker; Andrew McKinney, the Service's Counsel; and Sherry Allard, Secretary to the Board.

The President began by welcoming those attending in person and virtually to the meeting. Pres. Henning asked to be able to cover open matters quickly and then move into Exec. Session.

**After discussion, upon motion duly made by Dir. Gonzales and seconded by Dir. Billings, the Board voted in accord to suspend the agenda order to hold Exec. Session at the end of the meeting.**

The President recognized Mr. Burcham, who reviewed with the Board the CCEMS Audit, a copy of which, disseminated to the Directors, is attached hereto and considered a part hereof. The Auditor compared current figures with those of 2018 and 2019. The current Audit shows a loss. Income was reviewed, as were Expenses. New equipment was acquired so that all paramedics now wear a camera. Changes in statement of activities, reflecting corrections, such as a payment made in 2019 but paid in 2018, were discussed. The Summary Page shows the 2018 and 2019 variances resulting from a move toward accrual-type

accounting. After discussion, upon motion duly made by Dir. Barber, seconded by Dir. Lima, and unanimously carried, the Board approved the Audit as presented.

The Board then reviewed the Financial Report presented by Mr. Johnson. There was a large positive variance in wages and salaries breakout and benefits, he reported. Otherwise, nothing unusual to report. Dir. Barber motioned approval of the Financial Report. Dir. Billings seconded the motion, which garnered unanimous support from the Board.

The President then asked Mr. Charron to discuss matters related to the Service's health benefits package. Mr. Charron had compared other providers and their relative benefits to the Service but felt that opting to go with Cigna was the right move. Coverage and deductibles were the same as those for 2017 and, when coupled with the projected overall annual plan savings, the package was the best option for CCEMS. After discussion, upon motion duly made and seconded, by Dirs. Lima and Patton respectively, the Board voted in accord to accept the Cigna policy proposal(s) as described, beginning June 1, 2020. The President asked Mr. Charron to make a presentation to the ESD board at the upcoming joint workshop.

The President asked to go into Executive Session at 7:23 p.m. for the purpose of discussing certain contract negotiations, personnel matters, and litigation.

The Board exited Executive Session at 8:08 p.m., with no motions made based upon such discussion.

Approval of minutes from the previous Board meeting was then considered. Dir. Patton noted a minor error. A motion by Dir. Gonzales to approve the minutes of the March 23, 2020 meeting, as corrected, duly seconded by Dir. Lima, carried.

The President then asked the CEO for his monthly report, attached hereto as a part hereof. Mr. England reported that:

- 70% of calls are under 10 minutes, with the normal average of 8 mins. 23 seconds; the ESD wants 90% of our calls in 11 mins. The national average is 14 mins.;
- There were 4,399 calls last month;
- There were 9 Life flights;
- There were 40 mutual aid calls by other EMSs in territory;
- There were nineteen (19) calls by CCEMS out of service area;
- A new Fellow is at CCEMS, and the Service would prefer to have their stay 2 mos. rather than 1 mo.;
- Mr. England met with the Fire Dept. and signed a contract to be located adjacent to the new Fire house;
- At the Fire meeting, Covid-19 protocols were laid out; there are 8 – 12 individuals in and out of quarantine;
- To date, only one (1) person has tested positive for Covid-19;
- On May 18, we are planning to have the front doors open and be in lockdown; (depends on what happens in the next 2-3 weeks);
- Average dispatch time is 7 mins. 23 secs., response time 8 mins. 2 seconds.
- The President stated that he would prefer time clocked from time the call was received;
- Other departments in this vicinity clock their calls like CCEMS, Mr. England stated;

After discussion, upon motion duly made by Dir. Mitchell, seconded by Dir. Billings, and unanimously carried, the Board approved the Executive Director's Report.

There were no community reports at this time.

In Old Business, Dir. Lima stated that the Service was outbid on the real estate matter.

New Business was then considered. The President thanked everyone for their presence, and thanked Mr. Nealy for setting up the workshop between the Service and ESD W#11.

ABSENT ANY FURTHER BUSINESS TO CONDUCT AT THIS TIME, the President asked for a motion to adjourn. Dir. Patton's motion, seconded by Dir. Henning, to adjourn the meeting at 8:16 p.m., carried by common consent.

June 24, 2020  
Date approved

David Patton  
David Patton  
Secretary of the Board