

REGULAR MEETING
Cypress Creek EMS Board of Directors

February 24, 2021

The Board of Directors of Cypress Creek EMS Emergency Medical Services (“CCEMS”) met in regular session, open to the public, on the 24th of February 2021, at the Charles Hooks Education Building Boardroom, located at 7111 Five Forks Road, Spring, Texas at 11:30 a.m. Roll was called of the duly constituted officers and members of the Board, to-wit:

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|------------------------|----------------|--------------------------|
| Glen Henning | Past President | Eric Seymour (virtual) |
| Enrique Lima | President | Dave Billings |
| Keith Barber (virtual) | Treasurer | |
| David Patton (virtual) | Secretary | Woody Mitchell (virtual) |

Wren Nealy, Chief Executive Officer “CEO”
Dr. Levon Vartanian, Medical Director (absent)

All members of the Board were present either in person or by phone, thus establishing a quorum, pursuant to the 23rd Amended By-laws of the Service, dated 26 February 2020. Also present were: Rene Johnson, the Service’s Controller; Alison Sulentic (virtual) (“Attorney”) The Sulentic Law Firm, PLLC; George Vie, the Service’s (“Attorney”) Feldman & Feldman; Miranda Sevcik, Media Masters; Barbara Lightsey, the Service’s Office Manager (Interim Secretary to the Board).

President Lima called the meeting to order at 11:32 a.m. in accordance with the By-laws and notice posted, and the following business of the Service was conducted.

- Item 1 Approval of the January 27 and January 29 minutes was postponed until a later date to give time for corrections.
- Item 2 Annual election of officers. President – Mr. Lima, Secretary – Mr. Patton, Treasurer – Mr. Barber. Motion by Past President Henning to nominate Mr. Seymour as President-elect. Mr. Seymour accepted the nomination.

A MOTION TO APPROVE MR. SEYMOUR AS PRES-ELECT was made by Past President Henning. Second by Mr. Billings. Discussion – motion passed unanimously.

- Item 3 Controller Johnson presented information on the daily changes to the expense categories. Discussion is on-going with ESD #11 to formalize a budget for the future until August. At this time a proposed budget of \$1,508,706.00 appears to be a realistic number to expect for ESD #11.

A MOTION TO APPROVE THE FINANCIAL REPORT AS PRESENTED was made by Past President Henning to accept the financial report as presented. Second by Pres-elect Seymour. Second by Mr. Billings. Discussion – motion passed unanimously.

Item 4 Discussion was held to change the by-laws to establish the position of Immediate-past President to become an officer on the board of directors. Ms. Sulentic will work on this change and present at a future meeting. Volunteer reporting is required under the current by-laws and the board and Mr. Nealy acknowledge a waiver of these hours due to COVID. During the time period of June 2020 until January 2021 volunteer participation was suspended due to COVID restrictions.

A MOTION TO GRANT A WAIVER TO REPORTING VOLUNTEER HOURS JUNE 2020 – JAN 2021 was made by Past President Henning. Seconded by Mr. Seymour. Discussion – motion passed unanimously.

Evaluation of current inventory and building maintenance needs will be undertaken by Mr. Nealy, Mr. Lima and another board member. Payroll data has been compiled for Application to FEMA for reimbursement. As with other applications to FEMA it will be many months before funds will be recovered.

Executive Session was entered into at 11:59 a.m. to discuss ongoing litigation.

Out of Executive Session at 1:02 p.m.

A MOTION TO AUTHORIZE PRESIDENT LIMA TO EXECUTE A RETAINER WITH AN AUDITOR RECOMMENDED BY LEGAL COUNSEL was made by Past President Henning Seconded by Mr. Seymour. Discussion – motion passed unanimously.

Item 5 CEO Nealy's report (see attached)

A MOTION TO APPROVE THE CEO'S REPORT AS PRESENTED was made by Pres-elect Seymour. Second by Secretary Patton. Discussion – motion passed unanimously.

Item 6 Old business – work in progress with ESD #11 and Mr. Nealy and Mr. Johnson to complete and present a budget for the forth coming months.

A MOTION TO ADJOURN was made by Mr. Billings.

NOTING THERE WAS NO OTHER BUSINESS TO COME BEFORE THE BOARD, motion to adjourn at 1:28 p.m., duly seconded carried in unanimity.

3/21/2021

Date Approved



David Patton
Secretary to the Board