



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

Approved: 08-20-2019

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, July 16, 2019

- A. Called to order at 5:00 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

Commissioners Absent

Asst. Treasurer, Dennis Lane

Others Present

Chief David Smith, SMHC EMS
Battalion Chief Matt Weinberg, SMHC EMS
Celeste Montgomery, NHC ESD1
Robert Lamb

Others Absent

Chief Scott Collard, NHCF/R
Deputy Chief Jim Swisher, SMHC EMS

- B. Recognition of citizens.

1. Robert Lamb

- C. Consideration of the Consent Agenda items.

1. Meeting Minutes for the Regular Board Meeting held June 18, 2019. (Refer to attachment C.1.)
2. Treasurer's Report for June 2019. (Refer to attachment C.2.)
3. July 2019 Disbursements. (Refer to attachment C.3.)

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

4. Consider approval of Interlocal Agreement with ESD6 for combined funding of the Opti-Com Vehicle Pre-emption System.

Tahuahua reported the Interlocal Agreement with ESD6 is still under review by counsel (Carlton) and indicated it would be considered at a future date.

- D. Reports.

1. North Hays County Fire & Rescue (NHCF/R) Monthly Update. Tahuahua gave the report from e-mailed data provided by NHCF/R.
 - a. No update provided regarding the status of shared facilities at the new Sawyer Ranch Rd. Station.



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- b. NHCF/R summarized the June performance, as follows:
 - 1) NHCF/R received 200 calls for the month of June.
 - 2) Sixty-two and a half percent (62.50%) of all calls identified as Emergency Medical Services assist calls.
 - 3) The response time (Fire & Rescue Only/Non-EMS) was 7:98 (min:sec) for the month of June.
 - 4) The busiest time of day for the month of June was at 13:00. Saturday was the busiest day of the week with 39 incidents.
2. San Marcos Hays County EMS (SMHC EMS) Monthly Update - Smith & Weinberg gave the report.
 - a. Smith stated the focus would be on leadership and team building while moving forward through a transitional phase. EMS is on a mission to improve communication and accountability over the next year. They intend to continue conducting training and developing appropriate internal communications skills.
 - b. SMHC EMS recently signed a contract with Tania Glenn and Associates, PA located in Cedar Park, Texas. Tania Glenn and Associates, PA along with the Trauma Defense Team, is dedicated to serving the mental health needs of veterans, first responders and their families, both locally and nationally through the use of effective, appropriate and proven interventions. She is focused on promoting resilience, critical incident response and peer support team training and activation.
 - c. Discussions are in process between the City of Kyle and Commissioners Court to appoint a Director of the Hays County Dispatch Center facility to be responsible for bringing all the teams on board.
 - d. Smith requested permission from the NHC ESD1 board to give SMHC EMS permission to take charge and move forward on a few issues for Station 72 (East Station off Hwy. 290), unless ESD1 would prefer to address these themselves:
 - 1) Heat problem within the bay area. 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 air to keep up 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 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 about two to four inches from the floor, would assist in pulling air through and out of the bay. 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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- 2) Water softener is located upstairs. Crews currently carry multiple forty-pound bags of salt pellets up a ladder for the water softener. Would like to either build a wooden stairway or utilize a rollaway step ladder, so crews can safely carry bags up and down.

Tahuahua suggested SMHC EMS contact and work with Tim Dove, the landlord for the property. Mr. Lamb stated when NHC ESD1 initially took occupancy of the space, Mr. Dove mentioned if the fan wasn't large enough, he would be willing to install a second fan, without it being an issue. Lamb also stated Mr. Dove would most likely be willing to work with them on the staircase or rolling ladder request, as Dove had always been amenable to assisting with any previous concerns brought to his attention. Mr. Lamb forwarded Tim Dove's contact information to Smith and Weinberg.

- e. Weinberg's report reflected data for the following information starting with the total number of calls for June, which were at 157 with 85 total transports. This represented a decrease from last month.
 - f. The 90th percentile response time to Zone A was 10:19 (min:sec) vs target time of 09:30 (min:sec) and Zone B was 17:14 (min:sec) vs target time of 18:00 (min:sec).
 - g. Transports were down (from 90 to 85) for the month of June.
 - h. Friday was the busiest day of the week during month of June, from 8:00 AM to Midnight.
 - i. Number of level zero incidents were at 11. Total level zero time for the month of June was 6:16:31 (hrs:min:sec). There were 2 calls during the level zero period and 0 required transport.
 - j. Krudop stated there was an opening for representation on the SMHC EMS Board and Tahuahua said he would fill the opening. Krudop also stated there were three (3) At-large members - one (1) from the City of San Marcos, one (1) from ESD9 and one (1) from ESD6. The At-large position can be filled by any interested citizen. Tahuahua said he and O'Brien could confer with the County Commissioner and talk with the City as well, to provide a list of interested parties. Mr. Lamb stated he would like to sit on that board. Tahuahua will add Mr. Lamb's name for consideration along with those on the list from the commissioner.
3. North Hays County ESD1 District Administrator Monthly Update. With the position remaining unfilled, Tahuahua gave the report.
 - a. Office operations. Krudop has reviewed the financial accounts and the user permissions to identify ways Susan Curran (accountant) could view and run reports as needed. This was not an option years ago, when first considered. TexPool permissions need to be revised with new and current users and permissions granted. Krudop also suggested adding permissions for Curran to view and run TexPool reports. O'Brien mentioned updating documents and signatory cards with Broadway Bank as well. Tahuahua suggested outlining exactly who has specific permissions and bring it back before the board for approval.
 - b. Presentation of mail. No discussion ensued. (Refer to attachment D.3.b.)
 - c. ESD building use, utilities, maintenance, insurance, repairs and equipment.
 - 1) Update on ESD building connection (at 111 EMS Drive) to the City of Dripping Springs sewer system.



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- a) Status of site survey and application to the City of Dripping Springs.
Tahuahua stated the engineer who will be performing the site planning work and submitting the survey to the City of Dripping Springs is on vacation this week, but he's hoping to have him out the following week to perform the site work.
 - b) Consider approval of contract with Sunset Construction and Excavation and fees to the City for the connection. No action taken at this time.
 - 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.
Tahuahua said he would take on the responsibility but he's waiting to hear from Carlton as to whether there could be a conflict between his county appointment vs a city appointment. 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. All board members previously agreed.
4. Emergency services vehicle travel accommodation during future US 290/TX 71 interchange construction.
- a. Tahuahua stated consideration may need to be given to working with STARflight (emergency helicopter service of Travis County) knowing we'll soon be dealing with upcoming US 290/TX 71 interchange construction issues. Chief Collard had mentioned the need for everyone to begin working with them more frequently on landing zone training. Once the "Y" in Oak Hill is under construction, we may require STARflight services more than we have in the past. Tahuahua encouraged coordination with Chief Collard on this, as well as Luddy.
- E. Committee Updates.
1. District Administrator Search. (Krudop, Tahuahua)
 - a. Approval of recruiting agency contract.
Tahuahua stated a signed agreement had been approved by Carlton (legal counsel) and the recruiting agency would be moving forward. Discussion ensued with Krudop re-stating they had spoken with three different agencies initially but decided to contract with Strategic Government Resources (SGR). Updates will follow.
 2. Community Outreach Committee. (O'Brien, Tahuahua)
 - a. Community Outreach Event & Activity Log.
 - 1) Krudop mentioned ESD1 was in receipt of an e-mail request for an EMS Unit and services for an upcoming Special Needs Baseball Camp on August 17, 2019. The clinic would be held from 10:00am to 12:30pm at the Lonestar Baseball Club Central facility on RR12. Krudop suggested staging a unit at the function, with the understanding that the unit could be called into service while there and would subsequently be called away from the premises.

Krudop stated he would forward the appropriate form to Smith and Swisher at SMHC EMS. Tahuahua said he would notify the advocate for the function.



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- 2) O'Brien suggested consideration be given to inviting an entity such as "We Are Blood", (formerly "The Blood and Tissue Center of Central Texas") to the Dripping Springs area to encourage participation in the collection of blood donations. In 1982, January was declared National Volunteer Blood Donor Month by President Reagan. "We Are Blood" continues to observe the month of January in the same manner today. NHC ESD1 may want to look at scheduling a community event with them in the future.
3. Website/Facebook Committee. (O'Brien, Tahuahua)
 - a. Progress with Caffeine Interactive Technologies (CIT). O'Brien asked if personnel changes had been addressed on the website and Tahuahua stated he had sent an e-mail to Caffeine that morning with the inquiry. Luddy pulled up the website and it had not been modified to date. Krudop also asked Montgomery to research whether Caffeine had received a bio and picture of commissioner Luddy.
 - b. O'Brien indicated County Commissioner Walt Smith stated he had received an e-mail from "Robert Lamb" on the posting of a recent NHC ESD1 meeting. He felt that was unusual since Lamb was no longer with NHC ESD1. He suggested the e-mails be updated. Tahuahua stated he had addressed this with Caffeine, but it continues to show up as unchanged. Will re-address.
4. Finance Committee. (Krudop, Lane, O'Brien)
 - a. O'Brien stated the Quarterly Investment Report reflected new numbers which will be presented at the August board meeting. Appears consistent with interest earned and balances. TexPool has officially closed the general account due to dormancy with the prime account remaining active.
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)
 - 1) O'Brien gave an update on contract issues for EMS services. He and Lane went back and reviewed the contract. They noticed a few provisions that seemed slightly inconsistent. They didn't feel that these were items that would be an impediment to moving forward. Discussion ensued regarding the bond portion within the contract and O'Brien said he would confer again with Lane on this issue. O'Brien has asked Carlton (legal counsel) to review, clean and tighten up the contract. Consensus was that there wasn't anything fundamentally different with the contract, since the meeting two (2) months prior. Smith requested a copy of the draft from O'Brien, once he receives it back from Carlton and O'Brien agreed.
 - b. Long-Range Plan (L-RP), FY2020 budget update and tax rate approval calendar. (Krudop, O'Brien)
 - 1) Discussed and considered recommendations regarding the Long-Range Plan. Krudop and O'Brien will meet again to compare notes and confirm all suggestions have been incorporated in order to refine the preliminary numbers.
 - 2) Discussed and considered recommendations regarding the FY2020 Budget Draft. Tahuahua indicated any and all final input be forwarded to Krudop. Krudop and O'Brien will meet with Curran (Accountant) on the numbers.



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Krudop will then forward the PDF to Tahuahua for posting to the website as a preliminary draft.

6. Future property acquisitions and stations. (Krudop, Tahuahua)
 - a. No discussion.
 7. Hays County Joint Communications Dispatch Center Oversight Committee. (Tahuahua)
 - a. No action to be taken at this time.
- F. Standing Agenda Items.
1. Legal update. Input from and legal questions for John Carlton.
 - a. Tahuahua had posed some general questions to Carlton (counsel) regarding who could serve on the Emergency Services Commission (Lamb, O'Brien and Tahuahua had previously expressed an interest) and he's awaiting an update from counsel. Tahuahua received information from the City today and anticipates follow-up to be presented at the next monthly board meeting.
 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.
- G. New Business
1. Consider approval of request waiver of penalties and interest for property #R121039 located at 606 Dario Drive, Dripping Springs, Texas 78620.
 - a. Discussed and considered recommendations regarding the requested waiver of penalties and interest.
Krudop made a motion to approve the waiver of penalties and interest in the amount of \$5.19 for the property #R121039 located at 606 Dario Drive, Dripping Springs, Texas 78620. Luddy seconded, and the motion passed with three in favor and one present, not voting.
 2. Appointment of new public information officer.
 - a. Discussed and considered recommendations regarding the appointment of a new public information officer.
O'Brien made a motion to approve commissioner Dennis Lane for the appointment of new public information officer. Krudop seconded, and the motion passed unanimously.
- H. Adjourned at 6:50 pm.