



# North Hays County Emergency Services District #1

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



## Minutes for Meeting on April 16, 2024

### Commissioners Present

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

### Others Present

District Administrator, Bob Luddy, NHCEMS  
Accountant Kayla Cochran, SMHCEMS  
Accountant Pam Reynolds, SMHCEMS  
Jermain Wilson, AG/CM  
Chief Jim Swisher, SMHCEMS  
Chief Scott Collard, NHCFR  
Executive Assistant Christine Lowrance, NHCEMS  
Robert Avera, Avera Law Firm

### Commissioners Absent

None

### Present Via Teleconference

None

**A. MEETING CALLED 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 March 19, 2024
2. Approve and accept the March 2024 mail log.
3. Approve and accept the March 2024 Treasurer's Report
4. Approve and accept March 2024 Disbursements
5. Approve and accept HdL Sales Tax Report
6. Consider acknowledgement of the Quarterly Investment Report
7. Consider acknowledgement of the District Calendar and Task List
8. Consider acknowledgement of the District Administrators Response Activity Report

**Motion by Commissioner Debish to approve the Consent Agenda. 2<sup>nd</sup> by Commissioner Nelson. Motion passed with a vote of 4 ayes. Commissioner Tait abstained from voting.**

**D. REPORTS**

1. Construction Update

*Jermain Wilson reported that our projects are still on budget and on schedule. Turnover is expected for end of June for station 72 and the first week of July for 73.*

2. North Hays County Fire/Rescue (NHCFR)

*Chief Scott Collard reported they received a grant from LCRA, they had the station grand opening for station 62, they completed 1170 hours of training, and most of their trucks are in service with only a few being repaired. They ran 281 calls last month with a peak time of 7pm and a peak day of Friday.*



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### 3. San Marcos Hays County EMS (SMHC EMS)

*Chief Smith reported no anomalies in the data. They have started budget meetings which will include the addition of the cost associated with changing the 12 hour truck to a 24 hour truck. Fitz & Associates will be in the area July 10 and will want to speak with the Board. Chief Swisher reported that the Eclipse was successful in staffing, they are preparing for Founder's Day and they have increased security measures around the station and on the ambulances.*

### 4. Contract negotiations update

*Nothing new to report.*

### 5. District Administrator

*DA Bob Luddy reported that there was a broken door repaired at station 69, the plenum in the A/C unit in the crew quarters at station 71 was replaced, COIT will be scheduled to clean the A/C ducts again and reiterated the increased security of the stations and ambulances.*

## E. COMMITTEE UPDATES

### 1. Community Outreach Committee (Debish & Dement)

*Commissioner Debish reported that they are preparing for Founder's Day.*

### 2. Website/Facebook Committee (Debish & Nelson)

#### a. Discussion and Possible action regarding changing committee name

*After discussion, the following action was taken:*

**Motion by Commissioner Debish to change the name of committee to the Website/Social Media Committee. 2<sup>nd</sup> by Commissioner Nelson. Motion passed unanimously.**

#### b. Discussion regarding VFIS coverage for FOIA requests as pertains to social media

*DA Bob Luddy reported that the coverage under VFIS does not cover the district in the event that we did not abide by FOIA standards, but they also do not provide the archival services that Civic Plus does, so there is no overlap in services.*

### 3. Finance Committee (Debish & Dement)

*Nothing new to report.*

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

*Commissioner Debish reported that they have a meeting with SMHC EMS on April 29<sup>th</sup> to set rate.*

#### a. Discussion and possible action regarding reallocating funds from 2024 ambulance purchase.

*Commissioner Debish reported that he has amended the budget as it was reported for the FY2024 as follows:*

*Account 8070 changes from \$420,000 to \$305,000*

*Account 8410 was increased by \$25,000*

*Account 8510 was increased by \$25,000*



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*Account 6010 was increased by \$40,000*

*Account 6150 was increased by \$25,000*

5. Future property acquisitions and stations (Nelson & O'Brien)
  - a. Discussion and possible action regarding contract extension for purchasing property at 200 Martin Rd. *Robert Avera spoke on possible issues and solutions with the property at 200 Martin Rd regarding the septic, well and property easements.* The board went into executive session at 6:54pm 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 7:39pm and reconvened in open session. No action was taken during executive session.

*After discussion the following action was taken:*

**Motion by Commissioner O'Brien to authorize either the president or the district administrator to tender a contract addendum to Seller extending the feasibility period (and all other deadlines based on the feasibility period to May 24, 2024 with the payment of \$1,000 to Seller and, if such amendment is rejected, to tender notice of termination of the contract to Seller under the feasibility provisions. 2<sup>nd</sup> by Commissioner Nelson. 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.  
*Commissioner Grant Tait was sworn in to office as Commissioner.*
2. Discussion and possible action regarding SMHCEMS Board of Directors ESD1 Citizen Representative.  
*No new developments regarding a potential candidate.*
3. Discussion and Possible Action regarding adding signage to station construction projects.  
*Bob Luddy reviewed the cost estimates from RVK regarding monument signs placed in front of each new station.*
4. Discussion and Possible Action regarding contracting with Touchstone services.  
*Bob Luddy reviewed the email and quote sent by Touchstone. After discussion, the following action was taken:*



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**Motion by Commissioner Debish to accept proposal at \$30,000. 2<sup>nd</sup> by Commissioner Nelson. After further discussion, Commissioner Debish rescinded the motion.**

5. Discussion and Possible Action regarding purchase of a chassis and ambulance conversion.  
*Bob Luddy reported the comparisons between the two chassis, comparing the 4500 model and the 5500 model and noted there was a negligible difference in the cost and maintenance. After discussion, the following action was taken:*  
**Motion by Commissioner Debish to authorize district administrator to spend up to \$80,000 to purchase a new chassis pending further investigation of measurements. 2<sup>nd</sup> by Commissioner O'Brien. Motion passed unanimously.**
6. Discussion and Possible Action regarding annual review of investment policy and investment strategies and adopt resolution.  
**Motion by Commissioner O'Brien to adopt the resolution of Confirming Annual Review of District Investment Policy, Strategies, Guidelines and Management Practices. 2<sup>nd</sup> by Commissioner Debish. Motion passed by 4 ayes. Commissioner Tait abstained from voting.**

With no further business, the following action was taken:

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

**ADJOURNMENT – 7:42pm**