



Approved: July 16, 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, June 18, 2019

- A. Called to order at 5:02 p.m. by Krudop and confirmed a quorum.

**Commissioners Present**

President, Walt Krudop  
Vice President, Geoffrey Tahuahua (5:09)  
Treasurer, Dan O'Brien  
Secretary/Asst. Treasurer, Dennis Lane  
Commissioner, Robert A. Luddy

**Commissioners Absent**

**Others Present**

C. Montgomery, Admin. Asst. NHC ESD1  
R. Lamb

**Others Absent**

NHCF/R at Conference  
SMHC EMS at Conference

- B. Recognition of citizens.

1. Robert Lamb

- C. Consideration of the Consent Agenda items.

1. Meeting Minutes for the Regular Board Meeting held May 21, 2019. (Refer to attachment C.1.)
2. Treasurer's Report from May 2019. (Refer to attachment C.2.)  
O'Brien reported both ad valorem and sales tax revenue were above budgeted levels, ahead of schedule on sales tax. Expenses were less than budgeted.
3. June 2019 Disbursements. (Refer to attachment C.3.)

***O'Brien made a motion to accept consent agenda items "Regular Board Meeting Minutes for May 21, 2019", "May 2019 Treasurer's Report", to acknowledge the bank and financial reconciliations to QuickBooks and the "June 2019 Disbursements". Lane seconded, and the motion passed unanimously.***

Separation payments to Lamb.

O'Brien opened the floor to Mr. Lamb and asked if he had any questions or concerns regarding the separation agreement as presented? Mr. Lamb requested clarification on the health insurance payment. He wanted to know if ESD1 would be sending the payment to TML or would he (Mr. Lamb) need to send the health insurance payment to TML? Krudop said ESD1 would give Mr. Lamb a check for the health insurance payment and he could send it in or keep it, his preference.



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***O'Brien made a motion to approve the separation agreement with Robert Lamb to include salary through the month of May, one additional month's salary payment, a payment equivalent to one month's medical insurance coverage of \$752.42 and payment for accrued time through the end of May (Vacation, 9.3 days - \$2,137.93, Sick Leave, 2.2 days - \$505.75, Personal Time, -0.3 days – (\$68.97) with total accrued time payment of \$2,574.71.) Total gross amount would be \$8,327.13, less applicable withholding rate. Lane seconded, and the motion passed unanimously.***

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

Discussion ensued resulting in the following motion.

***O'Brien made a motion to authorize the Vice President and Treasurer, on behalf of ESD1, to enter into an Interlocal Agreement with ESD6 for 50/50 sharing of the cost of the Opti-Com Vehicle Pre-emption System at a total annual cost not to exceed \$25,000, to be paid by ESD1 for a minimum of eighteen (18) intersections. Luddy seconded, and the motion passed unanimously.***

D. Reports.

1. North Hays County Fire & Rescue (NHCF/R) Monthly Update. Krudop gave the report from data provided by NHCF/R.
  - a. No update provided regarding the status of shared facilities at the new Sawyer Ranch Rd. Station.
  - b. By e-mail, NHCF/R summarized the May performance, as follows:
    - NHCF/R received 258 calls/incidents for the month of May.
    - Sixty-Six percent (66%) of all calls identified as Rescue and Emergency Medical Services assist calls.
    - The average response time was 8:93 (min:sec) for the month of May.
    - The busiest time of day for the month of May was at 15:00 with 22 incidents. Friday was the busiest day of the week with 50 incidents.
2. San Marcos Hays County EMS (SMHC EMS) Monthly Update. Krudop gave the report from data provided by SMHC EMS.
  - Weinberg's report reflected the total number of calls for May were at 184 with 90 transports, which represents an increase from last month.
  - The 90th percentile response time to Zone A was 09:01 (min:sec) vs target time of 09:30 (min:sec) and Zone B was 18.29 (min:sec) vs target time of 18:00 (min:sec).
  - Transports were up (from 87 to 90) for the month of May and level zeros remained the same as last month.
  - Number of level zero incidents were at 24. Total level zero time for the month of May was 16:32:05 (hrs:min:sec). For May there was 1 call during the level zero period and 1 required transport.
3. North Hays County ESD1 District Administrator Monthly Update. With the position unfilled, Krudop gave the report.
  - a. Office operations. Krudop indicated all appeared to be running smoothly.



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- 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.
      - a) Status of site survey and application to the City of Dripping Springs. Tahuahua completed and sent the building permit to James Kuykendall at Sunset Construction & Excavation. James indicated he will contact the engineer performing the site planning work and the engineer will submit the survey to the City of Dripping Springs.
      - b) Consider approval of contract with Sunset Construction and Excavation along with fees to the City of Dripping Springs for the connection. Lane reminded the board that payment needs to be made simultaneously for the application and connection fees. Fee amounts will be determined by how many LUE's are required.

It's anticipated that ESD1 will need to enter into an easement agreement with NHCF/R for work to be performed on their property, in order for ESD1 to be connected into the city sewer system. Tahuahua will submit the easement agreement to Carlton for review and approval and follow-up on a site survey.
  - d. Ambulance maintenance log.

Krudop spoke with Chief Smith about SMHC EMS taking this responsibility on. He agreed SMHC EMS would consider taking on this task, but it will be in the future, not immediately due to limited manpower.
  - e. Sales tax collection update.

***Tahuahua made a motion to approve Krudop as the confidential contact person with Sales Tax Assurance (HdL Companies). O'Brien seconded, and the motion passed unanimously.***
  - f. 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 offered to continue sitting on the EMC board as a representative and would report back to ESD1 until such time that a replacement had been determined. All board members agreed. Krudop will confer with Chair Bonnie Humphrey to confirm that the EMC member does not have to be an ESD commissioner or employee.
- 4. Emergency services vehicle travel accommodation during future US 290/TX 71 interchange construction.
    - a. No discussion held or updates reported.
- E. Committee Updates.
- 1. Recruitment of new district administrator. (Krudop, Tahuahua)



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- a. Consider and approve a recruiting agency.

Discussion ensued with Krudop and Tahuahua ultimately suggesting they had spoken with several different agencies and recommended contracting with Strategic Government Resources (SGR). Krudop will send the agreement to Carlton for review.

***Tahuahua made a motion for Krudop to enter into an agreement with Strategic Government Resources (SGR) for a district administrator search and recruitment project at a cost not to exceed \$27,000. Luddy seconded, and the motion passed unanimously.***

2. Community Outreach Committee. (Tahuahua)

- a. Community Outreach Event & Activity Log.

- 1) Tahuahua attended two transportation safety meetings and offered to continue attending meetings, as he can, in the future.
- 2) Tahuahua mentioned Jason and Carrie Isaac will present Dripping Springs' annual Independence Day fireworks show "Fire in the Sky" on Thursday, July 4, 2019. The professional fireworks show is free for the community to enjoy. Families are also invited to the VIP dinner before the pyrotechnics featuring BBQ, burgers and local beverages. Dripping Springs Ranch Park is located at 1042 Event Center Drive in Dripping Springs, Texas 78620. The event will be held from 7:00 to 10:00 PM.

5:00 - Ranch Park Gates Open

6:30 - Doors open for dinner

7:00 - Dinner is served

Sundown -Fireworks begin

The optional dinner assists in covering costs to produce the show. Due to the generosity of attendees and sponsors, they can donate the remaining proceeds to North Hays County Emergency Services District 1 (EMS) and North Hays County Fire/Rescue.

- 3) Krudop noted John Pacheco recently wrote an article in the local newspaper regarding the most recent flooding event in our area this past May. It profiled how our community and first responders came together to aid those in need of assistance.

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

- a. Progress with Caffeine Interactive Technologies (CIT). Tahuahua modified a few areas and will add a photo of commissioner Lane.
- b. Consider and approve extension of retainer with Caffeine.

O'Brien suggests that we remain in contact with CIT for timely updates, if we extend their support. Krudop will contact Carlton regarding what else will need to be reflected on the site.

***O'Brien made a motion to extend Caffeine Interactive Technologies development and support retainer for website and Facebook, for three months, at a cost not to exceed \$1,000. Lane seconded, and the motion passed unanimously.***

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

- a. No discussion ensued.



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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.
      - 1) O'Brien is in the process of reviewing the contract. Krudop will schedule a special meeting for Lane, Krudop and O'Brien to hold discussions on the proposed contract.
    - b. Long-range plan (L-RP) and FY2020 budget update; tax rate approval calendar.
      - 1) Krudop and O'Brien will meet the week of June 24<sup>th</sup> to finalize the process to prepare the annual budget and update the long-range plan. They will provide a draft at the July meeting along with proposed schedule for the required public meetings.
  6. Future property acquisitions and stations. (Krudop, Tahuahua)
    - a. Krudop noted projections are indicating more growth is going to be up RR12, as opposed to 290 East, as originally thought. This is probably where the third station will most likely be located, instead of 1826. Previous board discussions included using ESCI in a consulting capacity to augment the analysis, but timing was such that they could not provide the necessary help in time for our LRP, and hence, no action was recommended.
  7. Hays County Joint Communications Dispatch Center Oversight Committee. (Tahuahua)
    - a. The committee has not met. No discussion held.
- F. Standing Agenda Items.
1. Legal update. Input from and legal questions for John Carlton.
    - a. No discussion ensued.
  2. Record retention plans.
    - a. Social media and e-mail recordkeeping. No discussion held.
    - b. Status of scanning project via Ozark Scanning.
      - 1) Krudop spoke with Lisa Bearden. They are in the process of re-scanning all ESD1 documents which are 75% complete and they are not yet catalogued in a folder with dates. She will send a drive to Krudop with all the documents scanned to date. She will contact Krudop once the scanning process is complete.
- G. New Business
1. Election of Officers ensued with the nomination of officers as follows. The slate was accepted by acclamation.

President	Geoffrey Tahuahua
Vice President	Walt Krudop
Secretary	Robert Luddy
Treasurer	Daniel O'Brien
Asst. Treasurer	Dennis Lane
  2. Status of separation agreement with Lamb.
    - a. Krudop noted Lamb returned the signed separation agreement on June 11, 2019 and resigned as of May 22, 2019.



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3. Status of Montgomery employment.

- a. At the end of the May board meeting commissioners motioned to authorize Krudop and Tahuahua offer Montgomery a temporary position at a maximum of 40 hours per week for a period not to exceed 120 days. Krudop spoke to Carlton about this and he suggested articulating these conditions in a letter.

H. Adjourned at 7:00 PM