



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, February 19, 2019

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

Commissioners Present

President, Walt Krudop
Vice President, Geoffrey Tahuahua (5:08)
Secretary/Asst. Treasurer, Dennis Lane
Treasurer, Dan O'Brien

Commissioners Absent

Others Present

Chief, Scott Collard, NHCF/R
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
Mike Stephenson

- B. Recognition of Citizens.

❖ Mr. Mike Stephenson

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

1. Meeting Minutes of the Regular Board Meeting held January 15, 2019.
2. Treasurer's Report from January 2019.
3. February 2019 Disbursements.

Tahuahua made a motion to approve consent agenda items one (1) through three (3) above, as discussed, the Regular Board Meeting Minutes for January 15, 2019, the January 2019 Treasurer's Report, the February 2019 Disbursements and acknowledge the bank and financial reconciliations to QuickBooks. Lane seconded, and the motion passed unanimously.

4. Consider approval of revised contract with Sales Tax Assurance.

O'Brien made a motion to table approval of consent agenda item four (4) regarding the revised contract with Sales Tax Assurance. Further discussions will be held regarding the revised contract at the March 19, 2019 Board Meeting.

- D. Reports.

1. North Hays County Fire & Rescue (NHCF/R) Update – Collard gave the report.
 - a. Year-to-Date received 186 calls/incidents for the month of January versus 245 over the same time period last year.



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- b. Spike in response times with 65% of all calls identified as Rescue and Emergency Medical Services assist calls. Noticing an increase of multiple calls coming in all at once.
 - c. The average response time was 10:33 (min:sec) for the month and 10:33 (min:sec) for the year.
 - d. The busiest time of day for the month of January was 12:00 Noon. Friday was the busiest day of the month. The busiest fire station continues to be #74 at Firehouse Business Park off Hwy 290.
 - e. Interested in investigating and looking at the numbers to determine if becoming the provider for Emergency Medical Services is something NHC/R should consider. If chosen, they would require approximately six (6) months to initiate.
2. San Marcos Hays County EMS (SMHC EMS) Monthly Update - Smith and Weinberg gave the report.
- a. Internal budgeting process is underway and SMHC EMS will be working on five-year plans in the coming months. They will be meeting in March and April, and invited those who may be interested, to plan to attend.
 - b. SMHC EMS Board Meeting will be held Monday afternoon on March 18, 2019 at 3:00 P.M.
 - c. Weinberg reported the total number of calls for January was 143 with 88 transports. The 90th percentile response time to Zone A was 08:57 (min:sec) vs target time of 8:59 (min:sec) and Zone B was 18:39 (min:sec) vs target time of 17:30 (min:sec). Transports were up (from 73 to 88) for the month of January and level zeros remained the same.
 - d. Number of level zero incidents were 28. Total level zero time for the month was 18:12:32 (hours:min:sec). For January there were 2 calls during the level zero period and 2 required transport.
 - e. Friday continued to be the busiest day of the month and peak time was 11:00 a.m. to 12:00 p.m.; Thursday, 2:00 a.m. to 4:00 a.m. was the slowest period of the month.
3. North Hays County Emergency Services District 1 (NHC ESD1) Monthly Update - 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.
 - 1) A determination will be made whether to repair the existing septic system and drain field or trench to the street for connection with the City system after NHC ESD1 (111 EMS Drive) receives the requested quotes from vendors. Lamb has received quotes from Sunset Construction and Excavation outlining partial removal/replacement of the existing septic system and a quote that outlines trenching to the street for connection to the city system. (Refer to Attachment D.3.b.1) Lamb previously requested, and is waiting to receive, quotes from Jim Ward Septic Service and JMA Wastewater Services. Quotes will be presented to the board at the next meeting on Tuesday, March 19, 2019.
 - 2) Clearwater Plumbing and Water Treatment replaced an existing toilet which leaked continuously and was missing a tank lid in the bay area at the Central Station (111 EMS Drive).



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- c. Ambulance maintenance log. (Refer to Attachment D.3.c.)
 - d. Ambulance remount update. (Refer to Attachment D.3.d.)
 - e. Sales Tax Collection Update - Special Purpose District Sales & Use Tax Allocation Summary ending 1/8/19 - The District's February gross collections were \$82,662.64 and payment was \$80,770.04. Account numbers have been submitted to the Texas Comptroller of Public Accounts (TxCPA).
 - f. SAFE-D Update - The 18th Annual Texas State Association of Fire and Emergency Services District (SAFE-D) Conference was held in Frisco, Texas, February 7-9, 2019. All commissioners and operations staff (apart from Lane) were able to attend the conference. Lamb reminded the commissioners to complete the SAFE-D 2019 Conference Credit Application, on the SAFE-D website, in order to receive their Commissioner Training Credit. Once commissioners receive the original certificate, a copy of the certificate should be forwarded to Administrator Lamb to retain on file.
4. Emergency Services Vehicle Accommodation During US 290/TX 71 Interchange Construction.
- a. 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 to 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.
- O'Brien had a recent conversation with County Commissioner Walt Smith and TxDOT (County has also spoken with TxDOT) about any consideration being given to an emergency vehicle lane during the construction period of the interchange. The design-build project currently maintains the same number of lanes in existence, with no shoulder or emergency lanes. An OptiCom representative at the recent SAFE-D Conference told O'Brien he could offer suggestions and assist with relocating the OptiCom sites, during the construction period, to confirm they were functional.
- County Commissioner Walt Smith indicated he would be willing to write a letter recommending the OptiCom be addressed in the contract. Tahuahua said State Representative, Donna Campbell, indicated she would also consider writing a letter to TxDOT. Bill Little, engineer and city board member for the Emergency Management Commission, suggested this needs to be an amendment in the design-build phase of the contract and should be addressed quickly. This would ensure TxDOT is moving in the right direction. Krudop mentioned NHC ESD1 and SMHC EMS will also be working with Laurie Turner, the County Communications Specialist.
- Lane made a motion to authorize O'Brien, with Tahuahua's assistance, to pursue issues with the appropriate authorities that will deal with traffic congestion and routing emergency service vehicles through the "Y" during construction. O'Brien seconded, and the motion passed unanimously.***
5. Office Operation and Processes.
- a. O'Brien and Krudop are working with Lamb and Montgomery on reviewing office operations.



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E. Committee Updates.

1. Community Outreach Committee. (Lamb, Tahuahua)
 - a. Community Outreach Event & Activity Log – Krudop has made a request to Lamb to create a list of outreach opportunities along with a list of what is planned. (Refer to Attachment E.1.a.)
 - b. Plans for Founder’s Day (April 26-28, 2019) Activities – An effective appearance was made by NHC ESD1 and SMHC EMS at last year’s event. A great deal of planning is involved and only two (2) board meetings remain to mobilize for this year’s event. Lamb will send out the list for commissioners, crew members and staff to sign up and participate. Lamb will present all planning for this year’s event at the next board meeting on March 19, 2019.
2. Website/Facebook Committee. (Lamb, O’Brien, Tahuahua)
 - a. Tahuahua will follow-up with Caffeine Interactive Technologies (CIT) and offer a recommendation for the board at the March 19, 2019 meeting.
3. Finance Committee. (Krudop, Lamb, Lane, O’Brien)
 - a. This committee is currently inactive. No discussion held.
4. Budget and Long-Range Planning (LRP) 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 has compiled a list of requirements, particularly protocols, that service providers would need to meet if a formal RFP process was to be considered. Lamb spoke with Carlton (Counsel) and he indicated NHC ESD1 is not required to do an RFP.
5. Future property acquisitions and stations. (Krudop, Lamb, Tahuahua)
 - a. Krudop, Lamb and Tahuahua will begin the process to assess future property acquisition and station needs to allow for the development of a plan where units need to be located and whether the District needs to purchase property. Krudop will touch base with Lamb and Tahuahua in a week or so to schedule a meeting and work on what NHC ESD1 will need to consider.
6. Hays County Joint Communications Dispatch Center Oversight Committee. (Tahuahua)
 - a. 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. Input from and legal questions for John Carlton.
 - a. None to date.



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2. Record retention plans.

- a. Social media and e-mail recordkeeping – Lamb has retained all NHC ESD1 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. NHC ESD1 requested ten percent (10%) of previously scanned records be returned to compare/verify against the scanned documents. The ten percent (10%) of documents being returned by Ozark Scanning Services will be sent via FedEx and should arrive within the week, no later than February 22, 2019.

G. New Business.

1. A new commissioner has yet to be identified to fill the board position previously held by Hughart. Krudop stated Mr. Mike Stephenson was present at this meeting. Mr. Stephenson expressed a possible interest in the open position to Krudop, which is why he was in attendance Tuesday evening. If the commissioners know of any additional individuals they would like to be considered for the open position on the board, they will send their names directly to County Commissioner Walt Smith for his consideration.

H. Adjourned at 6:23 p.m.