

**REGULAR MEETING
Cypress Creek EMS Board of Directors**

June 24, 2020

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 27th of May 2020, at the Charles Hooks Education Building Boardroom, located at 7111 Five Forks Road, Spring, Texas at 6:30 p.m. Roll was called of the duly constituted officers and members of the Board, to-wit:

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

Wren Nealy, "Interim CEO"
Levon Vartanian, M.D., Medical Director - Virtual
Norm Uhl, Public Information Officer ("PIO")

All members of the Board were present, either in person or by phone, except for Dir. Mitchell, thus establishing a quorum, pursuant to the 23rd Amended By-laws of the Service, dated 26 February 2020. Also present were the Service's Attorney; Allison Sulentic, Attorney; Rene' Johnson, Controller; Jim Van Hooser, HR Director, and Sherry Allard - Virtual, Secretary to the Board.

President Henning opened the meeting at 6:30 p.m. and welcomed all attendees to the meeting.

Approval of prior minutes was given first consideration by the Board. **After review and upon motion made and seconded by Dirs. Billings and Gonzales, respectively, the Board voted to approve the minutes of the April 29, 2020 as written.** The Board then considered the minutes of the May 27, 2020 meeting. **Dir. Lima motioned to approve the minutes of the May 27, 2020 meeting as prepared. Dir. Barber seconded, and the Board affirmed.**

The President recognized Mr. Johnson for the Controller's report for May 2020, a copy of which is attached hereto as a part hereof for all purposes. Revenues were slightly less than budgeted. Patient billings were under budget, as well. All claims are now being accrued, the Controller informed the Board. He explained that there may be some claims for 2019 among the patient claims. This matter was discussed at the recent ESD #11 meeting, Pres Henning noted. The sum of \$560,000 owed the District by the ESD was also addressed then. The President asked the Controller to review all amounts owed. Salary increases previously approved by the Board are included in this report, Mr. Johnson stated. **Dir. Seymour motioned approval of the Financial Report, which, after Dir. Patton's second, the Board unanimously approved.**

The CEO was then recognized for the Executive Director's report, attached as a part hereof. Response times are creeping back to the normal numbers before COVID-19. The CEO reported that:

- Two (2) 24-hour trucks were added to the fleet (during March 28th and May 7th);
- System Status Management (SSM) Pilot has begun; it is based on posting units in the area where most needed and with the longest response times;
- A group reviewed the project, and the program appears to be functioning appropriately;
- "UHU" (utilizing trucks efficiently) has one of the lowest percentages, using three (3) trucks over 35 percent; on May 7 we got even better results;
- At the next Board meeting the CEO will show Directors a review of the responses using First Watch and ArcGIS, two situational awareness tools;
- Opticom: ESD#11 is funding Phase I, and we are moving toward Phase II. The program is working well; it makes responses safer;
- The Fellow Dr. Ely did a great job in May; we asked her to stay on during the early pandemic; the new Fellow, Dr. Studor was here during Feb. when there was little activity;
- Whole blood program: most without vital signs and due to shootings, multiple saves;
- Mobile Integrated Health program; Christina Dubois spends the bulk of her time managing covid-19 scenarios; we are working with hospitals; with the beginning of covid-19, the program turned inward, helping the staff with COVID-19 health issues;
- We have worked with Dr. Vartanian and the Fellows with the oral swab test for COVID-19; on a 30-45 day cycle to help identify cases before we go into flu season;
- We are still working with local hospitals regarding wait times;
- St. Luke Hospital is offering to partner in a readmit deferral program to include funding through their foundation
- Governor Abbott did not want Texas to go through what New York did; contact tracing and testing was done at 81 congregate care facilities; of the 68 facilities, 18 refused to participate in one fashion or another;
- In May 3,317 patients were transported; 2,214 were ALS patients;
- There were eight (8) Life Flight cases;
- 947 non-transported done in May, 81% first attempt airway success, all airways managed successfully;
- Managed 1135 COVID patients (647 in May), 942 transported (570 in May);
- Staff monitored 27 covid-19 cases; 14 in April, decreased in May to nine (9);
- We wore N95 masks on all calls; previously we wore them during expected COVID cases;
- One month ago, there was a lightning strike which went through the retention pond underground and into the building, damaging the radios, air conditioning, computers, generators, etc., approaching a \$400,000 claim;
- Documents used for insurance claims, we are now reviewing what we did during that time;
- There was some lightning mitigation on the tower; no insurance coverage for that;
- We are working with the Little York Fire Department, meeting with several deputy chiefs, and they are offering housing at two (2) stations, one (1) off Ella St#84, and St#83 on Walters;
- On June 30 there was a meeting with the fire department; they expressed that they were told they would pay for everything; Mr. Nealy corrected that, saying that CCEMS will cover expenses for the required modifications and other things;
- 20 ambulances are on the road: 17 24-hour trucks, 3 peak time, 12-hour trucks;
- We just got medic M516 in-service, as mandated by ESD#11 and they required that it be in service the next morning and not billed to the ESD.
- In the next two (2) months we will need to hire 15 individuals;

- We learned at the workshop that ESD#11 wants a collaborative planning process to determine the right amounts to put in the Budget;
- ESD#11 may budget some trucks, but they want to determine the right location(s);
- Three (3) Supervisors are needed for 20/21 ambulances for an effective span of control;
- The training coordinator has become a great asset; Mr. Nealy likes having him in the field; he has turned out more P2 paramedics that have a higher passing ratio to other individuals;
- Two ambulances are on order with a 10-12 months lead time and then putting in adaptive things to make it a CCEMS ambulance; previously it took 8-10 months;
- We have 15 people out with on injury or FMLA leave;

Dir. Lima made a motion to approve the Executive Director’s report as presented. Dir. Seymour seconded, and the Board vote was unanimous in approval.

Pres. Henning then asked Mr. Johnson for the Financial report, attached hereto as a part of these minutes. Mr. Johnson stated that he continues to focus on going forward and to perform at the highest level. **After review, upon motion made and seconded, the Board approved the Financial report as presented.**

A brief recess was called at 7:45 p.m.

The President stated that he had matters to discuss in Executive Session. The Board entered Executive Session at 7:52 p.m. to discuss personnel matters, contracts, and perceived litigation.

The Board returned to Open Session at 10:40 p.m., with no actions or motions resulting from discussion in Executive Session.

AFTER DISCUSSION, UPON MOTION DULY MADE AND seconded, by Dirs. Patton and Billings, respectively, the question being put to the Board, the Board voted in accord to adjourn at 10:50 p.m.

Date approved

David Patton
Secretary of the Board