



North Hays County
Emergency Services District #1
P. O. Box 1604, Dripping Springs, Texas 78620

Approved: May 21, 2019 (WLK)

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, April 9, 2019

Oath of Office and Swearing in of Commissioner

Prior to calling the meeting to order, Walt Smith, Hays County Commissioner of Pct.4, administered the Oath of Office to Mr. Robert A. Luddy as a new North Hays County ESD 1 commissioner.

A. Called to order at 5:14 PM by Krudop and confirmed a quorum.

Commissioners Present

President, Walt Krudop
Vice President, Geoffrey Tahuahua (5:27)
Secretary/Asst. Treasurer, Dennis Lane
Commissioner, Robert A. Luddy
Treasurer, Dan O'Brien (6:43)

Commissioners Absent

None

Others Present

Assistant Chief, Todd Colvin, NHCF/R
Chief, David Smith, SMHC EMS
Assistant Chief, Jim Swisher, SMHC EMS
Battalion Chief, Matthew Weinberg

Others Present

Keith Hughart, (Former Commissioner)
Robert Lamb, District Administrator NHC ESD1
Celeste Montgomery, Admin. Asst. NHC ESD1

B. Recognition of Mr. Keith Hughart, Former North Hays County ESD1 Commissioner

President Krudop presented a plaque to Mr. Hughart in recognition of his service to North Hays County ESD1 and the citizens of the District. His dedication and commitment continued to make the District and EMS services among the best in quality of care and patient satisfaction.

C. Consideration of the Consent Agenda items.

1. Meeting Minutes of the Regular Board Meeting held March 19, 2019. - Currently in progress but will be completed prior to next meeting.
2. Treasurer's Report from March 2019. – Lane reported NHC ESD1 is still ahead of budget; income is exceeding our expenses. Slightly lower than anticipated on sales tax, but property tax revenue is up roughly \$10,000 more than budgeted. Nothing unusual in expenditures and the check has been cut for the new unit, which will be picked-up in Houston on April 10, 2019.



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3. April 2019 Disbursements.

Lane made a motion to approve consent agenda items two (2) Treasurer's Report and three (3) Disbursements above and acknowledge the bank and financial reconciliations to QuickBooks. Luddy seconded, and the motion passed unanimously.

4. Interlocal Agreement with ESD6 for combined funding of the OPTI-COM system. – Remains outstanding. Lamb sent an e-mail to Carlton (District's Legal Counsel) about the agreement and is awaiting his response. Krudop said Carlton mentioned the arrangement was complicated in that NHCF/R had to deal with TxDOT to install the devices on the traffic lights. Carlton will be integrating this into the Interlocal Agreement paperwork along with NHC ESD1 having the ability to share the cost with NHCF/R.

D. Reports.

1. North Hays County Fire & Rescue (NHCF/R) Update – Colvin gave the report.

- a. Status of shared facilities at new Sawyer Ranch Rd. Station. NHCF/R is working with the architect on IT and security camera issues, then sending out for bid. Concerns with the high square footage costs thus far, attempting to bring them down where possible. Krudop inquired about a copy of the building plans and Lamb said Chief Collard had recently forwarded the floor plans and plot layout for the new fire station.
- b. NHCF/R received 230 calls/incidents for the month of March. Year to date calls are down at 609 versus 698 over the same time period last year.
- c. Sixty-Six percent (66%) of all calls identified as Rescue and Emergency Medical Services assist calls.
- d. The average response time was 8:43 (min:sec) for the month and 9:03 (min:sec) for the year.
- e. The busiest time of day for the month of March was Noon. Friday was the busiest day of the week. The busiest fire station continues to be #74 at Firehouse Business Park off Hwy 290 with 74 calls.

2. San Marcos Hays County EMS (SMHC EMS) Monthly Update – Smith and Weinberg gave the report.

- a. Need to select a date for the joint strategic planning session between NHC ESD1 and SMHC EMS. The date will be selected when Krudop return on April 29, 2019.
- b. Internal budget planning process continues to be underway and SMHC EMS will continue working on five-year plans in the coming months.
- c. SMHC EMS Board Meeting will be held Monday afternoon on April 15, 2019 at 1:00 P.M.
- d. Evaluating training staff and FRO's. Dr. Remick, M.D., Medical Director for SMHC EMS, would like to meet with First Responder Trainers and continue training command staff. Dr. Remick has also expressed a desire to ride in the field with the medics, get some hands-on evaluation, engage with the first responders, attend board meetings to field questions being asked, but hasn't had time to do so to date.
- e. Currently working on a community education component. The SMHC EMS board will need to determine if there will be reserve funds made available for this effort since it isn't reflected in the budget.
- f. New County CAD system up in May 2019.



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- g. Weinberg reported the total number of calls for March were at 159 with 92 transports, which represents an increase from last month. The 90th percentile response time to Zone A was 8:27 (min:sec) vs target time of 8:59 (min:sec) and Zone B was 12:43 (min:sec) vs target time of 17:59 (min:sec). Transports were up (from 80 to 92) for the month of March and level zeros were down.
 - h. Number of level zero incidents were at 10. Total level zero time for the month was 4:47:19 (hours:min:sec). For March there were 0 calls during the level zero period and 0 required transport.
 - i. Per Battalion Chief Weinberg, all level zeros were during the timeframe that the peak time unit was not in service.
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. Update on renovation of the septic system.
 - 1) Upon speaking with the City, Lamb was informed that the cost per LUE ran approximately \$7,580. The City issues one (1) LUE per 6,500 gallons per month (NHC ESD1 maximum has been 4,500 per month, to date) therefore we should only require one (1) LUE. This won't be official until NHC ESD1 completes the required application inclusive of two (2) years of back-up data for the City. At that time, the City will provide their official cost assessment along with the estimated cost of construction and labor.

Inquiry was made about the City affording NHC ESD1 a waiver, but the city manager would not grant the request. They did offer to waive the nominal application fee. Approximate estimated costs would run \$17,500 for hookup construction and clean-up of existing septic system and \$7,580 for the LUE. The City stated they would have to approve the clean-out of the septic system as well, and this would be another subject we would need full clarification on from the City engineer. NHC ESD1 will have to secure approval from the City before starting the work and Lamb said he would also request the City draw up a plan for this project.

Krudop suggested adding a timeline associated with this process. Additionally, Tahuahua suggested making a decision to initiate the expense at next month's meeting, understanding that there are multiple components that will need to occur prior to and after submitting the application. Tahuahua would like to decide on expending the funds next month, as well as discussing the preliminary issues to understand what's going to be required.
 - c. Ambulance maintenance log. (Refer to Attachment D.3.c.)
 - d. Ambulance remount update. (Refer to Attachment D.3.d.)

The old chassis is listed on Renee Bates website which reflects the most recent bid amount at \$1,500, but this could escalate to a higher amount since the bidding process will continue for ten (10) more days. Lamb stated he will travel to Houston in the morning (April 10th) to inspect, sign-off on paperwork and pick-up the ambulance, with the intention of returning in the evening. Anticipate utilizing the new unit during



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Founder's Day activities which will begin Friday, April 26th and run through Sunday, April 28th.

- e. Form a Retirement Benefits Committee – When Lamb was hired as District Administrator in 2016, a conversation ensued regarding a retirement program benefit. There was agreement this should be considered at a future date in time. Recently, Lamb spoke with Christina Fox who is with the Texas County District & Retirement System. They discussed the best approach to looking into setting up a retirement program for NHC ESD1 staff.

Lamb requested two (2) individuals on the board to volunteer to be on the Retirement Benefit committee. They would assist in reviewing the materials submitted and help with the set-up of the retirement program for NHC ESD1. Lane and Luddy volunteered to be on this committee.

Krudop proposed a motion to form a committee to investigate initiating a retirement program benefit for NHC ESD1 staff with Lane and Luddy sitting on that committee. Lane seconded and the motion carried.

- f. Select a date for a Budget Workshop – Krudop will be working with O'Brien on overall calendar for a Budget & Long-Range Plan (L-RP) process and within that plan, there would be a workshop scheduled for the entire board to discuss the details.
- g. FY2018 Audit Update - Audit has been filed with North Hays County Commissioner, Walt Smith and the County.

4. Emergency Services Vehicle Accommodation During US 290/TX 71 Interchange Construction.

- a. No discussion held.

5. NHC ESD1 Administrative Office Operations and Processes.

- a. O'Brien, Krudop, Lamb and Montgomery continue to collect data, meet and work on reviewing office operations.

E. Committee Updates.

1. Community Outreach Committee. (Lamb, Tahuahua)

- a. Community Outreach Event & Activity Log – Tahuahua mentioned Henly will be having its annual VFW BBQ Fundraiser from 11:00 AM to 2:00 PM in early June. This event will be located at the Henly Fire Station. Tahuahua said Air EVAC will have a presence and it might be appropriate to reach out to Fire and ask if there is anything that we can do to help with festivities. Consideration could be given to staging a unit at the event, like the unit provided for a previous Belterra event. (Contact David Wright @ 281.782.8401) Lamb will make the contact.

- b. Plans for Founder's Day (April 26-28, 2019) Activities –

Lamb added an information sheet to the board packet along with a map reflecting the location of the NHC ESD1 booth (same location as the previous two (2) years) and a Unit will also be in place. Lamb would like to repeat the set-up organized at the 2018 event.

Additionally, we will continue to display and utilize many of the activities that were so well received during the last event, i.e., a SimMan, Lucas Device, Stop the Bleed, CPR Only, Blue Address Sign forms, Vial of Life stickers/forms, etc.



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Lamb has sent out a commissioner work schedule for the Founder's Day event weekend. This was done to allow commissioners to select and sign-up for a time and date that would work best for their schedules.

2. Website/Facebook Committee. (Lamb, O'Brien, Tahuahua)
 - a. Progress with Caffeine Interactive Technologies (CIT) - Tahuahua will follow-up with (CIT) and offer a recommendation for the board at the May 2019 meeting.
3. Finance Committee. (Krudop, Lamb, Lane, O'Brien)
 - a. Review and approve quarterly investment report for 1st Quarter 2019. - A quarterly review must be conducted and provided to the board as described in the memo from Carlton dated March 26, 2019. The review for the past quarter will be prepared by O'Brien for the next meeting.
 - b. Conduct annual review of District's investment policy and adopt a resolution on same. Krudop stated the above (a. & b.) only surfaced last Thursday or Friday and he will be discussing it further with O'Brien.
4. Budget and Long-Range Planning (LRP) Committee for FY2020. (Krudop, Lamb, Lane, O'Brien)
 - a. RFP alternative for post FY2019 Contract for EMS Services. - Krudop reminded the commissioners we are looking at an October 1st deadline for a new contract. Lane stated he felt confident that he and O'Brien would have a proposal to the board by the May 21, 2019 monthly board meeting.
 - b. Krudop and O'Brien will meet in early May to finalize the process to prepare the annual budget and update the long-range plan. The process involves updating the long-range plan to identify long term needs and then developing a coordinated budget for FY2020. The board will be involved in the review process of the budget and long-range plan starting in June.
5. Future property acquisitions and stations. (Krudop, Lamb, Tahuahua)
 - a. Work continues on this project. Two options were discussed for using the consulting firm ESCI to help with the study. One is for ESCI to conduct a full study and provide a recommendation and the second is for them to come in for a consulting visit to review our process. The cost of the first option is \$20-\$22K. We do not have an estimate for the second but Krudop estimates it would not exceed \$5-\$7K. Krudop made a motion that the board approve an expense not to exceed \$7,000 for ESCI to spend a day consulting with us on the study.

The commissioners agreed that given the explosive growth in the area, four years is a long time between studies. They were also more inclined to consider commissioning a full 2019 study, as opposed to a partial one.

Additional discussion ensued but without a second, the motion died. Lamb will be forwarding a proposal for the full study, as well as one for the process review option, along with a copy of the 2015 Master Plan to all commissioners so they can review what was initially created by ESCI.
6. Hays County Joint Communications Dispatch Center Oversight Committee. (Tahuahua)
 - a. No discussion held.



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F. Standing Agenda Items.

1. Legal update. Input from and legal questions for John Carlton.
 - a. Krudop spoke with Carlton and confirmed that should Tahuahua be elected to a seat on the Dripping Springs City Council, he would need to resign his position as a commissioner on the NHC ESD1 board, prior to sitting on the Dripping Springs City Council. May would be the final meeting attended by Commissioner Tahuahua if elected to the City Council.
 - b. Krudop discussed the need for a future motion to deal with bills that come up between meetings. These create additional work in the District office to get checks cut in time for a meeting. Carlton indicated he had several clients that have authorization to pay bills between meetings that are limited by an amount or by some other factor. Krudop and O'Brien will discuss the matter and bring it before the board in the May meeting.
2. Record retention plans.
 - a. Social media and e-mail recordkeeping. No discussion held.
 - b. Audit scanning project records. Lamb stated he had requested ten percent (10%) of previously scanned records to be returned by Ozark Scanning to compare and verify against the scanned documents. The ten percent (10%) of documents have been returned and are under review.

G. Adjourned at 6:46 PM