



# North Hays County Emergency Services District #1

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



## MINUTES OF SEPT 20 2022 MEETING

Approved October 18, 2022

### Commissioners Present

President Dennis Lane  
Vice President Bob Luddy  
Secretary Cristina Nelson

### 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

### Commissioners Present via Teleconference

Treasurer Darrell Debish

### Commissioners Absent

Assistant Treasurer Staci Dement

#### **A. CALL TO ORDER 5:01 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 Special Board Meeting on August 4, 2022
2. Approve and accept the minutes for the Special Board Meeting on August 16, 2022
3. Approve and accept the minutes for the Regular Board Meeting on August 16, 2022
4. Approve and accept the September 2022 Treasurer's 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. Approve and accept the September 2022 mail log
10. Approve and accept September 2022 Disbursements
11. Approve and accept HdL Sales Tax Report

**Motion to accept the consent agenda made by Commissioner Luddy, Second by Commissioner Nelson.  
Motion passed unanimously 3-0.**

#### **D. REPORTS**

1. Ryan Rosborough with Construction Update

*Ryan reviewed the schedule and current value engineering effort and advised the amount was currently at \$10,850,131.00 which is above the amount approved last meeting by \$50,131.00. The Board took the following action:*

**Motion to approve the construction contract in the amount of \$10.850,131.00 by Commissioner Luddy.  
Second by Commissioner Nelson.**

**Motion passed unanimously 3-0.**



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2. North Hays County Fire/Rescue (NHCFR)  
*Chief Collard was unable to attend but submitted a report for the pre-meeting packet.*
3. San Marcos Hays County EMS (SMHC EMS)  
*Chief Smith briefed on current CAD and Dispatch IT issues.*  
*Chief Swisher briefed on fleet, staffing, and Station 69 preparation for new medic 69 starting service in October.*  
*Chief Weinberg briefed on August response data (handout included.)*  
*Comptroller Pamela Reynolds reviewed financials (handout included).*
4. District Administrator  
*DA Fowler briefed the Board on facility maintenance, new station 69, new ambulance order, Medic appreciation donation expenditures, 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)  
*Nothing new to report.*
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.*

## **F. STANDING AGENDA ITEMS**

1. Legal update. Input from and legal questions for John Carlton  
*SMHC EMS draft Contract submitted for review. If all items are included in the new contract, it will be forwarded to the attorney for SMHC EMS (Ken Campbell).*



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## G. NEW BUSINESS

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

*Commissioner Debish briefed the Board on the responsibilities of a new part-time position to include social medial management and grant research & application. The Board took the following action:*

**Motion to approve a new part-time position and to have that position posted and advertised by Commissioner Luddy. Second by Commissioner Nelson.**

**Motion passed unanimously 3-0.**

2. Discussion and possible approval of budget adjustments in conjunction with a new position and related additional office equipment and training.

*Commissioner Debish reviewed the costs associated with a new part-time position, training needs, equipment needs, and line item adjustments related to the position. DA Fowler reviewed the budget line items totaling \$55,000 and was affordable within the FY 2023 budget. The Board took the following action:*

**Motion to approve the line item increases totaling \$55,000 by Commissioner Luddy. Second by Commissioner Nelson.**

**Motion passed unanimously 3-0.**

3. Discussion and possible approval of the purchase of two chassis for Frazer to build replacement vehicles for Medic 71 and the reserve unit.

*DA Fowler briefed the board on the approved purchase of two ambulances with a total not to exceed \$700,000.00. That action was taken at the January 18, 2022 Board meeting. Frazer is unable to purchase enough chassis in order to fulfill FY2023 contracts. They believe they can only order 40 of the 140 needed. Chief Swisher has had to purchase chassis from a commercial dealer in order to build their next three ambulances. That process was reviewed with DA Fowler. The cost of the chassis is several thousand dollars higher than quoted by Frazer back in January. However, the total cost is still within the \$700,000.00 authorized in January. The Board took the following action:*

**Motion to approve the purchase of two chassis from Nyle Maxwell Castroville in an amount not to exceed \$140,000.00 total by Commissioner Luddy. Second by Commissioner Nelson.**

**Motion passed unanimously 3-0.**

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

*DA Fowler briefed the board on the failure of Starfire Electric to pay its supplier for the generator. The supplier had contacted the District to report the failure to pay. The information has been forwarded to legal for review and action. John Carlton has not given any direction at this time but asked that the Board be prepared to attend a special meeting, if necessary. The Board took no action.*

**ADJOURNMENT 6:12 pm.**