



# North Hays County Emergency Services District #1

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



## MINUTES OF October 18, 2022, REGULAR MEETING

Approved November 15, 2022

### Commissioners Present

President Dennis Lane  
Vice President Bob Luddy  
Secretary Cristina Nelson  
Treasurer Darrell Debish  
Assistant Treasurer Staci Dement

### Others Present

Comptroller Pamela Reynolds, SMHC EMS  
Accountant Kayla Cochran, SMHC EMS  
Assistant Chief Matt Weinberg, SMHC EMS  
Assistant Chief Jim Swisher, SMHC EMS  
District Administrator Doug Fowler, North Hays EMS  
Chief David Smith, SMHC EMS  
Fire Chief Scott Collard, North Hays ESD 6  
Administrative Assistant Bodie Hudson, North Hays EMS  
Ryan Rosborough, AG/CM  
Nicole Kelly, Medic

### Commissioners Present via Teleconference

None

### Commissioners Absent

None

### **A. CALL TO ORDER 5:02 pm**

### **B. CITIZEN COMMUNICATION - None**

### **C. CONSENT AGENDA**

*All items listed under the Consent Agenda are considered routine by the Commissioners and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Commissioner, in which event, the item will be removed from the consent agenda and considered separately.*

1. Approve and accept the minutes for the Regular Board Meeting on September 20, 2022
2. Approve and accept the October 2022 Treasurer's Report
3. Consider acknowledgement of the District Calendar and Task List
4. Consider acknowledgement of the District Administrator's Status of Projects and Repairs Report
5. Consider acknowledgement of the District Administrator's Response Activity Report
6. Consider acknowledgement of the District Administrator's Personal Time Log
7. Approve and accept the October 2022 mail log
8. Approve and accept October 2022 Disbursements
9. Approve and accept HdL Sales Tax Report
10. Approve and accept quarterly investment report for 3<sup>rd</sup> quarter
11. Annual Review and Approval of District Financial Policy (Annual Review Requirement)
12. Review and approve Procurement Guideline SOG 1-6
13. Approve FY2023 Holiday Schedule

**Motion by Commissioner Debish to approve Consent Agenda absent items 11 and 12. 2<sup>nd</sup> by Commissioner Luddy. Motion passed unanimously.**

### **D. REPORTS**

1. Ryan Rosborough with Construction Update

*Ryan reported that the Construction Contract has been executed. The permit with the City of Dripping*



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*Springs is still under review, but projected start of construction is October 24<sup>th</sup>, 2022. This would put completion of construction around January of 2024. So far everything is within budget.*

2. North Hays County Fire/Rescue (NHCFR)

*Chief Collard reported that there were 268 total calls last month. Of the 268 calls, 169 were EMS and 11 were Fire. Busiest Times were Thursday and 11:00 AM. Stats are included in handout*

3. San Marcos Hays County EMS (SMHC EMS)

*Chief Smith reported that training is going well and that the training time is down to 5 months. Also, it has been a very busy and short-staffed summer, but they are now trying to honor time off requests.*

*Chief Swisher reported that Station 69 is up and running. Two new chassis have been ordered and 3 trucks are under construction.*

*Chief Weinberg briefed on September response data (handout included.) There were 195 total calls with 112 transports. The average response time was 9:21*

*Comptroller Pamela Reynolds reviewed financials (handout included). She reported that all was in the black and everything was on budget.*

4. District Administrator

*DA Fowler briefed the Board on facility maintenance, new station 69, new ambulance order, Opticom issues, and Community activities (handout included in pre-meeting packet).*

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

*Weekly reports included in the mail with the latest report included in the pre-meeting packet).*

## E. COMMITTEE UPDATES

1. Community Outreach Committee (Dement & Luddy)

*Nothing new to report.*

2. Website/Facebook Committee (Debish & Luddy)

*Nothing new to report.*

3. Finance Committee (Debish & Dement)

*Quarterly reports reviewed, signed and submitted.*

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

*Nothing new to report.*

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

*Nothing new to report.*

6. Public Information Officer (Nelson)

*No requests for public information have been made since the last Board meeting.*



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## F. STANDING AGENDA ITEMS

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

*Final Contract is under review by Carlton Law Firm.*

## G. NEW BUSINESS

1. Discussion and possible approval of a new part-time position in the District Office

*The Board decided to have a second interview with applicants by the President and Vice President. DA Fowler will set up the interview time and date.*

2. Discussion and approval of engagement of auditor to perform following year audit

*After discussion, the following action was taken:*

**Motion by Commissioner Nelson to retain present auditors (Williams Steinert Mask) to perform following year audit. 2<sup>nd</sup> by Commissioner Debish. Motion passed unanimously**

3. Discussion of required training hours for Commissioners

*All Commissioners are up to date on training hours.*

4. Discussion and possible action to authorize attendance at Annual SAFE-D Conference, scheduled for February 2-4, 2023, in Round Rock

*DA Fowler reported that it was budgeted for all Commissioners, District Administrator and Assistant Administrator to attend the Annual SAFE-D Conference scheduled for February 2-4, 2023, in Round Rock.*

5. Discussion and possible action related to Starfire Electric's failure to compensate Subcontractor Loftin Equipment – supplier of the generator

*After discussion, the following actions were taken:*

**Motion by Commissioner Debish to have Carlton negotiate final cost of settlement with Loftin Equipment for generator. 2<sup>nd</sup> by Commissioner Dement. Motion passed unanimously.**

**Motion by Commissioner Nelson to have Carlton negotiate the obtaining of assignment from Loftin Equipment of their rights against Starfire in order to send a demand letter to Loftin. 2<sup>nd</sup> by Commissioner Debish. Motion passed unanimously.**

**ADJOURNMENT 6:30 pm.**