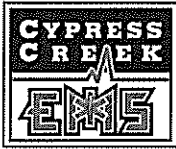


## AGENDA REGULAR MEETING

### THE BOARD OF DIRECTORS OF CYPRESS CREEK EMERGENCY MEDICAL SERVICES AND ALL OTHER INTERESTED PERSONS:

A regular meeting of the Board of Directors of Cypress Creek EMS, open to the public, will be held on **February 24, 2021 11:30 am**, in the Charles Hooks Education Facility Boardroom, located at 7111 Five Forks, Spring, Texas, for the following purposes. Consider and act upon:

1. Minutes: **VOTE**
  - a. January Regular Meeting 1/27/2021
  - b. Special Meeting 1/29/2021
2. Board of Director Policies: **VOTE**
  - a. Waiver and deferral on the following:
    - i. Annual January Officer Election Meeting
    - ii. Volunteer Reporting
3. Financial Report: **VOTE**
  - a. Status Report on the following:
    - i. Cash flow
    - ii. Vendors
    - iii. Cost saving measures
      1. Recommendations made at the March regular meeting
    - iv. Weaver audit
  - b. Regular Monthly Financial Report
4. Committee Reports and recommended actions:
  - a. Nomination of President Elect - **VOTE**
  - b. Oversight Committees
    - i. Building and Maintenance Committee (BMC) **VOLUNTEER NEEDED**
      1. One Board member: perform asset inventory assessment
  - c. Project Teams
    - i. Communication Center(s) - **VOTE**
    - ii. Business Development
    - iii. Legal
5. **Executive Session:**
  - a. Consultations with attorney where the duty of the counsel conflicts with a public meeting.
  - b. Discussion on business matters where public discussions would have a detrimental effect on CCEMSA's negotiating position.
6. Chief Executive Officer's Report: **VOTE**
  - a. Monthly activities
    - i. Volunteer Report
      1. Existing Volunteers
      2. Resigned Volunteers
      3. Hours Worked



4. Volunteer Statistics
- ii. Community Awareness & Service
  1. Tour Dates
  2. Health Care and Safety Demonstrations
- b. Recommendations and actions
7. Old Business:
  - a. Billing rate status
  - b. Merger and acquisition status
  - c. Planning retreat outcomes
  - d. Budget
8. New Business:
9. Such other business as may appropriately come before the Board
10. Adjournment

**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 24<sup>th</sup> 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:

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 23<sup>rd</sup> 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