

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. October 15, 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
Asst. Treasurer, Dennis Lane

Commissioners Absent

Others Present

Chief David Smith, SMHC EMS
Battalion Chief Matt Weinberg, SMHC EMS
Jolind Tays, SMHC EMS, Controller
Dr. Kate Remick, Hays County Medical Director

Others Absent

Chief Scott Collard, NHCFR

- B. Recognition of citizens

1. None present

- C. Consideration of the Consent Agenda Items

1. Meeting Minutes from the Regular Board Meeting held September 17, 2019
2. Treasurers report for September 2019
 - a) No report this month
3. October 2019 Disbursements
 - a) General discussion over the state of office management and finances due to not having a district administrator or administrative assistant. It is generally unknown what bills have and have not been paid. Payments made to SMHC EMS, water, Heart of Texas IT. Checks are being paid for what is known to be due, but the board is not certain that the list is complete. Not all billers have provided invoices, so checks were not issued to those.

b) **Commissioner Lane makes a motion to approve the checks as written by Lane. Seconded by Commissioner Krudop and passed unanimously.**

4. **Commissioner O'Brien makes a motion to approve the disbursements reflected on the mail log and to issue checks accordingly. Seconded by Commissioner Lane, unanimously approved.**

D. Reports

1. North Hays County Fire/Rescue(NHCFR)

a) Not present

2. San Marcos Hays County EMS (SMHCEMS) Monthly report-Smith, Weinberg, Tays and Remick reporting

a) Chief Smith reports that they have been working with citizens on annexation issues and concerns over loss of EMS service outside of NHCESD1

b) Chief Smith reports that the CAD system is still in the process of being updates.

c) Three days of resiliency training with Dr Tania Glenn and associates will begin tomorrow, several employees have signed up.

d) Tays reports that there are no financial reports this month due to fiscal year end

e) Chief Weinberg reports on response times and level zero events. Call trending shows that call volume is increasing on Wednesday's and we may need to adjust the times that the peak load unit is staffed.

f)Chief Smith states that SMHCEMS is opening M73 to be staffed with voluntary overtime on Wednesday's to cover the increasing call volume.

g) Dr. Remick reports that she met with 5 Star ER regarding the public event last month that ESD1 was not invited to. 5 Star staff state that they used a private provider because they did not want to take a 911 ambulance out of service.

- h) Dr Remick reports that “City Ambulance” is based out of Houston and seems to be trying to break into the Central Texas market, with the CEO of the company having been in the area and handing out cards.
- i) Discussion of the new Baylor Scott and White Hospital being built just east of the Y. The hospital will be a transport option for us with 20 critical care beds in the ER structured around a new service delivery model.

3. District Administrative Items

- a) Office operation no discussion.
- b) Mail log nothing new
- c) ESD building use, utilities, maintenance, insurance, repairs and equipment
 - 1. 290 station; no discussion. Weather is cooling and ventilation is not an issue for the time being
 - 2. Connection of 111 EMS Dr. to City of Dripping Springs sewer system; Still looking for a surveyor. A new survey is needed due to easement and interface with NHCFR property.
- d) Ambulance maintenance log; No discussion

4. Emergency vehicle travel during future US 290/TX 71 interchange construction.

- a) O’Brien attended a meeting in Oak Hill with representatives from South Austin Hospital, EMS, Fire, and City Council. TxDOT has been running a study for several years on the traffic between the Y and RR12. No plans to undertake construction currently.

E. Committee Updates

- 1. District Administrator search. Will discussed in Executive session.
- 2. Community outreach
 - a) Discussion of a Commissioner attending an event at the Hindu Temple on Saturday the 19th. Commissioner lane to possibly attend.
- 3. Website/Facebook Committee
 - a) Possibility that Caffeine will want another retainer in the near future. No other discussion.
- 4. Finance Committee

- a) Quarterly report; No marked change
 - 1. O'Brien reports that he had a discussion with Carlton about purchasing land and subdividing what we don't need to use. Carlton opines that there is no legal issue with selling land. States that there would be some sort of bidding process involving public notification to sell, with no obligation to accept an offer in not acceptable.
 - b) Discussion regarding audit for FY 2018-2019 and changing auditors on occasion. **Commissioner O'Brien makes a motion to re-hire last years auditor provided that cost is within 110% of last years audit. Seconded by Commissioner Lane, passed unanimously.**
- 5. Budget and long range planning committee
 - a) Post-FY2019contract for EMS services; Chief Smith did not receive a contract, O'Brien to resend
 - 6. Future property acquisitions; no action
 - 7. Hays County Dispatch center Oversight Committee: no new

F. Standing agenda items

- 1. Legal Update: no new
- 2. Records Retention plans.
 - a) Social media and email record keeping: will wait for Heart of Texas IT to handle this issue
 - b) Status of scanning project with Ozark Scanning. Ozark has not finished scanning documents and is not returning phone calls. **Commissioner Krudop makes a motion to ask Carlton to take appropriate legal actions to secure our product. Commissioner O'Brien seconded, passed unanimously.**

G. New Business

- 1. Discuss personnel and legal issues related to the search for and appointment of a new District Administrator. Discussed in executive session. See below
- 2. Discuss personnel and legal issues related to the district administrator assistant position. Discussed in Executive session. See below

3. Status of past overtime payment to former District Administrative Assistant.
Discussed in Executive session.
 4. Consider approval of a resolution establishing a policy and procedures to receive public comment. Written policy drafted by legal council with some slight changes made by Tahuahua. General discussion of if the policy binds the board to the timeline specified of if the board can overrule said time limits, and if the board will be able to ask citizens to expound more after their time limit is up. Concern raised that the policy may keep the public from being able to effectively communicate with the board. **Commissioner Lane motions to adopt the resolution, Commissioner O'Brien seconds. Commissioners Tahuahua and Luddy vote yes, Commissioner Krudop abstains. Motion passes with majority.**
 5. Discuss required training hours for commissioners. Discussed with #6 below.
 6. Discuss and consider attendance at SAFE-D annual conference. Commissioner Krudop to check on status of registration for SAFE-D conference and rooms for February 20-22 2020. **Motion by Commissioner O'Brien to approve purchasing conference and hotel reservations for all commissioners and a District Administrator if applicable. Seconded by Commissioner Lane, passed unanimously.**
- H. Retired into executive session at 6:47 p.m.
- I. Board comes out of executive session at 7:49
1. G1 above. **Commissioner Tahuahua motions that we bring in a primary finalist on October 29th after 1:00 p.m. for interview. Motion seconded by Commissioner Lane, passed unanimously.**
 2. G2 above
 3. **Commissioner Krudop motions to proceed to engage a temporary contract agency to bring in a temporary employee for a maximum of 20 hours per week at a rate of up to \$65.00 per hour. Commissioner O'Brien Seconded, passed unanimously.**
- J. Meeting adjourned at 7:53 p.m.