



Approved: _____

MINUTES

Regular Meeting of the Board of Commissioners
North Hays County Emergency Services District #1
111 EMS Drive, Dripping Springs, Texas, 78620
5:15 p.m. Tuesday, August 20, 2019

- A. Called to order at 5:11 p.m. by Tahuahua and confirmed a quorum.

Commissioners Present

President, Geoffrey Tahuahua
Vice President, Walt Krudop
Secretary, Robert A. Luddy
Treasurer, Dan O'Brien
Asst. Treasurer, Dennis Lane

Commissioners Absent

Others Present

Chief David Smith, SMHC EMS
Deputy Chief Jim Swisher, SMHC EMS
Battalion Chief Matt Weinberg, SMHC EMS
Jolind Tays, SMHC EMS, Controller
Celeste Montgomery, NHC ESD1

Others Absent

Chief Scott Collard, NHCF/R

- B. Recognition of citizens.

1. None Present.

- C. Consideration of the Consent Agenda items.

1. Meeting Minutes for the Regular Board Meeting held July 16, 2019. (Refer to attachment C.1.)
2. Treasurer's Report for July 2019. (Refer to attachment C.2.)
3. August 2019 Disbursements. (Refer to attachment C.3.)
4. Consider approval of Interlocal Agreement with ESD6 for combined funding of the Opti-Com Vehicle Pre-emption System.

Tahuahua reported that he attempted to reach Carlton prior to the regular board meeting regarding the Interlocal Agreement with ESD6, which remains under review by counsel, but was unable to do so. Tahuahua stated item four (4) would be pulled and tabled with items one (1) through three (3) up for consideration.

O'Brien made a motion to accept consent agenda items one (1) through three (3) above and acknowledged the bank and financial reconciliations to QuickBooks. Luddy seconded, and the motion passed unanimously.



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D. Reports.

1. North Hays County Fire & Rescue (NHCF/R) Monthly Update. No representative at this meeting.
 - a. No update provided regarding the status of shared facilities at the new Sawyer Ranch Rd. Station.
 - b. O'Brien inquired about the status of the Fire Lane designation on Sportsplex, as to whether it was active or inactive. To avoid speculation, Tahuahua suggested contacting Chief Collard for an update and determine if there are currently any concerns or issues.
2. San Marcos Hays County EMS (SMHC EMS) Monthly Update – Smith, Swisher, Weinberg & Tays gave the report.
 - a. Smith indicated discussions continue to be in process between the City of Kyle and Commissioners Court regarding the Hays County Dispatch Center facility and the need to bring all the teams on board. If operational plans have changed, no one at the other agencies has been involved, so they need to know where the numbers are coming from. The numbers don't appear to match the last set of procedures and operations that everyone had been shown. There is an immediate need to identify what has been changing, identify the new way if there is one and what the plan is currently. SMHC EMS will be reviewing new data so a determination can be made on how to move forward from that point. This will all be discussed at the upcoming Chiefs Meeting on 8/21/19.
 - b. Tays presented the YTD Statement of Earnings and Patient Revenue for NHC ESD1 (Refer to Statement of Earnings for NHC ESD1 and Patient Revenue handouts.
 - c. Swisher gave the update regarding Station #72 (East Station off Hwy. 290). He contacted the landlord (Dove) for the property and discussed the high temperatures being experienced in the bay area as well as the need for some type of staircase for crews to utilize when they need to carry forty-pound bags of salt pellets up to the water softener located above the crew quarters:
 - 1) Cooling problem within the bay area recap: Currently, a small, 24-inch exhaust fan is being utilized on the back wall of the bay. It has difficulty cooling down the large bay area in the summertime. The ambulance units are housed inside the bay area. There is a need to exhaust the outside bay area air, to allow the ambulances A/C system to keep and maintain the inside of the ambulances at 70-degrees. If the units can maintain their inside temperatures at 70-degrees, crews could avoid the need to waste any narcotics or drugs due to spoilage. The air conditioners in the ambulances can't keep up when temperatures in the outside bay area are currently registering in the 100+ range, daily.

SMHC EMS would like to install an additional 4' exhaust fan with backdraft dampers (identical to the unit at the Medic 12 Station in San Marcos) to allow for a more controlled cool down of the inside bay area. This would be mounted as high as possible on the back wall of the bay in order to push the heat down and out of the bay area. Keeping bay doors open, two to four inches from the floor, would assist in pulling air through-and-out of the bay area. Once the inside of the bay area remains cooler, it would allow the air conditioners inside the ambulances to cease running continuously (which damages them) and function normally. This would allow periodic cooling of the inside of the ambulance units in order to maintain the necessary 70-degree environment.



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Swisher initially thought the 4' exhaust fan would be adequate, but after spending some time at the station, the need for more than just a large exhaust fan was apparent, due to the amount of heat the bay area was holding. Swisher indicated consideration may need to be given to installing a 3'x3' vent in front, combined with the need for ridge venting along with other items, in order to successfully pull an adequate amount of heat out of the bay area.

- 2) Water softener is located up above the crew quarters. Crews currently carry multiple forty-pound bags of salt pellets up a ladder for the water softener. SMHC EMS would like to construct a wooden staircase or utilize a rollaway step ladder, so crews can safely carry bags up and down.

Landlord indicated to Swisher that his preference would lean toward utilizing some type of rolling staircase. He wanted to investigate their options and get back in touch. They were scheduled to meet at Station #72 (East Station off Hwy. 290) the week of August 12th but were unable to keep that appointment. Swisher anticipates re-connecting again on these issues prior to the September board meeting, in order to move forward with solutions as soon as possible.

- d. Swisher reminded the board there was going to be a photo opportunity with Medic 573 and crew at 10:00 AM on Wednesday, August 21, 2019 at Station #71 (111 EMS Drive) location.
- e. Swisher said in anticipation of a Captain being assigned to Station #71 (111 EMS Drive location) there has been a lot of discussion about space allocation. What would work best for the system, responding to the crews and managing day-to-day operations, etc. Consideration is being given to assigning the Captain, the room with the office, on the administrative side of the building, changing the existing day room back into a fourth bedroom and turning the large open area, back into a day room.

A divider (free standing or permanent) could be installed for ESD1 to retain a conference space in the large open area, provided this would be acceptable to the board. Luddy asked if there would be an expectation that crews would have to relinquish their day room for the purpose of board meetings? Luddy was concerned this could be a big imposition for the crews to have to leave for several hours.

Tahuahua stated, if the board agreed, he would touch base with Chief Collard to determine if NHC ESD1 could schedule the ESD6 training/conference area for ESD1's monthly board meetings. All agreed.

- f. Weinberg's report reflected data for the following information starting with the total number of calls for July, which were at 132 with 68 total transports.
- g. The 90th percentile response time to Zone A was 00:08:44 (hrs:min:sec) vs target time of 00:09:30 (hrs:min:sec) and Zone B was 00:16:12 (hrs:min:sec) vs target time of 00:18:00 (hrs:min:sec).
- h. Transports were down (from 85 to 68) for the month of July. This represented a decrease from last month.
- i. Friday was the busiest day of the week during the month of July, from 9:00 AM to 9:00 PM.



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- j. Number of level zero incidents for the month were at 9. Total level zero time for the month of July was 4:14:58 (hrs:min:sec). There was 1 call during the level zero period and 0 required transport.
3. North Hays County ESD1 District Administrator Monthly Update. With the position remaining unfilled, Tahuahua gave the report.
 - a. Office operations. No discussion.
 - b. Presentation of mail. No discussion. (Refer to attachment D.3.b.)
 - c. ESD building use, utilities, maintenance, insurance, repairs and equipment.
 - 1) Status of ventilation/cooling issues at Station #72 (East Station off Hwy. 290)
Refer to comments in Reports Section D.2.c. above.
 - 2) Update on NHC ESD1 building (111 EMS Drive) connection to the City of Dripping Springs sewer system.
 - a) Status of site survey and application to the City of Dripping Springs.
Tahuahua stated he is working on locating a new master plumber to survey the site and complete the proper paperwork to submit to the City of Dripping Springs.
 - b) Consider approval of contract with Sunset Construction and Excavation as well as fees to the City for the connection. No action taken at this time.
 - 3) Krudop stated he and Montgomery have recently compiled a brief list of building and maintenance issues composed of a range of items requiring attention. Some are routine maintenance related, security and safety, HVAC, etc. and most are small. However, there is a need to purchase a replacement for the old refrigerator before it ceases to function at Station #71 (111 EMS Drive). Discussion ensued and a motion was made.
Krudop made a motion to purchase a refrigerator/freezer to replace the failing one in the crews' quarters at Station 71 (111 EMS Drive), not to exceed \$1,500, inclusive of delivery. Seconded by O'Brien. Motion approved unanimously.
 - 4) Status of pest control. Krudop indicated Swisher had notified him of a medic at Station #71 (111 EMS Drive) that received some type of insect bite that ultimately required medical attention and lead to a workman's compensation claim followed by another medic at Station 71 that found a tick on his person and a few on his duffel. Station #71 and #72 (East Station off Hwy. 290) are treated on a quarterly basis and although personnel could have picked-up the insects while in the field, it was determined that the best course of action was to have Montgomery schedule the interior/exterior treatment for Station #71. Treatment was successfully performed on August 15, 2019. It was felt that this would allow all crew members working at Station #71 to have a higher level of comfort within their workplace environment.
 - d. Ambulance maintenance log. This report will resume in the latter part of 2019.
 - e. Consider and approve appointment of an ESD1 member to the Dripping Springs Emergency Management Commission.



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Tahuahua said he would take on the responsibility but he's waiting to hear from Carlton (Counsel) as to whether there could be a conflict between his county appointment vs a city appointment. Tahuahua thinks Carlton will come back and say that because the appointment is shown in an "advisory" capacity and not a "recommendation" capacity, it would be fine for one of them to serve, based on what the city attorney has said. Robert Lamb continues to sit on the EMC board as a representative and reports back to ESD1, until such time that counsel renders an opinion.

4. Emergency services vehicle travel accommodation during future US 290/TX 71 interchange construction. No discussion.

E. Committee Updates.

1. District Administrator Search. (Krudop, Tahuahua)

- a. Update on Strategic Government Resources (SGR) Search.

Tahuahua and Krudop have spoken with Mr. Bill Peterson, the SGR point-of-contact. Tahuahua stated SGR had broadcasted the District Administrator profile with the stipulation that interested candidates submit their application by a September 16, 2019 deadline. It was determined that Tahuahua and Peterson would review the applications received, narrow down the field of applicants for consideration to twelve and present those to the board by Monday, September 16, 2019 for consideration.

The board will submit the top six applicants, from the previous twelve, when they meet again on Wednesday, September 25, 2019 at 5:00 PM. Upon review and discussion at the September 25th meeting, the board will determine which candidates will be considered eligible to move to Phase Two for phone interviews. Ultimately, Phase Three will culminate into a personal interview with this date to be determined, for the final candidate(s) chosen by the board. Updates will follow.

2. Community Outreach Committee. (O'Brien, Tahuahua)

- a. Community Outreach Event & Activity Log.

Tahuahua and Lane attended the recent Dripping Springs City Council meeting where Jason and Carrie Isaac presented him with a check donation for the North Hays County ESD1 in the amount of \$2,679.05. This donation was made possible due to the generosity of attendees and sponsors participating in the VIP dinner before the "Fire in the Sky" Independence Day fireworks show, recently held on July 4th of this year at the Dripping Springs Ranch Park. Tahuahua suggested consideration be given to putting the above donation proceeds toward future community related events. All agreed.

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

- a. Tahuahua mentioned there is a new citizens group called "Dripping Springs Informed Citizens" that have recently shared our meetings with their audience.

4. Finance Committee. (Lane, O'Brien)

- a. Quarterly Investment Report.

O'Brien stated the Quarterly Investment Report reflected new numbers which will be presented at the September board meeting. Appear consistent with interest earned and balances. TexPool has officially closed the general account due to dormancy, with the prime account remaining active.



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5. Budget and Long-Range Planning (L-RP) Committee for FY2020. (Krudop, Lane, O'Brien)
 - a. Post FY2019 contract for EMS services. (Lane, O'Brien)

O'Brien had asked Carlton (Counsel) to review, clean and tighten up the contract. Consensus was that there wasn't anything fundamentally different with the contract. O'Brien spoke with Chief Smith last week letting him know we have a contract, but we're waiting to get it back from Carlton. Smith had previously requested a copy of the draft from O'Brien, once he received it back from Carlton. O'Brien had sent Carlton an e-mail but hadn't received a response to date.
 - b. Long-Range Plan (L-RP), FY2020 budget update and tax rate approval calendar. (Krudop, O'Brien)

Krudop indicated NHC ESD1 will be engaging Susan Curran Financial (Accountant) to do the Long-Range Plan moving forward. Curran agreed to do so but cost for services has not yet been determined as Curran will also require more input from the board. One of the many questions the board is going to have to address is how to finance a building and property. Krudop felt there would be challenges in the future with parameters and things happening the board hadn't dealt with in the past, so getting information into an accountant's hands who is better versed at handling this type of information, would be more appropriate. O'Brien stated if the board agreed, they would move forward with Susan Curran Financial so she could pull information together in a more disciplined manner moving forward. All agreed.
 6. Future property acquisitions and stations. (Krudop, Tahuahua)
 - a. Krudop pulled data together into one report. The cost of property had been missing in past reports, so he asked Scott Daves if he could give him some idea of what is available. Daves sent pictures with a website link that he could tailor to what the board might be looking for. Three (3) areas are under consideration: East where "A" is referenced, North where "B" and "C" are referenced and West where "D" through "I" are reflected. (Refer to Attachment E.6.) This data is a stimulus for the board to move forward on this project. O'Brien and Lane will move toward creating a list of people who could be considered to assist with the acquisition of property for future station locations. O'Brien and Lane will head this committee moving forward.
 7. Hays County Joint Communications Dispatch Center Oversight Committee. (Tahuahua)
 - a. Tahuahua stated Chief Smith gave the Hays County Joint Communications Dispatch Center update earlier. (Refer to D.2.a. above)
- F. Standing Agenda Items.
1. Legal update. Input from and legal questions for John Carlton (Counsel).
 - a. Tahuahua stated it sounds like all are engaged in their own respective conversations with Carlton (Counsel) and we anticipate hearing back from him on these matters soon.
 2. Record Retention Plans.
 - a. Social media and e-mail recordkeeping. No action to be taken at this time.
 - b. Status of scanning project via Ozark Scanning. No action to be taken at this time.



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G. New Business

1. 2019 Tax Planning Calendar

- a. Tahuahua included the revised Tax Planning Calendar within the packet of information sent to all commissioners, as an FYI that it exists and asked that they make sure to have it on their ESD1 calendars so they can attend.

2. Consider and approve Website Maintenance Proposal.

- a. Tahuahua stated the board members are aware that NHC ESD1 has switched general IT services to Heart of Texas I.T., LLC. He also indicated Heart of Texas I.T. now has website personnel on staff and offer website services to their clients. ESD1, at various times in the past, has discussed having one entity to handle all I.T. related needs. Heart of Texas I.T. presented a proposal that was included in the packet for consideration. Krudop wanted to be sure they would be able to post meetings, if or when a transition was made, in a timely manner. The board discussed and considered recommendations received within the proposal.

Lane made a motion to terminate services provided by Caffeine Interactive and enter into an agreement with Heart of Texas I.T., LLC for website maintenance. O'Brien seconded. There were four in favor and one abstention. The motion passed. Tahuahua will work to execute the contractual information and then delegate all to Lane.

3. Consider and approve Email Journaling Proposal.

- a. Tahuahua informed the board he had discussed, with Heart of Texas I.T., how ESD1's e-mail is currently being archived. For instance, if a commissioner departs from the Board, how would their predecessor effectively search their prior e-mail documentation? Heart of Texas I.T. explained it's possible to be searched and pulled currently, but not necessarily in an organized manner. They suggested the board may want to consider a more process related effort via Office 365 Journaling for a \$42 monthly fee. If ESD1 utilized this monthly service, Heart of Texas I.T. would be able to retrieve desired documentation in a more organized and time efficient manner. Krudop added that the reason board members e-mail accounts are set-up the way they are, is so they can be passed over to the predecessor for that position, and not worry that something would be lost.

O'Brien made a motion to enter into an agreement with Heart of Texas I.T., LLC for Email Journaling services. Luddy seconded, and the motion passed unanimously.

4. Consider and approve financial institution access permissions.

- a. Krudop covered two accounts, Broadway Bank and TexPool, which have board members and support people that will require permission to access or view the accounts. In general, the board members will have the authority to access funds and support people will have access to view the accounts. Discussion ensued and the following motions were made.

Broadway Bank

Lane made a motion that for Internet access to the accounts at Broadway Bank, continue Dan O'Brien and Walt Krudop with permissions to Draft, Approve, Cancel, View the accounts and add Geoffrey Tahuahua, Dennis Lane and Robert Luddy with the same permissions. Celeste Montgomery, Susan Curran (Susan Curran Financial, LLC) and Becca Peterson (Susan Curran Financial, LLC) continue with View only permission.



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For the checking accounts at Broadway Bank, continue Dan O'Brien, Geoffrey Tahuahua, Dennis Lane and Walt Krudop with permissions to sign checks and add Robert Luddy with the same permission.

Approve Krudop to submit appropriate forms to Broadway Bank and grant permissions on the Broadway Bank website. Seconded by Krudop. Motion approved unanimously.

TexPool

Lane made a motion to approve the Resolution Amending Authorized Representatives that for Internet access to the accounts at TexPool, continues Dan O'Brien, Geoffrey Tahuahua, Dennis Lane and Walt Krudop with permissions to Transmit & Withdraw Funds and Inquiry of Selected Information for the accounts and adds Robert Luddy with the same permissions. Add Celeste Montgomery, Susan Curran (Susan Curran Financial, LLC) and Becca Peterson (Susan Curran Financial, LLC) with Inquiry of Selected Information only permission.

Approve Tahuahua to sign the Resolution Amending Authorized Representatives, Luddy to attest and Krudop to submit the form to TexPool. Seconded by Krudop. Motion approved unanimously.

Adjourned at 7:24 pm.