



## 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, March 19, 2019

- A. Called to order at 5:00 PM by Krudop and confirmed a quorum.

**Commissioners Present**

President, Walt Krudop  
Vice President, Geoffrey Tahuahua (5:08)  
Secretary/Asst. Treasurer, Dennis Lane

**Commissioners Absent**

Treasurer, Dan O'Brien

**Others Present**

Chief, Todd Colvin, NHCF/R  
Chief, David Smith, SMHC EMS  
Assistant Chief, Jim Swisher, SMHC EMS

**Others Present**

Robert Lamb, District Administrator NHC ESD1  
Celeste Montgomery, Admin. Asst. NHC ESD1

- B. Recognition of Guests.

- ❖ Ms. Paula S. Barr, Sales Tax Assurance
- ❖ Mr. Steven Cook, Williams, Crow, Mask, LLP

- C. All items under the Consent Agenda were approved, as noted below.

1. Meeting Minutes of the Regular Board Meeting held February 19, 2019.
2. Treasurer's Report from February 2019.
3. March 2019 Disbursements.

***Tahuahua made a motion to approve consent agenda items one (1) through three (3) above and acknowledge the bank and financial reconciliations to QuickBooks. Lane seconded, and the motion passed unanimously.***

4. Consider approval of revised contract with Sales Tax Assurance, an HDL Company.  
Ms. Barr is the Director of Client Services and was standing in at this meeting for Mr. Richard Fletcher. She was available to answer any and all questions the board may have had pertaining to the services provided by HDL reflected in the proposal that had been sent to all board members. She reminded the commissioners and Mr. Lamb they would have available access to HDL 24/7. She stated a variety of reports are revised once monthly and quarterly sales tax improvements are also provided. HDL would send a running list of any corrections and NHC ESD1 is welcome to contact her with any questions. She reminded commissioners should discussions in a meeting prove to contain confidential information, this would need to be discussed in Executive Session.



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Ms. Barr also stated one individual, likely Mr. Lamb, would be considered the designated contact for NHC ESD1, whereupon Ms. Barr would come to the office and work one-on-one with him. This overview training would enable Lamb to obtain reports and information via the HdL portal.

***Lane made a motion to approve contract with HDL to provide services as shown in attached proposal at a cost of \$3,600 per year with a 35% fee for all taxes recovered as a result of their work for two (2) years. Tahuahua seconded, and the motion passed unanimously.***

5. Consider approval of contract with Global Traffic Technologies (OPTI-COM).

***Tahuahua made a motion to approve contract with Global Traffic Technologies (GTT) for a lease agreement to provide OptiCom emergency vehicle pre-emption vehicle kits, as shown in attached proposal at a cost of \$112.21 per vehicle (ambulance/unit) per month for four vehicles with a total cost (\$3,141.88), not to exceed \$3,500 for the balance of FY2019. . Lane seconded, and the motion passed unanimously.***

D. Reports.

1. North Hays County Fire & Rescue (NHCF/R) Update – Colvin gave the report.
  - a. NHCF/R received 193 calls/incidents for the month of February. Year to date calls are down at 379 versus 448 over the same time period last year.
  - b. Fifty-Nine percent (59%) of all calls identified as Rescue and Emergency Medical Services assist calls.
  - c. The average response time was 7:58 (min:sec) for the month and 9:16 (min:sec) for the year.
  - d. The busiest time of day for the month of February was 11:00 A.M. Saturday was the busiest day of the week. The busiest fire station continues to be #74 at Firehouse Business Park off Hwy 290 with 68 calls.
  - e. NHCF/R is waiting on equipment from Opti-Com to give to GTT (Dealer that will install, service and maintain the equipment). NHCF/R was just informed about the subscription which will work more effectively for this size town. Equipment should be installed at every traffic light within the District which will assist with more efficient response times.
  - f. Chief Collard recently stated he would forward the digital plans for the new fire station to Lamb at ESD1. ESD6 will engage in a video chat next week which Lamb will sit in on, if schedule allows.
2. San Marcos Hays County EMS (SMHC EMS) Monthly Update - Smith gave the report.
  - a. Internal budget planning process is underway and SMHC EMS will be working on five-year plans in the coming months. They will be meeting in April, and those who may be interested are invited to plan to attend.
  - b. SMHC EMS Board Meeting will be held Monday afternoon on March 25, 2019 at 3:00 P.M.
  - c. Just went through a new hire interview process with fifteen (15) individuals over the past three to four days for six (6) available positions.
  - d. SMHC EMS is planning to have six medics plus a supervisor at peak times at the North Hays County ESD1 Central Station.



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- e. SMHC EMS is also part of a new patient safety organization where there are only two EMS providers who are piloting the program with the ESO Company and The Center for Patient Safety, which Dr. Remick is involved in. Hospitals have tracked patient safety within the hospitals for years, but this has never been attempted by EMS, to date. SMHC EMS, Williamson County and some EMS organizations on the east coast are partnering with ESO and The Center for Patient Safety to develop an EMS Pilot Program. All the contracts have now been signed and data information collection will start within the next six (6) months. Dr. Remick would like to visit and brief North Hays County ESD1 soon about the program.
  - f. Smith reported the total number of calls increased for February at 149 with 80 transports, which represents a decrease from January. The 90th percentile response time to Zone A was 12:00 (min:sec) vs target time of 8:59 (min:sec) and Zone B was 17:46 (min:sec) vs target time of 17:30 (min:sec). Transports were down (from 88 to 80) for the month of February and level zeros were down.
  - g. Number of level zero incidents were at 18. Total level zero time for the month was 9:36:41 (hours:min:sec). For February there were 3 calls during the level zero period and 0 required transport.
  - h. A peak time unit was put into service February 4, 2019. Their schedule is as follows:  
Sunday, Monday, Tuesday & Thursday 9:00 AM to 9:00 PM; Wednesday/Off; Friday & Saturday 9:00 AM to 9:00 AM (24 Hours)
3. North Hays County Emergency Services District 1 (NHC ESD1) Monthly Update - Lamb gave the report.
- a. Presentation of mail. No discussion ensued. (Refer to Attachment D.3.a.)
  - b. ESD building use, utilities, maintenance, insurance, repairs and equipment.
    - 1) Lamb received quotes from two of the four firms contacted regarding the determination of whether to repair the existing septic system and drain field or trench to the street for connection with the City system. After review of the two quotes received, Lamb's recommendation was to go with Sunset Construction and Excavation (Refer to Attachment D.3.b.). They provided a lower bid with significantly more detail than Clearwater Plumbing and Water Treatment. Additional cost information is still needed from the City for tapping into the sewer system.  
  
Lamb will get in touch with the City as soon as possible and provide an update to the commissioners in order to make a determination on what the next steps will need to be. Additionally, Lane has been asked to assist in determining which direction around the building would appear to be the most time/cost effective for a contractor to excavate, connect and tie into the City sewer system.
  - c. Ambulance maintenance log. (Refer to Attachment D.3.c.)
  - d. Ambulance remount update. (Refer to Attachment D.3.d.)  
  
Received the final bill (\$149,250) which is well below what was budgeted. Lamb anticipates being able to pick-up the ambulance prior to the next board meeting.



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- e. Sales Tax Collection Update – Clay Huckaby was unable to be at the March meeting, but he did forward a report that reflects the Special Purpose District Sales & Use Tax Allocation Summary breakdown, per month, of what the net sales tax has been.
- f. Upgrading PC equipment.  
The laptop has had a solid-state drive installed. The desk-top is about five years old and it's having major issues. Considering its age, replacement is the best option. We received a quote of \$1,205 for a new computer and two monitors. Krudop mentioned this had been approved last year.

***Lane made a motion to approve purchase of computer and accessories as shown in attached proposal from Heart of Texas I.T. as a cost of \$1,205.74, not to exceed \$1,300.00. Krudop seconded, and the motion passed unanimously.***

- 4. Emergency Services Vehicle Accommodation During US 290/TX 71 Interchange Construction.
  - a. No discussion held.
- 5. Office Operation and Processes.
  - a. O'Brien, Krudop, Lamb and Montgomery continue to meet and work on reviewing office operations.

E. Committee Updates.

- 1. Community Outreach Committee. (Lamb, Tahuahua)
  - a. Community Outreach Event & Activity Log - Lamb created a list of outreach opportunities along with a list of what is planned. (Refer to Attachment E.1.a.) For the April meeting Krudop stated we have the template for events. Lamb was asked to prepare that with what he's proposing to do so commissioners can see what's planned.
  - b. Plans for Founder's Day (April 26-28, 2019) Activities –  
An effective appearance was made by NHC ESD1 and SMHC EMS at last year's event. A great deal of planning is involved to mobilize for the event and Swisher wanted to confirm with Lamb that NHC ESD1 still wanted to request and fund a medic and gear to be placed at the first aid station/booth for the 2019 Founder's Day weekend. Lamb did want to repeat the set-up organized at the 2018 event and Lane agreed it proved to be a positive activity for all that interacted with the medic and gear at last year's event.

***Lane made a motion to approve having a medic and gear at the 2019 Founder's Day first aid station/booth at a cost of \$50 per hour, per day, for two (2) days. Saturday, April 27<sup>th</sup>, from 10:00 A.M. to 6:00 P.M. and Sunday, April 28<sup>th</sup>, from 11:00 A.M. to 5:00 P.M., not to exceed \$800 per day. Tahuahua seconded, and the motion carried unanimously.***

Lamb previously sent out the list for commissioners, crew members and staff to sign-up and participate during Founder's Day weekend events. Lamb needs to know which individuals will be able to participate, as soon as possible. Continuing with many of the activities that were well received during the 2018 event, i.e., utilizing a SimMan, Lucas Device, Stop the Bleed, CPR only, Blue Address Sign forms, Vial of Life forms, etc. Tahuahua suggested running the question by Carlton regarding what can and cannot be purchased and provided for handouts. All agreed on utilizing funds up to, but not more than \$1,500.



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***Lane made a motion for Lamb to be able to acquire up to \$1,500 worth of promotional/educational/public health materials for the 2019 Founder's Day activities, provided this is approved by Carlton (District's legal counsel). Tahuahua seconded the motion and it carried.***

Lamb will attend the Founder's Day Parade Safety meeting.

Recess @ 6:19 PM; Reconvened @ 6:22 PM

2. Website/Facebook Committee. (Lamb, O'Brien, Tahuahua)
  - a. Tahuahua will follow-up with Caffeine Interactive Technologies (CIT) and offer a recommendation for the board at the April 2019 meeting.
3. Finance Committee. (Krudop, Lamb, Lane, O'Brien)
  - a. This committee is currently inactive. No discussion held.
4. Budget and Long-Range Planning (LRP) Committee for FY2019. (Krudop, Lamb, Lane, O'Brien)
  - a. RFP or alternative for post FY2019 contract for EMS Services. The District is requesting a proposal from SMHC EMS for a three to five-year contract, beginning in FY2020 to evaluate the future cost-effectiveness of SMHC EMS. Smith agreed to have a new proposal to the District by a March/April timeframe.

An evaluation of protocols of other emergency service providers is being conducted to provide supplemental information to aid in the decision process for the ESD's next service provider. Lamb has compiled a list of requirements, particularly protocols, that service providers would need to meet if a formal RFP process was to be considered. Lamb spoke with Carlton (Counsel) and he indicated NHC ESD1 is not required to do an RFP.

Krudop reminded the commissioners we are looking at an October 1<sup>st</sup> deadline for a new contract. Lane stated he felt confident that he and O'Brien would have a proposal to the board by the May 21, 2019 monthly board meeting with a recommendation on whether to continue with SMHC EMS or consider looking at other service providers.
5. Future property acquisitions and stations. (Krudop, Lamb, Tahuahua)
  - a. Krudop, Lamb and Tahuahua began looking at all the data. - The process has begun to assess future property acquisition and station needs to allow for the development of a plan where units need to be located and whether the District needs to purchase property. Krudop met with Collard after the February board meeting and discovered the NHCF/R is also performing a study of locations and needs.

Krudop, Lamb and Tahuahua are also considering other options since the Master Plan was done four years ago whereupon an entity was brought in from the outside to give more of an in depth look and credibility to our study. Krudop's thought is that a five-year cycle for this is probably a reasonable time period. He indicated the team will consider whether it would make sense for NHC ESD1 to continue the work themselves of pulling the work together, which would be very credible. They hope to bring the board an update by the April board meeting as to whether they are going to finish it themselves or go with an outside entity.
6. Hays County Joint Communications Dispatch Center Oversight Committee. (Tahuahua)
  - a. No discussion held.



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F. Standing Agenda Items.

1. Legal update. Input from and legal questions for John Carlton.
  - a. None to date.
2. Record retention plans.
  - a. Audit scanning project records. Lamb stated he had requested ten percent (10%) of previously scanned records to be returned to compare/verify against the scanned documents. The ten percent (10%) of documents have been returned by Ozark Scanning Services and will be reviewed. It will be a bit labor intensive but will be accomplished.

G. New Business.

1. Keith Hughart appreciation. Mr. Hughart was unable to attend the March board meeting. Presentation will be given at the April board meeting.
2. Audit report from Mr. Steven Cook.

All commissioners had received the draft version of the audit report. Cook mentioned that because NHC ESD1 is a government entity, the audit is quite involved. He stated the audit performed this year via the digital format Lamb provided, worked very well. All information was organized, accessible and allowed the audit review to proceed efficiently. Cook made minimal to no changes in the financial records. He said the reason for that was the monthly reports NHC ESD1 received from their accountant, Susan Curran, are done well and they continue to do good work, as does the District Administrator. The information the Administrator and Board are receiving to make their financial decisions continues to be good.

Cook said the audit itself was clean, books were good, which meant the numbers NHC ESD1 was receiving for their monthly meetings were good. Everything runs smoothly. Cook recalled it hadn't always proven to be that way at NHC ESD1, but this agency has become a well-run operation. Cook stated this organization should be applauded for running the agency like a business and not a charity." He went on to say "I've brought a management letter which is what the auditor prepares at the end of an audit and it's supposed to reflect any suggestions he/she may have for an agency to improve upon. In your case, I have to say from the accounting side to the budgeting side, I have no suggestions."

***Krudop proposed a Resolution to accept the Financial Statement and Auditor's Report for North Hays County ESD1 for FY2018 prepared by Williams, Crow, Mask, LLP dated January 31, 2019. Tahuahua seconded, and the motion passed unanimously.***

3. Krudop stated he will be out-of-town for the next scheduled meeting (April) as well as the Tuesday after the next meeting. He asked the board if they wanted to push the next meeting up to April 9<sup>th</sup>. Lane, Tahuahua said they would be available to attend on April 9<sup>th</sup>. Lamb had spoken with Susan Curran (NHC ESD1 accountant) and she indicated she would try to get our reports to us by April 5<sup>th</sup>, but they may be sent late in the day. Lamb had also spoken with Weinberg at SMHC EMS who said he would also make every effort to get reports to NHC ESD1 in time to incorporate them into the pre-meeting board packet.

H. Adjourned at 6:36 PM