



MINUTES

Regular Meeting of the Board of Commissioners
North Hays County Emergency Services District #1
111 EMS Drive, Dripping Springs, Texas, 78620
5:00 p.m. Tuesday, January 15, 2018

- A. Called to order at 5:00 p.m. by Krudop and confirmed a quorum.

Commissioners Present

President, Walt Krudop
Vice President, Geoffrey Tahuahua (5:04)
Secretary/Asst. Treasurer, Dennis Lane
Treasurer, Dan O'Brien

Commissioners Absent

Others Present

Chief, David Smith, SMHC EMS
Assistant Chief, Jim Swisher, SMHC EMS
Battalion Chief, Matthew Weinberg, SMHC EMS

Others Present

Robert Lamb, District Administrator NHC ESD1
Celeste Montgomery, Admin. Asst. NHC ESD1

- B. Recognition of Citizens.

- None Present

- C. All items under the Consent Agenda were approved, as noted below.

1. Meeting Minutes of the Regular Board Meeting held December 18, 2018.
2. Treasurer's Report from December 2018.
3. January 2019 Disbursements. No discussion held.
4. Resolution Authorizing Sale of Surplus Property.

Lane made a motion to accept all above consent agenda items as discussed, the Regular Board Meeting Minutes for December 18, 2018, the December 2018 Treasurer's Report, the January 2019 Disbursements and acknowledge the bank and financial reconciliations to QuickBooks and Authorizing the Sale of Surplus Property. O'Brien seconded, and the motion passed unanimously.

- D. Reports.

1. North Hays County Fire & Rescue (NHCFR) Update – Staff Absent, Report e-mailed.
 - a. 190 calls/incidents for the month of December. 55% of all calls were Rescue and EMS assist calls.
 - b. The average response time was 7:20 (min:sec) for the month and 7:13 (min:sec) for the year.
 - c. Year-to-date calls were 2,613 compared to 2,594 over the same period last year.



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- d. The busiest time of day for the month of December was 12:00 Noon. Thursday was the busiest day of the month. The busiest fire station is still #74 at Firehouse Business Park off Hwy 290 which received 70 calls.
 - e. Training hours for the department (career and volunteer) came to 572.32.
 2. San Marcos Hays County EMS (SMHC EMS) Monthly Update - Smith and Weinberg gave the report.
 - a. SMHC EMS Board of Directors meeting will be held Tuesday afternoon on January 22, 2019 at 3:00 P.M.
 - b. Weinberg reported the total number of calls for December were 131 with 73 transports. The 90th percentile response time to Zone A was 08:51 (min:sec) vs target time of 8:59 (min:sec) and Zone B was 16:47 (min:sec) vs target time of 17:30 (min:sec). Transports were down (73) for the month of December and level zeros remained the same (28).
 - c. Number of level zero incidents were 28. Total level zero time for the month was 14:47:02 (hours:min:sec). For December there were 2 calls during the level zero period and 0 required transport.
 - d. Friday continued to be the busiest day of the month and peak time was 11:00 a.m. to 12:00 p.m.; Thursday, 4:00 a.m. to 5:00 a.m. was the slowest period of the month.
 - e. Discussed upcoming major highway construction project at Highway 290/William Cannon and the "Y" intersection in Oak Hill. This has been estimated to take between 3-5 years. SMHC EMS confirmed they have already started to consider/determine alternate routes of transport from Hays County to hospitals located in Lakeway and South Austin. The suggestion was made to stay in contact with TxDOT, who has been receptive to other issues of concern in the past. Swisher agreed to take the lead position and O'Brien will interact with Swisher as needed. The board will be updated on a monthly basis regarding issue related information.
 - f. SMHC EMS will investigate costs associated with a phone follow-up survey regarding services rendered.
 3. NHC ESD1 Monthly Update - District Administrator Lamb gave the report.
 - a. Presentation of mail. No discussion ensued. (Refer to Attachment D.3.a.)
 - b. ESD building use, utilities, maintenance, insurance, repairs and equipment. (Refer to Attachment D.3.)
 - 1) Discussed the need to determine whether to repair the existing septic system and drain field or trench to the street for connection with the City system after NHC ESD1 receives the requested quotes from vendors. (Refer to Attachment D.3.b.1) Krudop, Lamb and Lane will work on procuring the necessary information/quotes from vendors no later than January 28, 1019. This will be presented to the board at the next meeting in February.
 - 2) Pest control services performed at the Central (111 EMS Drive) and East Station (14121 Hwy. 290, #11B) locations.
 - c. Ambulance maintenance log. (Refer to Attachment D.3.c.)
 - d. Ambulance remount update. (Refer to Attachment D.3.d.)



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- e. Special Purpose District Sales & Use Tax Allocation Summary ending 1/8/19 - The District's January gross collections were \$70,451.08 and payment was \$69,001.65. Account numbers have been submitted to the Texas Comptroller of Public Accounts (TxCPA).
- f. The upcoming Texas State Association of Fire and Emergency Services District (SAFE-D) 18th Annual Conference will be held in Frisco, Texas, February 7-9, 2019 at the Embassy Suites by Hilton hotel. Dallas-Frisco Hotel Convention Center & Spa, 7600 John Q. Hammons Drive, Frisco, Texas 75034, Phone: 972.712.7200. All commissioners and office staff have been registered for the conference. Lamb will e-mail the tentative schedule to the commissioners and staff once it has been received. This will allow attendees to pre-determine which sessions they will be attending at the conference.

E. Committee Updates.

1. Community Outreach. (Lamb, Tahuahua)

- a. Community outreach event & activity log – Lamb indicated some of the most successful activities over the past year seemed to be the HEB Public Information event, “Shattered Dreams” (held every other year) in conjunction with Fire Dept., Sheriffs Dept. and EMS (all public services). “Stop the Bleed” training programs for different entities and areas which we continue to receive requests to schedule for. Lamb is also in the process of developing a Community Outreach schedule.

Lamb suggested implementing monthly training offered to the general public for the following classes 1) Stop the Bleed, 2) CPR only, 3) Health Saver CPR and develop a plan including who, what, where, when and how. He also proposed a First Responder Program for L.E.O. to implement a training class for Law Enforcement Officers, Firefighters and Commissioners. Dr. Remick agreed to be the Medical Director and ESD 1 will provide coordination. Proposals will be presented at the next meeting.

It was suggested that Cindy Reynolds at the Dripping Springs High School be contacted regarding internships.

Tahuahua stated he will be working on additional Facebook postings.

2. Website/Facebook Committee. (Lamb, O'Brien, Tahuahua)

- a. The commissioners all agreed to invite Caffeine Interactive Technologies (CIT) to the current January 15, 2019 board meeting to present an update on where they spent the initial retainer and where they're spending the additional funds previously procured, as well as where the progress had been made. CIT appreciated the invitation extended to them but had a scheduling conflict that precluded them from attending this board meeting.

Between the January board meeting and the upcoming February meeting, Tahuahua will contact CIT about the website changes and updates as well as discuss the scope of work originally requested, a status update on the backlog of reports, posting Lane's bio and picture, uploaded files, etc. He will also present the “Perusal of Website List” completed by Krudop. A determination needs to be made on whether CIT is prepared to complete the project.

3. Finance Committee. (Krudop, Lamb, Lane, O'Brien)

This committee is currently inactive. No discussion held.



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4. Long-Range Planning (LRP) and Budget Committee for FY2019. (Krudop, Lamb, Lane, O'Brien)
 - a. RFP or alternative for post FY2019 contract for EMS Services. The District is requesting a proposal from SMHC EMS for a three to five-year contract, beginning in FY2020 to evaluate the future cost-effectiveness of SMHC EMS. Smith agreed to have a new proposal to the District by a March/April timeframe.

The question was posed whether an evaluation of protocols of other emergency service providers could provide supplemental information aiding in the decision process for the ESD's next service provider. Lamb is compiling a list of requirements, particularly protocols, that service providers must meet if a formal RFP process is to be considered.

Lane and O'Brien approached ESD 6, NHCFR, to determine if there was an interest in providing a bid for EMS services and they were not interested. Ken Strange, Director of Wimberley EMS, was contacted for input regarding ESD 1 operating the EMS services itself. After considering the required resources and manpower, it does not currently appear feasible. Acadian and a few other service providers will be approached to see if their protocols and services meet the requirements as delineated above.

5. Future property acquisitions and stations. (Krudop, Lamb, Tahuahua)

Krudop, Lamb and Tahuahua will begin the process to assess future property acquisition and station needs to allow for the development of a plan for where units need to be located and whether the District needs to purchase property. Krudop will touch base with Tahuahua in a week or so. Tahuahua had contacted John Andyck and he indicated he would recommend someone that could assist us in this area. Lamb also recommended contacting John Thompson.
6. Hays County Joint Communications Dispatch Center Oversight Committee (Tahuahua)

Turner Construction has just started construction on the dispatch center. Tahuahua is the ESD representative along with other representatives from San Marcos, the county, the county judge, city managers, elected officials and SMHC EMS (operational role.) The goal is to try and make sure all entities within Hays County are communicating on all cross-sector issues.

F. Standing Agenda Items.

1. Legal update.
 - a. The board previously discussed suggested replacements for Hughart's position. A new commissioner has yet to be identified. If the commissioners have any individuals they would like to be considered, they will send their names directly to County Commissioner Walt Smith for his consideration.
 - b. Lamb had a brief discussion with Carlton regarding the renegotiation of the Sales Tax Assurance contract. Carlton will be re-contacting Lamb to follow-up.
2. Record retention plans.
 - a. Social media and e-mail recordkeeping – Lamb has retained all e-mails. If commissioners post on social media, Krudop requested they copy Lamb and he will maintain a file. until a determination has been made on the most effective way to retain it.
 - b. Audit scanning project records. Lamb stated all scanning has been completed, apart from duplicates, which will be shredded. Ten percent (10%) of previously scanned records are being returned to compare/verify against the scanned documents.



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G. New Business.

1. Election of Officers. A new commissioner has yet to be identified to fill the board position previously held by Hughart. As Hughart held the office of secretary, that office is now vacant. Counsel indicated the secretary position be filled.

Tahuahua made a motion for commissioner Lane to assume the position of Board Secretary, in tandem with his Assistant Treasurer appointment, until such time that a new commissioner can be identified to fill the Board Secretary position. O'Brien seconded, and the motion passed unanimously.

Typically, the ESD officers are elected at the January meeting. Since there is a vacancy on the board, the board decided to postpone the election until that position is filled. The current officers will continue in their offices with Lane assuming the secretary office.

H. Adjourned at 6:12 p.m.