



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

Others Present

District Administrator, Bob Luddy, NHCEMS
Accountant Kayla Cochran, SMHCEMS
Accountant Pam Reynolds, SMHCEMS
Jermain Wilson, AG/CM
Chief Jim Swisher, SMHCEMS
Captain Chris Hartley, NHCFR
Assistant Chief Matt Weinberg, SMHCEMS
Executive Assistant Christine Lowrance, NHCEMS

Commissioners Absent

Vice President Dan O'Brien

Present Via Teleconference

None

A. MEETING CALLED 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 Regular Board Meeting on February 20, 2024
2. Approve and accept the February 2024 Treasurer's Report
3. Consider acknowledgement of the District Calendar and Task List
4. Consider acknowledgement of the District Administrators Response Activity Report
5. Approve and accept the March 2024 mail log.
6. Approve and accept March 2024 Disbursements
7. Approve and accept HdL Sales Tax Report
8. Approve and accept the FY 2023 Audit Report

Motion by Commissioner Nelson to approve the Consent Agenda. 2nd by Commissioner Debish. Motion passed unanimously.

D. REPORTS

1. Construction Update

Jermain reported that our projects are still on budget and on schedule. The board asked about the possibility of adding North Hays EMS to the exterior of the stations and Jermain said he would find out some options to be presented at a future meeting.

2. North Hays County Fire/Rescue (NHCFR)

Captain Chris Hartley reported they ran 273 calls and 31 standbys in February. Their peak day and time of day was Thursday at 4pm and their average response time was 8.57 minutes.



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3. San Marcos Hays County EMS (SMHC EMS)

Chief Swisher summarized the established strategies for the day of the eclipse and reported the state of Texas is prepared to respond to any emergent event but will not be taking any proactive measures. SMHCEMS crews will have downloaded maps and their phones will be uplifted to the FirstNet network to avoid any lag time in communications. He also recapped the coverage plan for Founder's Day. He reported the status of the reserve truck and the new trucks being swapped. Assistant Chief Weinberg reported the call stats: 203 incidents, 222 responses, hotspots have not changed with Ledgestone and Hill Country Care still having the highest activity.

4. Contract Negotiations Update

The only update was March 27th is the next scheduled meeting.

5. District Administrator

DA Bob Luddy reported the following: on the status of the construction sites (see report). He mentioned the lease at the Firehouse 11 station is now completely concluded and there were no additional fees from the landlord after move-out. The data findings from the feasibility period will be in hand before April 8th. The current contract with Remi is not proving to be worth the cost so it will not be renewed. He is spec'ing a new ambulance for purchasing in the next fiscal year. The number labeling schematic on ambulances is not optimal and being updated from stickers to removable placards. Chief Swisher already has the placards in his possession and will assist in updating the ambulances. The office will be closed for the Eclipse.

E. COMMITTEE UPDATES

1. Community Outreach Committee (Debish & Dement)

DA Bob Luddy mentioned that the DS Public Library was without an AED on premises. He spoke with them about purchasing an AED for the EMS station and loaning it to the library until they acquire one for themselves.

Motion by Commissioner Debish to approve the purchase of an AED on behalf of the Library. Motion was rescinded.

Motion by Commissioner Debish to approve up to \$2,500 for the purchase of an AED and service contract for an AED to be owned and housed by North Hays County ESD 1. 2nd by Commissioner Nelson. Motion passed unanimously.

2. Website/Facebook Committee (Debish & Nelson)

Nothing new to report.

3. Finance Committee (Debish & Dement)

Commissioner Debish shared that May will start the long-range budget building. He requested a quote for services from Touchstone for another election.

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

Nothing new to report in addition to the Finance Committee.

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



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After Executive session, the following action was taken:

Motion by Commissioner Nelson to approve the Title Commitment objections as drafted by Carlton's office. 2nd by Commissioner Debish. Motion passed unanimously.

6. Public Information Officer (Nelson)

Commissioner Nelson reported NHCESD1 received 2 PIO requests – one for data regarding call volume in a specified area of the district and one for HIPPA protected information regarding patient transport. Both were addressed timely and completely.

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. There was a suggestion to lean on County Commissioner for an appointment before the April board meeting.

2. Discussion and possible action on Treasurers Bond.

DA Bob Luddy was able to retrieve information that showed the historical bond amount has been set at \$20,000. Given that VFIS covers \$50,000, there is no need to purchase additional bond insurance.

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

There are no current recommendations for a replacement. Chief Swisher mentioned that SMHCEMS does not require the candidate to have EMS experience and stated that the preferred experience would be business or finance.

4. Discussion and possible action regarding website hosting.

After discussion, the following action was taken:

Motion by Commissioner Debish to not allow the contract with HOT IT to automatically renew in October. 2nd by Commissioner Nelson. Motion passed unanimously.

Motion by Commissioner Debish to start working with new company to build a refreshed website with an allowance of up to \$2,500 for the project. 2nd by Commissioner Dement. Motion passed unanimously.



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5. Discussion and possible approval of phone log policy

After discussion, the following action was taken:

Motion by Commissioner Debish to adopt the draft approved by Carlton's office to use as official SOG for phone log. 2nd by Commissioner Nelson. Motion passed unanimously.

6. Discussion and possible action regarding social media archiving

After discussion, the following action was taken:

Motion by Commissioner Debish to authorize District Administrator to spend up to \$3,000 on social archival software contingent on the equivalence of coverage by VFIS in current policy. 2nd by Commissioner Dement. Motion passed unanimously.

7. Discussion and possible action regarding Founders Day Quote.

After discussion, the following action was taken;

Motion by Commissioner Debish to use \$4,750 from the Community Education budget and apply the amount to the invoice provided by SMHCEMS. 2nd by Commissioner Nelson. Motion passed unanimously.

8. Update resolutions regarding Disbursements and Signature Authorization.

There was discussion, the resolution provided by Carlton's office was signed.

The board went into executive session at 6:25p for the purpose of deliberating the status of contract to purchase future property pursuant to Section 551.072 of the Government Code. The board came out of executive session at 6:39p and reconvened in open session. No action was taken during executive session.

With no further business, the following action was taken:

Motion by Commissioner Nelson to adjourn the meeting. 2nd by Commissioner Debish.

Motion passed unanimously.

ADJOURNMENT – 6:44 PM