

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, December 17, 2019

Commissioners Present

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

Commissioners Absent

None

Others Present

Doug Fowler, NHCESD1
Chief David Smith, SMHC EMS
Deputy Chief Jim Swisher, SMHC EMS
Battalion Chief Matt Weinberg, SMHC EMS
Jolind Tays, SMHC EMS, Controller
Chief Scott Collard, NHCF/R

Others Absent

None

- A.
- B. Called to order at 5:01 p.m. by Tahuahua and confirmed a quorum.
- C. Citizen communication. None
- D. Consent agenda.
 1. Not discussed
 2. Commissioner O'Brien briefly discusses that we are beginning to receive some money from the Ad Valorem taxes, but less than expected.
 3. **Commissioner O'Brien makes a motion to approve consent items, seconded by Krudop and passed unanimously.**
- E. Reports
 1. Chief Collard of NHCFR states that they are also starting to receive money from the Ad Valorem, and in amounts that are less than expected. County commissioners court approved new fire code which will go into effect January 1st, Chief Collard will be meeting with Dripping Springs City Council to look at what amendments will be made. Discussion over construction and the opening of the new station in Belterra;

with delays in the planning process they are hoping to break ground in the March/April timeframe. NHCER has an active hiring process.

- Commissioner O'Brien asks about Triage Tags, which leads to a discussion over the use and storage of triage tags amongst Chief Collard, Chief Smith, Chief Weinberg and NHCESD1 board.
- 2. Chief Smith of SMHCEMS reports that he has been in meetings with the City of San Marcos to address increasing call volume as well as the new City of San Marcos City Manager.
- NHCESD1 and SMHCEMS contract is still in legal, will return to us as soon as they are complete.
- Commissioner O'Brien brings up the question posed by the Dripping Springs Emergency Operations Center (EOC) from last meeting regarding emergency facilities, clarifying that they EOC wants to know where patients would be transported in the event of a mass casualty incident. Weinberg explains that hospitals will take patients based on available beds and capabilities of the ED in conjunction with patient condition.
- Commissioner O'Brien states that the constable has requested that if NHCESD1 or SMHCEMS has any expired medical supplies the constable's office would like them donated for training purposes.
- Battalion Chief Weinberg with response report, addressing response times and 90th percentile times. There was discussion of adding M73 for voluntary overtime on Wednesdays, including cost for a dual medic crew versus a split medic/EMT crew. Commissioner Tahuahua questions if we would have staffing guaranteed every Wednesday, with Chief Weinberg stating that this is not a guarantee of staffing, but a volunteer opportunity for staff. Some discussion. Over the timeframe for when M73 would be added full time.
- Jolind Tays reporting on finances with all reports included in the packet. General discussion over patient revenue and collections. We are at budget so far. General discussion over billing with mention of early pay discount for patients.
- Commissioner O'Brien regarding the annex for the Dripping Springs EOC who is asking about mutual aid agreements. Chief Smith explains the details of mutual aid agreements that are in place including timelines of when local resources assisting transition to state resources assisting and what dispatching for mutual aid looks like. O'Brien also asks on behalf of the EOC if there is any equipment that is needed for the ambulances.
- 3. District Administrator. Doug Fowler introduces himself to all present.
 - a. Expenditures Authority. Discussion about the limits on the district credit card and debit card, with additional discussion over giving District Administrator Expenditure Authority. **Commissioner O'Brien motions to grant Doug Fowler the authority to make expenditures consistent with the authority previously provided to the previous district administrator. Motion seconded by Commissioner Krudop and passed unanimously.**
 - b. **Commissioner Tahuahua makes a motion to appoint Doug Fowler the person of contact for the Appraisal District, seconded by Commissioner Lane, passed unanimously.**

c. There has been an identified need for office supplies and maid service. We have received one bid for maid services, we are looking for at least three.

- Commissioner Krudop to call the bank and credit cards issued to Doug Fowler and Commissioner Tahuahua.

d. No new mail to present

e. ESD Buildings

1. Day room/conference room; plans previously discussed to move forward. The stove in station 71 appears to be reaching the end of its service life and the vent is not plumbed correctly. Fowler will fix the venting. Fowler discovered the bathroom in the bay has no power, discussion reveals that this has been the norm for many years due to the bathroom being inoperable due to plumbing issues.
2. Ventilation and cooling at station 72. Site manager has purchased supplies and work is progressing as discussed previously.
3. Yard maintenance. There is no current contract; we call for services as needed. Fowler has had the pricing verified by getting quote from another service. Doug has questions about when it is appropriate to call for yard maintenance; instructed to use his good judgement.
4. Sewer system connection.
 - a. Tahuahua provided Fowler with the company for Fowler to start communicating with them
 - b. Cannot move forward until site survey is complete.

f. Annual Financial Audit, Fowler will get with the Auditing company to discuss

g. Retention of notes. Question has been posed to Carlton law firm, waiting on opinion.

h. SAFE-D annual report. Fowler cannot locate, O'Brien suggests Doug work with the even organizers to locate pertinent information.

i. Ambulance maintenance log; general discussion over how it is maintained.

4. Emergency vehicle access during Oak Hill construction. No new.

F. Committee updates

1. Community outreach committee. No new
2. Website/Facebook Committee. Discussion over moving from Caffeine to Heart of Texas IT in website migration.
3. Finance Committee.
 - a. Quarterly investment report. No changes from previous month. **Motion to approve the Quarterly Investment Report made by Commissioner O'Brien, seconded by Commissioner Lane, passed unanimously.**
4. Budget and Long Range Planning Committee. No new
5. Future property acquisitions. Real estate market is tight right now with no new properties noted. General discussion over possible options.
6. Easy County Dispatch Center Oversight Committee. Project is still moving forward with move-in and training hopefully next fall. Opticom contract is back from legal and was signed by President and Secretary.

7. PIO. No new

G. Standing agenda items

1. Legal update. No new

2. Record retention plan.

a.Social media and email record keeping. No new

b.Status of Scanning Project with Ozark Scanning. Project is complete with Commissioner Krudop spot-checking information to confirm accuracy.

H. New Business

a. District Administrator Office and Furniture. **Commissioner Krudop makes a motion to acquire furniture as described by Doug Fowler in an amount not to exceed \$2,500.00. Seconded by Tahuahua, passed unanimously.**

2. Board recognition. Deferred until next month, with County Commissioner Smith offering his thanks to Commissioner Krudop for his dedication and service.

3. Preauthorization of Recurring Expenses to HireBetter. HireBetter wants checks weekly, general discussion over payment schedules and buyout pricing with no action taken.

I. Adjournment

Commissioner O'Brien makes a motion to adjourn at 19:06, seconded by Commissioner Lane, passed unanimously.