

Regular Meeting  
Cypress Creek EMS Board of Directors

October 28, 2020

The Board of Directors of Cypress Creek Emergency Medical Services (“CCEMS”) met in regular session, open to the public, on October 28, 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	David Billings
Enrique Lima	President – elect	Linda Mercier (Virtual)
Keith Barber	Treasurer	Woody Mitchell (absent)
David Patton	Secretary	Eric Seymour (absent)

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<sup>th</sup> day of February 2020. Also present were the Service’s attorneys Allison Sulentic; (Attorney) (Virtual); George Vie, (Attorney) Miranda Sevcik (Media Masters), Rene’ Johnson, the Service’s Controller (Controller); Jim Van Hooser, the Service’s HR Director; Barbara Lightsey, the Service’s Office Manager.

President Henning called the meeting to order at 6:33 p.m. in accordance with the By-laws and notice posted, and the following business of the Service was conducted.

President-elect Lima entered the meeting at 6:36 p.m.

President Henning asked to defer the approval of minutes from the September 2, Regular Meeting, September 22, Special Meeting and September 30, Regular Meeting since some board members did not receive their information during the distribution of the minutes via email.

It was decided the next Regular Meeting date will be November 18, 2020 due to the Thanksgiving Holiday. President Henning asked for approval to change the meeting time to 5:30 p.m. on a permanent basis.

President Henning recognized Mr. Johnson for the Controller’s report for September 2020, a copy of which is attached to these minutes as a part hereof for all purposes. Mr. Johnson referred to the handout which stated the budget was 22% below budget which includes the loss from funds being withheld by ESD 11.

Secretary Patton moved to accept the Controller's report, seconded by President-elect Lima. Following discussion, the Motion was approved unanimously.

President Henning recognized Mr. Nealy for the CEO report, attached as hereto as a part hereof. The CEO reported that:

- Incidents – 4100 with a total Responses (units utilized) 4393
- Response times avg 7 min 30 sec and 90<sup>th</sup> percentile is 11 min 24 sec
- The hybrid posting plan using the Halo map continues to net results
- Reduced the number of units in a High UHU from 12 to 8
- We are no longer at low system levels and we continue to provide mutual-aid to our partners more than they provide aid to us
- Whole Blood Program: Transfused patients with a total of patients receiving units for YTD<sup>11</sup>
- ESD 11 ignored my very specific request for funding:
  - COVID stipends for staff
  - Reimbursement of money withheld for their Hurricane Harvey entitlement
  - Capital equipment and vehicle acquisition
- COVID Data
  - Suspected cases transported – 254
  - Refusals/PIRs – 29
  - Staff Monitoring – 20 with s/s
  - Staff Positive for COVID - 16
- Human Resources (Jim Van Hooser)
  - DSHS License Renewal is finalized and Secretary of State updates complete
  - Still processing VFIS Claim for lightning strikes
  - Team is working to implement new HR Management system, complete the benefit audit and new benefit broker
  - Hiring needs – Numerous needs for administrative positions
- Operations – Supervisors made 409 responses (2 Supervisors on duty per day) and Fire Depts made 643 medical first response calls with CCEMS
- ESD 11 decals for units was approved, but will not start applying them until the ESD makes payment
- The two new stations at LYFD St 83 and St 84 is going well and is reducing response times
- Reviewed the ArcGIS maps showing a reduction in response times targeting specific areas with resource locations and staging

Secretary Patton moved to approve the CEO's report, seconded by Director Billings. Following discussion, the Motion was approved unanimously.

The President stated that there were matters relating to Contracts, Personnel, and pending or perceived Litigation to discuss in Executive Session. The Board entered Executive Session at 7:36 p.m. and asked Ms. Sevoik, Mr. Johnson, Mr. Van Hooser to attend the session. Mr. Van Hooser left the meeting at 7:43 p.m. Mr. Johnson left the session at 9:15 p.m.

The Board returned to Open Session at 10:12 p.m.

Miranda Sevoik gave the Media Report (see attached).

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After discussion, President Henning moved to accept Allison Sulentic (Attorney) suggestion on the 401K plan. Director Billings seconded. The motion was approved unanimously.

Noting there was no other business to come before the board, motion to adjourn at 10:15 p.m., duly seconded carried in unanimity.

11/18/2020  
Date Approved



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David Patton  
Secretary to the Board