

REGULAR MEETING
Cypress Creek EMS Board of Directors

March 25, 2020

The Board of Directors of Cypress Creek Emergency Medical Services ("CCEMS") met in regular session, open to the public, on the 25th of March 2020, at the Charles Hooks Education Building Boardroom, located at 7111 Five Forks Road, Spring, Texas at 6:30 p.m. Due to the national recommendations to socially distance [have a space of 6 (six) feet between individuals] and stay at home when possible during the coronavirus-19 pandemic, Directors were able to participate in the meeting either in person or via 'GoToMeeting' call from home. 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, Chief Executive Officer ("CEO")
Wren Nealy, Assistant Director
Levon Vartanian, M.D., Medical Director
Norm Uhl, Public Information Officer ("PIO")

All members of the Board were present, either in person or by phone, except Dr. Vartanian, Medical Director, thus establishing a quorum, pursuant to the 22nd amended By-laws of the Service, dated 26 January 2011. Also present were Andrew McKinney, the Service's Counsel; Rene' Johnson, Comptroller; Damon Blank, CCEMS IT specialist; Barbara Lightsey, Executive Assistant; and Sherry Allard, Secretary to the Board.

The President opened the meeting at 6:30 p.m. and welcomed those attending in person and those Directors phoning in from home. He asked to go into Executive Session almost immediately (6:33 p.m.) to discuss matters of pending or perceived litigation and real estate transaction(s). The Session was closed at 6:53 p.m. There were no motions or actions attributable to such discussion.

Approval of the minutes from the previous Board meeting was then considered. **A motion by Dir. Patton to approve the minutes of the February 26, 2020 meeting, with a minor change by Dir. Lima, duly seconded by Dir. Billings, carried.**

The President asked Mr. Johnson to give the Comptroller's report for January 2020, a copy of which, mailed beforehand to Directors, is attached as a part of these minutes. Revenue was more than \$78,000 favorable to Budget. In March, the ESD #11 board did pay CCEMS the amount billed, though under protest. They still owe the Service over \$900,000 from last year for salaries and extra truck times. Expenses were under Budget by 7% positive

variation, primarily in salaries. Revenues exceeded expenses by a large margin. Medicare and Medicaid statistics were discussed. The CEO reported that transports have been broken out pursuant to the Board's request, and the report disseminated to Directors. **After review, motion made and seconded by Dirs. Gonzales and Billings, respectively, to approve the Comptroller's report as presented, received unanimous consent by the Board.**

Dir. Barber noted that the Service is trying to improve the relationship with the ESD and would like to see a personal inquiry or workshop to further discuss the financial issue. Mr. England stated that he knows how a workshop could manage social distancing.

The President then recognized the CEO for his monthly report, attached to these minutes as a part hereof. Mr. England reported that:

- 79% of response times are less than 10 mins. The overall response time is 8'22";
- Adding a fire station ambulance at Spring brings the fleet to 15 24-hour trucks and 18 full-time trucks;
- There has been only one (1) positive case for covid-19 in the Service; those that were not little or low risk were sent home for 7 or 14 day' recuperation period;
- CCEMS is getting covid-19 supplies slowly, but are working with the fire departments on the matter; he thanked Mr. Nealy for his leadership in this capacity;
- Dr. Vartanian has looked at the changes in protocols supplies-wise; otherwise there are no problems and protocols remain unchanged;
- Dir. Barber stated that Methodist Willowbrook Hospital has a screening booth outside; only those recommended by the triage team go into the tent; Tomball patients are screened by Drs. and medics;
- Department heads are reporting their actual costs and expenses to prepare for FEMA reimbursement in the future;
- ESD#11 wants to put their name on the ambulances they have budgeted for; they have not contacted the CEO directly, it was noted;
- Station 512 will be used as a quarantine station, if needed;
- Station 512 is also being used for staff who are unable to go home during the pandemic;
- The evaluation of the CEO will not be distributed to Directors over phone lines; the President stated that face-to-face discussion is preferable; the President will be sending the review by mail to each Director for their in-put;
- The President thanked Wal-Mart for its donation for paper items needed in the crisis.

After review and upon motion and second being made, by Dirs. Gonzales and Barber, respectively, the Board approved the Executive Director's Report, as presented.

The President asked to have Committee reports discussed only when he asks for a report on a particular subject.

The President stated that he appreciates the work being done by the CEO and staff during the very stressful pandemic.

NOTING THERE WAS NO OTHER BUSINESS TO COME BEFORE THE Board, **Dir. Barber's motion, seconded by Dir. Seymour, to adjourn at 7:15 p.m., carried in unanimity.**

Date approved

David Patton
Secretary of the Board