

REGULAR MEETING
Cypress Creek EMS Board of Directors

February 26, 2020

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 26th of February 2020, 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:

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, 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. Cravens and Mercier, and Dr. Vartanian, Medical Director and Wren Nealy, Assistant Director; thus establishing a quorum, pursuant to the 22nd Amended By-laws of the Service, dated 26 January 2011. Also present were Rene' Johnson, Comptroller; Jeff McElroy, CCEMS Volunteer; Dan Ramey, Auditor; and Sherry Allard, Secretary to the Board.

The President opened the meeting and recognized Mr. McElroy, the "Volunteer of the Month" for January 2020. He noted that Mr. McElroy began volunteering at CCEMS in 2003 and has donated 2,300 hours of emergency care. He is an Engineer for the Southwest territory of Avis/Budget. Mr. McElroy enjoys giving needy people a pleasant memory of their emergency care and a positive outlook to their day. He said he would gladly recommend CCEMS to anyone who would need such services. The President posed with Mr. McElroy for a photograph commemorating his selection as "Volunteer of the Month" and gave him a CCEMS mug and plaque. The Board applauded his volunteerism and thanked him for his generosity to CCEMS.

The President asked that the Board enter Executive Session at 6:45 p.m. to discuss personnel and real estate matters. The Board returned to Open Session at 7:24 p.m. **Dir. Henning moved to accept Mr. Ramey's report as presented and directed the matter to the Legal Committee for any further consideration. Dir. Barber seconded, and the Board affirmed in unanimity.**

President Henning then recognized Mr. Johnson for the Comptroller's report for the month, a copy of which, disseminated previously to the Directors, is attached to, and considered a part of, these minutes. Salaries and wages are now moving toward the accrual

basis, he noted. There still remains ‘fine tuning’ to be done. He discussed the impact of ‘self-pay’ on the actuals versus budget report. His report included maps of the Service Area which identified areas of growth, and zip codes experiencing largest call volume. **Dir. Barber motioned approval of the Financial report. Dir. Lima seconded, and the Board voted unanimously in favor thereof.**

The President asked that the Board consider approving minutes of the last meeting. **Dir. Gonzales motioned to approve the minutes of the January 29, 2020 meeting, as written. Dir. Patton seconded, and the Board affirmed.**

The President next called upon the Executive Director for his report, attached to these minutes as a part hereof. Mr. England reported that:

- There were 3,922 calls in January;
- There were 9 life flights;
- There were forty-eight (48) mutual aid calls by other EMSs in territory;
- There were forty-nine (49) calls by CCEMS out of the service area;
- Response times (10 mins.) have suffered from crews being detained in hospitals longer; One subdivision in the district has a 20 m.p.h. speed limit, slowing drivers down;
- The new Fellow should be arriving in a week and one-half;
- Most DPS individuals no longer respond to EMS calls; The new Deputy does not consider motor vehicle accidents a priority; Cars are left on the road at the accident site; Most Fire department people and EMS people leave at this time;
- Hospital turn-around times: Dir. Barber stated that he receives reports of the times that exceed 30 minutes; He is having weekly calls to CCEMS to discuss those events; Dir Seymour stated that crews need to follow through and write their reports;
- The CCEMS 2020 Budget was approved by ESD #11;
- Messrs. Nealy and England visited several sites that may be considered for use or acquisition by the Service;
- There will be a VIP area at the St. Patrick’s parade for CCEMS Board and Comm Center members on March 15;
- Mr. England stated that there were 99,000 calls in 2019,
- As no one filed to run in the Commissioner’s race, the Commissioners were declared elected by acclamation, and there will be no election for another four years;
- The LPGA tournament is to be held in May, 2020;
- The Organizational chart has been viewed by Dir. Mercier and is now being reviewed by other department heads in the Service; It will then face formal approval;
- The Service will be working with the ESD on a new First Responder program.

After discussion, upon motion duly made by Dir. Billings, seconded by Dir. Gonzales, and unanimously carried, the Board approved the Exec. Director’s report as presented.

Committee reports were then heard.

- *Building:* Already covered this evening;
- *Financial:* No report.
- *Legal:* The President asked if there were any questions regarding Dr. McGrath’s organizational chart. The “Executive Director” should be changed to “CEO”. The President asked for certain additions to the chart: including showing the number of employees needed to be hired to be fully staffed. Dir. Gonzales wanted it stressed that CCEMS is still a volunteer organization. The Personnel & Policy manuals need to be disseminated to Directors, it was noted. **After review and upon motion and second being made by Dirs.**

Patton and Seymour, respectively, the Board approved the Organizational Chart and Personnel & Policy manual as presented.

Old Business included the President asking for any further input regarding the Code of Conduct. The Attorney made several minor changes, he added. **Dir. Henning made a motion to approve the Code of Conduct as presented. Dir. Seymour seconded, and the Board vote was unanimous in approval.**

The next order of business was the approval of the Service's By-Laws. The Attorney has reviewed and approved them, the President stated. **Dir. Patton motioned approval of the 23rd Amended By-Laws of CCEMS. Dir. Gonzales seconded, and the Board voted unanimously in favor of the motion.**

New Business considered was the election of Officers. The Slate consisted of Glen Henning, President; Ruben Gonzales, President-elect; Keith Barber, Treasurer; and David Patton, Secretary. Dir. Barber wanted to remind the Board that with the Board now performing primarily oversight of the financial picture, the Service will be relying on the Comptroller and Auditor to perform most of the financial work. **After consideration, the Board adopted the Slate of Officers presented, motion having been made by Dir. Lima, seconded by Dir. Seymour, and unanimously carried.**

The President noted that with the departure of Dir. Stanzer, the Board has overtaken the responsibility of the Volunteers. The CEO will bring such matters to the Board for consideration and approval, he stated.

Then the Board discussed the relationship between the ESD Commissioners and CCEMS Directors. Five (5) items were listed as being of interest to the board: 1) response times; questions of care; 3) relationship between hospitals; 4) education; and 5) fiduciary responsibility to the Board and EMS. The Executive Director stated that he would like it if Directors attend some of the staff meetings.

CITING NO ADDITIONAL BUSINESS BEFORE THE BOARD AT THIS time, Dir. Patton's motion to adjourn at 8:45 p.m., seconded by Dir. Lima, carried.

Date approved

David Patton
Secretary of the Board