



Approved: June 18, 2019 (WLK)

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, May21, 2019

- A. Called to order at 5:05 PM by Krudop and confirmed a quorum.

Commissioners Present

President, Walt Krudop
Vice President, Geoffrey Tahuahua (5:10)
Commissioner, Robert A. Luddy
Treasurer, Dan O'Brien

Commissioners Absent

Secretary/Asst. Treasurer, Dennis Lane

Others Present

Assistant Chief, Jeff O'Leary, NHCF/R
Chief, David Smith, SMHC EMS
Assistant Chief, Jim Swisher, SMHC EMS
Battalion Chief, Matthew Weinberg

Others Present

Robert Lamb, District Administrator NHC ESD1

- B. Citizen Communication
No citizens present.

- C. Consideration of the Consent Agenda items.

1. Minutes for Regular Board Meeting March 19, 2019 and April 9, 2019. See Attachments A & B.
2. Treasurer's Report for April 2019. See Attachment C.

O'Brien reported both property tax revenue and sales tax revenue were above budgeted levels and expenses were below budgeted level.

3. May 2019 Disbursements. See Attachment D.

Tahuahua moved to approve the above three consent agenda items and acknowledge reconciliation of the bank and financial statements to the QuickBooks reports. O'Brien seconded, and the motion passed unanimously.

4. Resolution authorizing district administrator or administrative assistant to pay bills under \$1,000 between meetings.

Following discussion, the following action was taken. See resolution in Attachment E.



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O'Brien moved to adopt the Resolution authorizing the District Administrator or Administrative Assistant to pay individual bills under \$1000.00 between meetings with the required commissioner signatures on the checks with a cap of \$2,500 for all payments during that period. Tahuahua seconded, and the motion passed unanimously.

5. Interlocal Agreement with ESD6 for cost-sharing of the OPTI-COM system.
The agreement is still in the legal draft and review stage.

D. Reports.

1. North Hays County Fire & Rescue (NHCF/R)
 - a. O'Leary discussed the NHC F/R April report. See Attachment F.
 - NHCF/R received 210 calls/incidents for the month of March. Year to date calls are down at 819 versus 912 over the same time period last year.
 - Sixty percent (60%) of all calls identified as Rescue and Emergency Medical Services assist calls.
 - The average response time was 7:54 (min:sec) for the month and 8:45 (min:sec) for the year.
 - The busiest time of day for the month of April was 9:00am-11:00am. Friday was the busiest day of the week.
 - The busiest fire station was #71 (Sportsplex Dr.) with 66 calls.
 - b. Status of shared facilities at new Sawyer Ranch Rd. Station.
No update provided.
2. San Marcos Hays County EMS (SMHC EMS) Monthly Update – Smith, Swisher and Weinberg discussed the report.
 - a. Joint strategic planning session between NHC ESD1 and SMHC EMS occurred on May 14, 2019.
 - b. SMHC EMS has completed their FY2020 budget and the contract fee for ESD 1 is \$1,664,947.06.
 - c. Weinberg reviewed the April 2019 report. See Attachment G.
 - Total number of calls for April were at 162 with 87 transports, representing little change from last month.
 - The 90th percentile response time to Zone A was 9:06 (min:sec) vs target time of 8:59 (min:sec) and Zone B was 19:08 (min:sec) vs target time of 17:59 (min:sec).
 - Number of level zero occurrences were 10. Total level zero time for the month was 4:20:51 (hours:min:sec). There was 1 call during the level zero period and that one required transport.
 - Per Battalion Chief Weinberg, all level zeros were during the timeframe that the peak time unit was not in service as it was last month.
3. District Administrator's Monthly Update - Lamb gave the report.
 - a. Report is in Attachment H.
 - b. Connection of the ESD building at 111 EMS Drive to the City of Dripping Springs sewer system.



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O'Brien made a motion to authorize the District Administrator to enter into a contract with Sunset Construction & Excavation for a site plan for the connection of the ESD building at 111 EMS Drive to the City of Dripping Springs sewer system at a cost not to exceed \$1,600. Luddy seconded, and the motion passed unanimously.

O'Brien made a motion to authorize the District Administrator to make application to the City of Dripping Springs for connection of the ESD building at 111 EMS Drive to the City of Dripping Springs sewer system based on the site plan developed in the preceding motion. Luddy seconded, and the motion passed unanimously.

- c. Presentation of mail. No discussion ensued. (Refer to Attachment D.3.a.)
 - d. Select a date for a Budget Workshop – Krudop will be working with O'Brien on overall calendar for a Budget & Long-Range Plan (L-RP) process and within that plan, there would be a workshop scheduled for the entire board to discuss the details.
 - e. FY2018 Audit Update - Audit has been filed with North Hays County Commissioner, Walt Smith, and the County.
4. Emergency Services Vehicle Accommodation During US 290/TX 71 Interchange Construction.
O'Brien provided an update on discussions with neighboring EMS agencies and local government officials.
 5. NHC ESD1 Administrative Office Operations and Processes.
O'Brien, Krudop, Lamb and Montgomery continue to collect data, meet and work on reviewing office operations.
- E. Committee Updates.
1. Community Outreach Committee. (Lamb, Tahuahua)
 - a. Founders' Day, April 26-28, 2019
 - See Attachment I for the report.
 - A utility vehicle was borrowed from the County and broke down early but was repaired and found to be quite helpful during the event.
 - b. Community Outreach Event & Activity Log
 - See Attachment J for the log.
 2. Website/Facebook Committee. (Lamb, O'Brien, Tahuahua)
Progress with Caffeine Interactive Technologies (CIT) - Tahuahua reported a number of corrections and updates that had been identified in an earlier check list have been made. A few specific items are still in progress.
 3. Finance Committee. (Krudop, Lamb, Lane, O'Brien)
 - a. First Quarter Quarterly Investment Report
 - O'Brien presented the First Quarter Quarterly Investment Report, see Attachment J. The board found no issues with the report.



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- b. Annual Review of the Investment Policy, Strategies, Guidelines, And Management Practices for North Hays Emergency Services District No. 1
 - O'Brien presented the review. See Attachment K for the review and the resolution to adopt the review.
O'Brien proposed adoption of the resolution approving the annual review of the Investment Policy. Tahuahua seconded, and the resolution was adopted unanimously.
 4. Budget and Long-Range Planning (LRP) Committee for FY2020. (Krudop, Lamb, Lane, O'Brien)
 - a. Future Contract for EMS Services.
 - O'Brien reported on the analysis of alternatives to continuing with San Marcos Hays County EMS. In that work SMHC EMS was found to be the only provider able to provide services at the current level. A report of that analysis will be forthcoming.
O'Brien made a motion for O'Brien and Lane to proceed to develop a contract with San Marcos Hays County EMS for a five-year period to provide EMS services at the current level of service. Tahuahua seconded, and the resolution was adopted unanimously.
 - b. FY2020 Budget and Long-Range Plan
 - Krudop and O'Brien will provide a draft for the two items at the June meeting along with proposed dates for the required public meetings.
 5. Future property acquisitions and stations. (Krudop, Lamb, Tahuahua)
 - Krudop noted that work continues on this project.
 6. Hays County Joint Communications Dispatch Center Oversight Committee. (Tahuahua)
 - The committee has not met.
- F. Standing Agenda Items.
1. Legal update. Input from and legal questions for John Carlton.
 - No discussions were reported.
 2. Record retention plans.
 - a. Social media and e-mail recordkeeping.
 - No discussion held.
 - b. Audit scanning project records.
 - Ozark Scanning continues to scan all the documents.
- G. The Regular Board Meeting adjourned at 6:30 p.m. and the Commissioners immediately moved into Executive Session to discuss and consider District Administrator performance and potential termination of employment. Upon return from the Executive Session the following motions were considered and voted upon.

O'Brien made a motion to authorize Krudop and Tahuahua to negotiate and execute a separation agreement with Robert Lamb. Tahuahua seconded, and the resolution was adopted unanimously.



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Luddy made a motion to authorize Krudop and Tahuahua to offer Celeste Montgomery a temporary position at a maximum of 40 hrs. per week for a period not to exceed 120 days. Tahuahua seconded, and the resolution was adopted unanimously.

Adjourned at 8:30 PM.