



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

Minutes - 12-15-2020 Meeting

Approved January 19, 2021

**Commissioners Present**

President Geoffrey Tahuahua  
Vice President Dan O'Brien  
Secretary Bob Luddy  
Treasurer Dennis Lane

**Others Present**

Doug Fowler, NHCESD#1  
Bodie Hudson, NHCESD#1

**Commissioners Present via Teleconference**

Assistant Treasurer Darrell Debish

**Commissioners Absent**

None

**Others Present via Teleconference**

Scott Collard, NHCESD#6  
David Smith, SMHC EMS  
Jim Swisher, SMHC EMS  
Matt Weinberg, SMHC EMS

**A. CALL TO ORDER** – 5:00 pm

**B. CITIZEN COMMUNICATION** - None

**C. CONSENT AGENDA**

1. Consider approval of the minutes for Regular Board Meeting on November 17, 2020
2. Consider approval of the December 2020 Treasurer's Report
3. Consider approval of December Disbursements
4. Consider acknowledgement of HdL Report
5. Consider acknowledgement of the District Calendar and Task List
6. Consider acknowledgement of the District Administrator's Status of Projects and Repairs Report
7. Consider acknowledgement of the District Administrator's Response Activity Report
8. Consider acknowledgement of the District Administrator's Personal Time Log
9. Consider approval of the mail log
10. Consider approval of Letter to TexPool detailing authority and access to account
11. Consider acknowledgement of Board Member Training Status
12. Consider approval of \$3,161.80 to Evans Pavement Marking for parking lot repairs and maintenance
13. Consider acknowledgement of Negative Review in Google

**Motion by Commissioner O'Brien to approve consent agenda items 4 through 9, and 11. Second by Commissioner Lane.**

**Roll Call Vote:** Commissioner Tahuahua – Yea  
Commissioner O'Brien – Yea  
Commissioner Luddy – Yea  
Commissioner Lane – Yea  
Commissioner Debish – Yea

**Motion passed unanimously**

*Commissioner O'Brien pointed out that the new board positions were not reflected in the minutes. The position titles for Commissioners O'Brien, Lane, and Debish required correction.*



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**Motion by Commissioner O'Brien to approve consent agenda item 1 with corrections noted. Second by Commissioner Lane.**

**Roll Call Vote:** Commissioner Tahuahua – Yea  
Commissioner O'Brien – Yea  
Commissioner Luddy – Yea  
Commissioner Lane – Yea  
Commissioner Debish – Yea                      **Motion passed unanimously**

*Commissioner Lane reviewed account balances, revenues, and expenses for December.*

**Motion by Commissioner Lane to approve consent agenda item 2. Second by Commissioner O'Brien.**

**Roll Call Vote:** Commissioner Tahuahua – Yea  
Commissioner O'Brien – Yea  
Commissioner Luddy – Yea  
Commissioner Lane – Yea  
Commissioner Debish – Yea                      **Motion passed unanimously**

*Commissioner Lane requested a review of the parking lot repair quotes for consent item 12. District Administrator (DA) Fowler highlighted the four quotes and the work proposed in each quote. DA Fowler recommended the quote from Evans Pavement Marking for \$3,161.80.*

**Motion by Commissioner O'Brien to approve consent agenda item 12, not to exceed \$3,500.00 in cost. Second by Commissioner Lane.**

**Roll Call Vote:** Commissioner Tahuahua – Yea  
Commissioner O'Brien – Yea  
Commissioner Luddy – Yea  
Commissioner Lane – Yea  
Commissioner Debish – Yea                      **Motion passed unanimously**

*Commissioner Lane requested consent item #3, to be discussed after resolution of consent item 12.*

**Motion by Commissioner Lane to approve consent agenda item 3. Second by Commissioner Debish.**

**Roll Call Vote:** Commissioner Tahuahua – Yea  
Commissioner O'Brien – Yea  
Commissioner Luddy – Yea  
Commissioner Lane – Yea  
Commissioner Debish – Yea                      **Motion passed unanimously**

*Commissioner O'Brien discussed consent item 10, and the need for adjusting account authority with TexPool. Commissioner O'Brien requested that his name be added to the signature block of the letter along with President Tahuahua, due to Commissioner O'Brien being listed as the lead on the TexPool account.*



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**Motion by Commissioner Lane to approve consent agenda item 10 with the signature block amended.  
Second by Commissioner O'Brien.**

**Roll Call Vote: Commissioner Tahuahua – Yea  
Commissioner O'Brien – Yea  
Commissioner Luddy – Yea  
Commissioner Lane – Yea  
Commissioner Debish – Yea**

**Motion passed unanimously**

*President Tahuahua Discussed consent item 13 and acknowledged the report. No further action was necessary.*

**D. REPORTS**

1. North Hays County Fire/Rescue (NHCFR)

- a. Status of shared facilities at new Sawyer Ranch Rd station

*Chief Collard reported on call volume and the sewer connection project.*

2. San Marcos Hays County EMS (SMHC EMS)

*Chief Smith reported on COVID-19 in regards to a vaccine, PPE, and staff readiness. All entities had moved into the new Dispatch Center*

*Jolind Tays was unavailable for the meeting but submitted financial reports for the month of November.*

*Matt Weinberg reviewed response data that was available. Still working on retrieving data when the new computer aided dispatch went online.*

3. District Administrator (DA)

- a. Sewer connection project for 111 EMS Drive

*DA Fowler reported a wastewater easement agreement had been drafted and forwarded to the fire department for their legal team to review.*

- b. Update on property search

*DA Fowler reported that the search was slow but continuing. A meeting with the real estate agent was set for December 16, 2020 to discuss strategies.*

- c. Annual Financial Review

*DA Fowler reported all requested documents had been forwarded and the draft audit report was due out in the coming weeks.*

- d. SAFE-D Conference Update

*DA Fowler reported the February conference had been cancelled, however there was still the possibility of a seminar in September. In the meantime, SAFE D has a cooperative agreement with V.G. Young Institute of County Government to launch On-Demand Courses that will allow commissioners to earn training credit. The first course is now available – ABCs of ESDs.*



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4. Emergency vehicle travel accommodation during future US290/TX71 interchange construction.

*Commissioner O'Brien briefed that a second webinar was scheduled for December 16, 2020 at 1300 hours. DA Fowler attended the first meeting on December 9, 2020, and forwarded the PowerPoint to all the commissioners. Chief Swisher advised that the discussion regarding the continued availability of Opticom controlled intersections at and near the Y in Oak Hill was still unknown.*

**E. COMMITTEE UPDATES**

1. Consideration of Committee Assignments (O'Brien)

*With new commissioner assignments the board decided to move committee assignments.*

*Website/Facebook Committee – Tahuahua & O'Brien*

*Finance Committee – Lane & Debish*

*Budget & Long Range Planning Committee – Lane & Debish*

*Public Information – O'Brien*

2. Community Outreach Committee (Tahuahua & Luddy)

*Nothing to report*

3. Website/Facebook Committee (Tahuahua & Lane)

*Nothing to report*

4. Finance Committee (O'Brien, Lane)

*Nothing to report*

5. Budget & Long-Range Planning Committee (O'Brien, Lane)

- a. Account Access by District Administrator (O'Brien)

*Commissioner O'Brien reviewed the process to add a new employee to the ADP payroll system. The change necessitated changing DA Fowler's authority within the account in order to approve payroll. No further action was required.*

6. Future property acquisitions and stations (O'Brien & Lane)

*Discussed in the DA report.*

7. Hays County Dispatch Center Oversight Committee. (Tahuahua)

*Discussed during Chief Smith's report for SMHC EMS report.*

8. Public Information Officer (Lane)

*Nothing to report*

**F. STANDING AGENDA ITEMS**

1. Legal update. Input from and legal questions for John Carlton

*Nothing to report*



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**G. NEW BUSINESS**

1. Discuss and consider the District Administrator's performance evaluation (Debish)

*Commissioners discussed the review document and the review process.*

*Pursuant to Section 551.074 of the Texas Government Code, discussion of personnel matters, the Board retired to executive session at 6:03 pm.*

*The Board returned to the regular session at 6:40 pm. No action was taken in regards to the executive session. This item will be on the January agenda.*

**ADJOURNMENT** – 6:41 pm.