



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

Approved 2-18-2020

Minutes – 1-21-2020

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
Captain Josh Jakubek
Hays County Commissioner Walt Smith

Others Absent

- A. Meeting called to order at 5:00 pm by President Tahuahua and confirmed a quorum
- B. Citizen Communication - None
- C. Consent Agenda
 1. Items 5, 6, and 9 pulled from the consent agenda.
Commissioner O'Brien made a motion to approve the consent agenda, second by Commissioner Lane.
Motion passed unanimously.
 2. Item 5 (District Administrator's purchase and repair requests) was briefly discussed. The main discussion centered around budget concerns for this line item this early in the year.
Commissioner O'Brien made a motion to approve item 5, second by Commissioner Lane.
Motion passed unanimously.
 3. Item 6 (HOT IT contract) was discussed. The discussion was that the contract did not specify enough information regarding posting deadlines on the website. Additionally, the contract should be reviewed by legal before exercising.
Commissioner Krudop made a motion, second by Commissioner O'Brien to add language to the contract regarding posting requirements, then to have the contract reviewed by legal (Law Office of John Carlton). After legal review, President Tahuahua and District Administrator Fowler work to implement the contract.
Motion passed unanimously.
 4. Item 9 (Disposal of property) was discussed. The disposal of property must follow approved guidelines. If the SAFE-D Guidebook is not clear enough, additional clarification is required.
Commissioner Krudop made a motion, second by Commissioner O'Brien for District Administrator Fowler to review the SAFE-D Guidelines to ensure proper disposal of property. If necessary, request advice from legal (Law Office of John Carlton). Once the proper guideline is identified, properly dispose of the property.
Motion passed unanimously.



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D. REPORTS

1. North Hays County Fire/Rescue (NHCFR) – No NHCFR personnel present. District Administrator reported that he had met with Chief Collard regarding the Sawyer Ranch station and both were planning further discussions on Fire and EMS stations into the future. Fowler will continue to meet with Chief Collard with the goal of finding ways ESD 1 and ESD 6 can work together to provide effective service delivery.
2. San Marcos Hays County EMS (SMHC EMS). – Chief Smith reported on December activity, performance measures, and financials. Battalion Chief Weinberg discussed performance measures. Chief Weinberg discussed the staffing of Peak Time unit Medic 73 on Wednesdays. Currently, Wednesday has become the busiest day of the week. Currently, Medic 73 is in service for 24 hours on Fridays and Saturdays. Medic 73 is also staffed for 12 hours (0900-2100 hours) on Sundays, Mondays, Tuesdays, and Thursdays.

Commissioner O'Brien made a motion, second by Commissioner Krudop to staff peak time unit 73 on Wednesdays for 12 hours from 0900 to 2100 hours, in addition to the current 96 hours of peak staffing the other six days of the week.

Motion passed unanimously

- a. Status of SMHC EMS Contract for Service – Chief Smith reported the contract is still in legal review with John Carlton. President Tahuahua directed District Administrator Fowler to follow up on the status of the contract with John Carlton and report back in 48 hours with President Tahuahua.
3. District Administrator.
 - a. District Administrator Fowler reported on the status of Repairs and Projects within the district. The Board commented the monthly report was a good addition for keeping Commissioners up to date and informed on this subject. District Administrator Fowler also reviewed the reservations and registrations for the SAFE-D Conference in February, 2020.

District Administrator Fowler reported on the research of purchasing tablets for Commissioners. After reviewing options the Commissioners requested additional research on First Net cell phones, data costs, and if it was possible to package tablets with First Net phones through AT & T. No action necessary at this time.

- b. Office operation.
 - 1) The Board discussed processing payroll for the District Administrator and the tracking of personal time. The original offer was to front load 80 hours of personal time to be used during this fiscal year. Beginning August 1st, the payroll system will award Fowler 10 hours of personal time after each month. Only 40 hours may be carried over from one fiscal year to the next. From December to July 31st, Fowler to provide the President a spreadsheet tracking the use of personal time. No further action required.
 - 2) The Board Discussed the contract of the temporary employee. The contact can be terminated with two-weeks of notice. Fowler reported he was ready to assume all office responsibilities and would work on an office staffing plan for Board review due this summer. The Board concurred.

Commissioner O'Brien made a motion and Commissioner Lane second the motion for the District Administrator to provide two-week- notice to the temp agency for termination of services for the administrative assistant.

Motion passed unanimously.

- 3) District Administrator Fowler introduced a new response data map for consideration in the future. Fowler will work with SMHC to further develop the map. No further action required.



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4. Emergency vehicle travel accommodation during future US290/TX71 interchange construction. – Nothing new on this subject. Hays County Commissioner Walt Smith reported the State was widening the review of HWY 290 to include the area from HWY 281 in Johnson City east to IH-35 in Austin.

E. COMMITTEE UPDATES

1. Community Outreach Committee – President Tahuahua directed District Administrator to formulate a plan of action with costs for Founder Day Weekend. No further action required.
2. Website/Facebook Committee – Commissioner O'Brien requested District Administrator Fowler to have the State of Texas Assistance Registry (STEAR) posted on the District website.
3. Finance Committee – No report
4. Budget & Long-Range Planning Committee
 - a. The Board discussed the review and update of the Long-Range Plan by Susan Curran Financial.
Commissioner O'Brien made a motion, second by Commissioner Krudop for Susan Curran Financial to conduct a review and validate the Long-Range Plan as described in the scope of work provided to the Board.
Motion passed unanimously
5. Future property acquisitions and stations – still searching for property options.
6. Hays County Dispatch Center Oversight Committee – The new facility is due to begin a move-in as early as July, and a full operational status as soon as September.
7. Public Information Officer – No report

F. STANDING AGENDA ITEMS

1. Legal update. No report

G. NEW BUSINESS

1. The Board and Hays County Commissioner recognized Commissioner Walt Krudop's six years of service to the ESD. Hays County Commissioner Walt Smith has scheduled recognition of Walt's service with the Commissioner Court on Tuesday, January 28th, 2020 at 0900.

Meeting adjourned at 7:00 pm.