



# North Hays County Emergency Services District #1



P.O. Box 1604, Dripping Springs, TX. 78620

**Minutes – April 19, 2022 Regular Meeting**

**Approved May 17, 2022**

**Commissioners Present**

President Dennis Lane  
Vice President Bob Luddy (Via Phone)  
Treasurer Darrell Debish  
Secretary Cristina Nelson  
Assistant Treasurer Staci Dement

**Others Present**

Assistant Fire Chief Todd Colvin  
Comptroller Pamela Reynolds, SMHC EM  
Accountant Kayla Cochran, SMHC EMS  
Chief David Smith, SMHC EMS  
Assistant Chief Jim Swisher, SMHC EMS  
District Administrator Doug Fowler  
Assistant Administrator Bodie Hudson

**Commissioners Absent**

None

**A. CALL TO ORDER 5:02 PM**

**B. CITIZEN COMMUNICATION**

None

**C. CONSENT AGENDA**

1. Approve and accept the minutes for the Regular Board Meeting on March 15, 2022
2. Approve and accept the minutes for the Special Board Meeting on March 25, 2022
3. Approve and accept the April 2022 Treasurer’s Report
4. Approve and accept the Quarterly (Jan-Mar) Investment Report
5. Consider acknowledgement of the Tax and Budget Calendar
6. Consider acknowledgement of the District Calendar and Task List
7. Consider acknowledgement of the District Administrator’s Status of Projects and Repairs Report
8. Consider acknowledgement of the District Administrator’s Response Activity Report
9. Consider acknowledgement of the District Administrator’s Personal Time Log
10. Consider acknowledgement of Commissioner Status of Training
11. Approve and accept the April 2022 Mail Log
12. Approve and accept April 2022 Disbursements
13. Approve and accept HdL Sales Tax Report

**Motion by Commissioner Debish to approve the consent agenda as stated. 2<sup>nd</sup> by Commissioner Dement.  
Motion passed unanimously.**

**D. REPORTS**

1. Ryan Rosborough with Construction Update
  - a. *Construction schedule is updated and included in packet. Construction is going according to schedule. Design Documents are due by end of week (week ending April 22) Drilling for Geotech report to end today (April 19) A report is expected soon.*
  - b. *Budget Update: Same as reported at March Special Meeting*
  - c. *Requirements by City of DS: Geological Wetlands Study  
A proposal by Terracon was presented to do testing.*



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*After report and discussion, the following action was taken.*

**Motion by Commissioner Debish to authorize DA Fowler to Execute the Terracon Proposal not to exceed \$10,000.00 to meet City requirements for Geological Wetlands Study. 2<sup>nd</sup> By Commissioner Nelson. Motion Passed unanimously.**

2. North Hays County Fire/Rescue (NHCFR)

*Assistant Fire Chief Colvin reported that there were 266 calls in March with 176 calls being EMS. There were 33 standbys. Sunday was reported the busiest day with 9:00 am and 5:00 pm being the busiest times. They averaged 9.95 response time. They are getting ready to open the Fitzhugh Station.*

3. San Marcos Hays County EMS (SMHC EMS)

*Chief Smith reported that calls were again down in March and that the response time was still above the 90<sup>th</sup> percentile goal.*

*Comptroller Reynolds reported that an Oxygen machine to refill oxygen tanks was purchased. Also, payroll expenses went up. There was an increase in training due to updating credentialing cards. The full expense report was included in handout.*

*Chief Swisher reported that they are waiting on the delivery of new trucks. There is a 2-year delay.*

4. District Administrator\_

*Bank Change – April is the first month that we have used Prosperity Bank for all District banking functions with the exception of use of a credit card. ADP successfully switched banks for running payroll. The Hays County Tax Office successfully deposited ad valorem tax funds into the Prosperity Money Market account.*

*Facility Maintenance*

- Overhead Door at Medic 73 station required a new electric eye for the Reserve Bay*
- Several fluorescent lights failing in the front office. Replacement LEDs have been ordered*
- Obtained a steel grate to cover water cutoff access hole for Station 71 Bay #3 to park Medic 74*
- Procured a concrete parking block for station 71 Bay #3 in order to safely park Medic 74*
- Spring maintenance performed on HVAC systems at station 71 and station 73 – no issues found*
- Generator – Scheduled for final installation on April 21, however transporting the Kohler unit has been hampered by a lack of available transport capacity.*
- Founders Day*
  - Notice of Quorum posted*
  - Extra ice chests reserved*
  - Staffing coordinated with the City, Founders Day Commission, and SMHC EMS*
  - Last item to purchase is ice which will be a daily task – Friday, Saturday, & Sunday*
  - All other logistics coordinated or completed*

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

*Update is included in packet*



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## E. COMMITTEE UPDATES

1. Community Outreach Committee (Dement & Luddy)

*A request was received for CPR certification training this summer for the DSISD Football coaches. Commissioner Luddy and Commissioner Lane will check in to becoming certified to teach.*

2. Website/Facebook Committee (Debish & Luddy)

*Nothing new to report*

3. Finance Committee (Debish & Dement)

*Discussion on quarterlies tabled until May Meeting.*

4. Budget & Long-Range Planning Committee (Lane & Debish)

*Commissioner Lane reported that numbers on fuel, construction, contracts, etc, may have to revised.*

5. Future property acquisitions and stations (Nelson & Lane)

*Meeting scheduled next week to talk to Fire/Rescue about sharing facilities starting with Land Acquisition on FM 150.*

6. Public Information Officer (Nelson)

*Nothing New to Report*

## F. NEW BUSINESS

1. Discussion and possible action regarding responses to the RFQs for public education.

*A presentation was given by Simon Van Dyk, Touchstone District Services, to present qualifications of his company to work with North Hays County ESD #1 in preparation for the ad valorem tax election.*

*After the presentation and discussion, the following action was taken:*

**Motion made by Commissioner Debish to engage Touchstone District Services to proceed under option 2 (May 2023 Ad Valorem Tax Election) in assisting North Hays EMS for an engagement fee amount not to exceed \$6450.00. 2<sup>nd</sup> by Commissioner Nelson. Motion passed unanimously.**

## G. STANDING AGENDA ITEMS

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

*There were two items that the Carlton Law Firm reviewed:*

- *Construction documents A101 and A201 for RVK to include in the bid documents*
- *Touchstone District Services Agreement*

**ADJOURNMENT 6:16**