



# North Hays County Emergency Services District #1

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



## MEETING MINUTES February 20, 2024

### **Commissioners Present**

President Staci Dement  
Secretary Cristina Nelson  
Treasurer Darrell Debish  
Vice President Dan O'Brien

### **Others Present**

District Administrator, Bob Luddy, NHCEMS  
Accountant Kayla Cochran, SMHCEMS  
Accountant Pam Reynolds, SMHCEMS  
Ryan Rosborough, AG/CM  
Jermain Wilson, AG/CM  
Chief David Smith, SMHCEMS Assistant  
Chief Jim Swisher, SMHCEMS  
Chief Scott Collard, NHCFR  
Assistant Chief Matt Weinberg, SMHCEMS  
Executive Assistant Christine Lowrance, NHCEMS

### **Commissioners Absent**

None

### **Present Via Teleconference**

None

#### **A. MEETING CALLED TO ORDER – 5:00 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 January 16, 2024
2. Approve and accept the January 2024 Treasurer's Report
3. Consider acknowledgement of the District Calendar and Task List
4. Approve and accept the February 2024 mail log.
5. Approve and accept February 2024 Disbursements
6. Approve and accept HdL Sales Tax Report
7. Consider Acknowledgement of the 2024 Hays County Holiday Calendar
8. Consider acknowledgement of the District Administrators Response Activity Report
9. Consider acknowledgement of the memo regarding Texas Comptroller Annual Financial Information Reporting Requirement
10. Approve and accept the Texas Comptroller Special Purpose District Financial and Tax Report

**Motion by Commissioner Nelson to approve the Consent Agenda. 2<sup>nd</sup> by Commissioner O'Brien. Motion passed unanimously.**

#### **D. REPORTS**

1. Construction Update  
*Jermain introduced himself to the Board as the replacement for Brian Fruge as the representative from AG/CM. He noted that the only delay on either construction project was the roofing vendor who was not*



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*showing up on site consistently. The landscaping is also in progress. Nothing additional to report.*

2. North Hays County Fire/Rescue (NHCFR)

*Chief Collard reported ESD 6 finished their meetings with the City of Dripping Springs, and they will begin project for station in Headwaters location sometime in March with completion within 5 years. ESD 6 filled their positions for Captain, Lieutenant and Engineer ranks in house. Reported 312 calls for the month with a higher percentage of those being medical than usual. Tuesdays at 3pm are peak call times and they average 8.5 minutes in response time.*

3. San Marcos Hays County EMS (SMHC EMS)

*Chief Smith updated the board with Matt Weinberg's decision to take a role with First Watch with his last day being within the last week of March to the first week of April. Asst Chief Weinberg reported 232 calls/ 246 responses (14 calls were answered with 2 trucks). Hotspots for call activity are Ledgestone, Hill Country Care and the intersection of RR12 and HWY 290. Truck UHU's are low, however ESD 1's measure for required number of trucks is based on coverage area and response time. Pam mentioned that she is wrapping up an audit and will have reports ready for the March board meeting.*

4. Contract Negotiations Update

*Nothing new to report.*

5. District Administrator

*DA Bob Luddy reported on the status of the construction sites (see report). There was discussion around posting fundraising information on ESD 1's social media accounts from outside organizations and the board agreed we should research more about the ramifications of that before doing so and create a set of policies once a decision is made for future posts. Luddy also reported that the State Guard will be present in Dripping Springs for the Eclipse weekend for additional traffic control and support. Luddy noted for the Board that there will be two interviews with him in the future to spread awareness of the ESD – one with the Dripping Springs Lifestyle magazine and one with the local podcast, Mallett and Michelle. Luddy reported that we were not successful in receiving the grant from VFIS. Commissioner O'Brien asked what the cause was for their decision and since there was no information provided to ESD 1 regarding the decision, the board asked that more research be done around that for future grant opportunities.*

## E. COMMITTEE UPDATES

1. Community Outreach Committee (Debish & Dement)

*Commissioner Debish shared the location of the tent for Founder's Day and the plan for ambulance access.*

2. Website/Facebook Committee (Debish & Nelson)

*Nothing new to report.*

3. Finance Committee (Debish & Dement)

*Commissioner Debish shared that in the budget documents being referenced for FY2024, the line item specific to furniture for new stations somehow was removed. He will be editing the document to add that back in to reflect the accurate budget numbers. He also mentioned that since the lease is terminated earlier than the budget was calculated on, the remainder of the lease allotment would be allocated to the furniture*



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*purchases.*

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

*Nothing new to report.*

5. Future property acquisitions and stations (Nelson & O'Brien)

*Commissioner O'Brien brought the contract for purchase of 200 Martin Rd up to the board's review since Carlton's law offices added an option amount that exceeded what was previously approved by the Board.*

***Motion by Commissioner Debish to approve the contract as written by Carlton's law office. 2<sup>nd</sup> by Commissioner O'Brien. Motion passed unanimously.***

6. Public Information Officer (Nelson)

*Nothing new to report.*

7. EMS Service Delivery Model Committee (Debish & O'Brien)

*Nothing new to report.*

## **F. STANDING AGENDA ITEMS**

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

*Nothing new to report.*

## **G. NEW BUSINESS**

1. Discussion and possible action regarding Board vacancies.

*DA Luddy reported there has been no response from County Commissioner regarding a new candidate for the vacant Commissioner position.*

2. Discussion and possible action on Treasurers Bond.

*Carlton's law office cannot legally provide a dollar amount for the bond and there has not been a response from Commissioner's court or Judge. Commissioner O'Brien suggested reaching out to a private company in San Marcos for more information.*

3. Update resolutions regarding Disbursements and Signature Authorization.

*No action can be taken until the resolution has been received from Carlton's law office.*

4. Discussion and possible action regarding SMHCEMS Board of Directors ESD1 Citizen Representative.

*Current Citizen Representative is no longer available and will be sending in his resignation. As there are no current recommendations for his replacement, the board suggested contacting the applicants for the vacant Board Commissioner position that do not receive the Commissioner appointment.*

5. Discussion and possible action regarding how ESD1 compensates employees on recognized holidays.



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*Company Holidays were clarified for calendar year 2024.*

The board went into executive session at 6:10p for the purpose of deliberating employee compensation and position structure pursuant to Section 551.072 of the Government Code. The board came out of executive session at 6:51p and reconvened in open session. No action was taken during executive session.

6. Discussion and possible action clarifying District Administrator's leave time.

*After discussion, the following action was taken:*

**Motion by Commissioner Debish to clarify the PTO policy in the District Administrator's offer letter to be 10 calendar days beginning January 1, 2024 with the PTO to be prorated to DA's start date of November 6 and a maximum of 5 of those days able to be carried forward into the following year. 2<sup>nd</sup> by Commissioner Nelson. Motion passed unanimously.**

7. Discussion and possible action regarding moving Executive assistant to full time vs hiring a second part time employee.

*After discussion, the following action was taken:*

**Motion by Commissioner Nelson to move Christine Lowrance to a full-time salaried position with an annual salary amount of \$45,670, and to include 10 calendar days of PTO beginning February 20, 2024, and a maximum of 5 of those days able to be carried forward into the following year. 2<sup>nd</sup> by Commissioner Debish. Motion passed unanimously.**

8. Discussion and possible action regarding digitally recording board meetings.

**Motion by Commissioner Debish to allow for digital recordings of meetings to allow for more accurate minutes pursuant to the Texas Record Retention policy.**

*After discussion, motion was withdrawn to be revisited after a few months.*

9. Discussion and possible action regarding website hosting.

*There was discussion around the current state of the ESD 1 website and that it appeared outdated.*

*Commissioner Nelson asked about the terms on the contract with the current web support HOT IT. Decision to move forward with a website update was tabled until the next meeting when all current and future contract terms were available for review.*

With no further business, the following action was taken:

**Motion by Commissioner Dement to adjourn the meeting. 2<sup>nd</sup> by Commissioner Nelson.**

**Motion passed unanimously.**

**ADJOURNMENT – 6:59 PM**