

REGULAR MEETING  
Cypress Creek EMS Board of Directors

January 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 January 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 Dir. Seymour 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 Rene' Johnson, Comptroller; Katie Conn, CCEMS Volunteer; Dr. Victoria McGrath, Human Resources ("HR") Consultant; Malayna Halvorson Maes from CCEMS HR Department; Dan Ramey, Auditor; Andrew McKinney, the Service's counsel; and Sherry Allard, Secretary to the Board.

The President recognized Ms. Conn at this time. He informed the Board that she has been named CCEMS' "Volunteer of the Month" for December 2019. Ms. Conn began volunteering for CCEMS about a year ago. In that brief time, she has volunteered 322 hours' time, the President stated. She has been completing her education, earning her paramedic's certificate last year, and pursuing further EMS certificates this year. Ms. Conn stated that she has met many people, whom she now considers family, at CCEMS. She enjoys going on calls because of the interesting people she meets and the variety of calls that are made. Previously she worked for the Jersey Village Fire Department. Ms. Conn states she would recommend CCEMS to anyone. The President posed with her for a photograph and presented her with a commemorative CCEMS mug and plaque acknowledging her recognition. The Board gave its thanks to Ms. Conn for her volunteerism.

Pres. Henning then asked Dr. McGrath to give her report, a copy of which is attached hereto and considered a part hereof for all purposes. The President informed the Board that Dr. McGrath, Malayna and he had met earlier in the day to discuss her report. Dr. McGrath reported that she has concluded three (3) reports for CCEMS: 1) the Compensation Plan, including Job Descriptions {under review by the various Departments of CCEMS}; 2) a system

for Setting Goals and Licensing Employees, Supervisors and departments; 3) Employee Policy Manuals, working with Mr. Van Hooser and HR to assure a) that compliance issues are in place; and b) that policies are on site, under review by CCEMS HR. Dr. McGrath recommended there be a seminar held in a few months to apprise employees of changes in policies, etc.

Pres. Henning then asked for the Financial Report. Mr. Johnson stated that since he began working for CCEMS, he has been tweaking the various reports comprising the financial picture of the Service. He asked the Board to contact him if they have any comments or suggestions regarding the matter. Mr. Johnson identified items that were affected by the changes, including adjustments, depreciation, and income not budgeted in 2019. Over all, revenues exceeded Budget by 7%. Salaries and wages were 3% below budget. Insurance expenditures are undetermined at this time, as he has not completed the review of health insurance. Mr. Johnson did say there has been progress made toward switching to the accrual basis, and he stated he had spoken with the Auditor on the matter.

Dir. Barber concurred that in the medical industry, revenues are tied to “date of service.” The President stated that the demographic report is divided according to zip codes. There may be the opportunity for patients to pay via credit card in the not-too-distant future, Mr. Johnson added. **After discussion, upon motion duly made and seconded by Dirs. Barber and Patton, respectively, the Board voted in accord to approve the Financial Report as presented.**

The President then asked that the Board enter Executive Session at 7:10 p.m. to discuss with the Attorney and Mr. Ramey matters of pending or perceived litigation. After exiting Executive Session at 7:30 p.m., **the Board approved Mr. Ramey’s report, motion having been made by Dir. Dir. Gonzales, seconded by Dir. Mitchell.**

The Board next undertook approval of prior minutes. **Dir. Patton moved to approve minutes from the meetings of 5 September 2019 and 30 October 2019, no quorum records of 20 November 2019 and 18 December 2019. Dir. Mercier duly seconded, and the motion carried unanimously.**

The President asked for the Executive Director’s report, attached hereto as a part hereof. Mr. England reported that:

- There were 3,200 more calls in 2019 than in 2018;
- Hospital call times are getting longer, as crews are being detained in hospitals;
- The longer hospital times will cause an increase in overall response times;
- There were fifty (50) mutual aid calls by other EMSs in territory;
- There were thirty-one (31) calls by CCEMS out of service area;
- The out-going Fellow Dr. Hewitt, who had worked in Afghanistan and Iraq, was great. The new Fellow should be arriving next week;
- Ft. Bend is again talking about joining the Comm Center Dispatch;
- Repairs to St. 513 were paid by ESD #11;
- A meeting with hospital CEOs and some of their attorneys regarding use of cameras did not convince all attorneys to approve their clients’ participation. Mr. England said that the attorneys’ cooperation with CCEMS might help remove roadblocks to participate;
- The 2020 Budget was okayed by most of the ESD #11 board, but Com. Broast asked for 1 change in order to get his approval;
- The next ESD #11 meeting will be held on February 27, 2020;
- He had met with Cypress Creek Fire Department (“CCFD”) regarding a new station at the race track; CCEMS could rent the service area monthly for \$1,000 for the next 10 years;

- Float trucks could be used to serve the race track area;
- The ABHES will be inspecting the Service's Education Program in the near future;
- The St. Patrick's Parade will take place on March 15, and FM 1960 will be closed;
- May 2, 2020 is the Commissioners Election;
- Both Paramedic and EMT classes are full this session;
- He is going on a 1-week vacation.

**Dir. Gonzales motioned approval of the Executive Director's report. Dir. Billings seconded the motion, which garnered unanimous support from the Board.**

The President asked to hear Committee reports at this time.

- *Building:* No report;
- *Financial:* No report.
- *Legal:* Covered in Executive Session.

The President discussed the Service's Code of Conduct under Old Business. He stated he would e-mail his ideas to the Board and asked that they make their comments quickly. The amended document will be considered for approval at the next meeting.

Regarding New Business, Pres. Henning stated he would like the Board's input regarding changes/updates to the Service's By-Laws for approval at next meeting. He will then forward to Counsel for legal review and approval.

A hearty, Happy Birthday to Dir. Cravens, who is celebrating the humpteenth anniversary of his thirty-ninth birthday.

ABSENT ANY FURTHER BUSINESS TO CONDUCT AT THIS TIME, the President asked for a motion to adjourn. **Dir. Gonzales' motion, seconded by Dir. Patton, to adjourn the meeting at 8:32 p.m., carried by common consent.**

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Date approved

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David Patton  
Secretary of the Board