



North Hays County Emergency Services District #1

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



NOTICE OF SPECIAL PUBLIC MEETING

June 18, 2024 – Regular Meeting

Commissioners Present

President Staci Dement
Secretary Cristina Nelson
Treasurer Darrell Debish
Vice President Dan O’Brien
Assistant Treasurer 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 David Smith, SMHCEMS
Chief Scott Collard, NHCFR
Executive Assistant Christine Lowrance, NHCEMS
Attorney John Carlton, Carlton Law Firm

Commissioners Absent

None

Present Via Teleconference

None

A. MEETING CALLED TO ORDER – 5:17p

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 May 21, 2024
2. Approve and accept the June 2024 mail log
3. Approve and accept the June 2024 Treasurer’s Report
4. Approve and accept June 2024 Disbursements
5. Approve and accept HdL Sales Tax Report
6. Consider acknowledgement of the District Calendar and Task List
7. Consider acknowledgement of the District Administrators Response Activity Report

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

D. REPORTS

1. Construction Update

Jermaine Wilson reported that we are currently still under budget and on time for July 10 completion. The punch walk was postponed from Wednesday June 19th, to Wednesday, June 26th. The incoming storm may affect the slated concrete pour but that is yet to be determined.

2. North Hays County Fire/Rescue (NHCFR)



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Chief Collard reported they are working through their budget, trying to forecast replacement trucks many years in advance because of the production time. They are in the beginning stages with the station construction in Headwaters, and opening conversations with the architect. Their call volume for the month of May was on track with North Hays EMS with a peak time of Friday at 6p.

3. San Marcos Hays County EMS (SMHC EMS)

Chief Smith reported they are in the middle of budget season and updates on the city of San Marcos' financials. He reported that North Hays County ESD 1 had 247 calls with 261 responses, 3:13 alarm handling time, 3:07 out the door time, 14:15 travel time and that the hospital turnover time was positive. There were 18 level zero's and the peak call time was Friday at 6p. Pam Reynolds reported that the hail damage from last month is being covered by insurance, the audit for FY 25 is scheduled and reviewed the current YTD P&L to the actual budget.

4. Contract negotiations update

Nothing to report.

5. District Administrator

DA Luddy reported on the various maintenance at the facilities, along with an update on the new ambulance purchase and information regarding the LCRA grant application. Luddy also reported various community outreach events that had happened. He relayed a concern that was presented to him by a citizen and spoke about the process of remedying the issue. No action was taken.

E. COMMITTEE UPDATES

1. Community Outreach Committee (Debish & Dement)

Debish mentioned the upcoming safety class being taught later in the week.

2. Website/Social Media Committee (Debish & Tait)

Debish mentioned they are anxious for the new website to launch. That will happen in October.

3. Finance Committee (Debish & Tait)

a. Discussion of overpayment letter from Tx Comptroller

Debish mentioned that before any amount is paid back per the letter, he is trying a 2nd attempt to make sure we don't get some of that money back. If there is nothing owed to the district, then he will make the re-payment in full.

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

Refer to the special meeting notes from the meeting conducted on June 18th.

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

Nothing new to report. O'Brien stated he had not connected with Tommy Lawton at DWGC but would do so soon.

6. Public Information Officer (Nelson)

Nothing to report.

7. EMS Service Delivery Model Committee (Debish & Tait)

Nothing to report.

F. STANDING AGENDA ITEMS

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

John was introduced to Grant Tait and reported he had met with two commissioners and ESD staff earlier in the month.



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G. NEW BUSINESS

1. Discussion and possible action regarding SMHCEMS Board of Directors District Citizen Representative
No one has been located or identified so there is nothing new to report.
2. Discussion and possible action regarding authorizing District Administrator to develop a plan to transition EMS service delivery model, including but not limited to:
 - a. Authorization to engage consultant(s) to assist with development of plan
 - b. Investigate securing medical direction to include developing clinical operating guidelines, a clearance to practice process, and contracting for medical director services
 - c. Develop employee compensation model and package
 - d. Development of business plan, personnel policies and procedures for District
 - e. Begin process of securing EMS Provider license with TX DSHS; and
 - f. Development of training program and credentialing process

There was discussion about the need for two separate budgets, one that reflects the current contracted EMS service model, and one that reflects the operation of a full service from ESD 1 to fully grasp the finances of providing service on our own. Commissioner O'Brien relayed the support of Commissioner Walt Smith on beginning the research. After more discussion, the following action was taken:

Motion by Commissioner Debish to authorize District Administrator to take on the tasks listed in items 2a-2f. 2nd by Commissioner O'Brien. Motion passed unanimously.

Motion by Commissioner Debish to authorize District Administrator to hire a part time employee up to 20 hours per week. 2nd by Commissioner Tait. Debish amended his motion to include the pay rate limited to \$21/hour. Motion passed unanimously.

3. Discussion and possible action regarding possible budget amendments to cover additional support personnel for transition of service delivery and engagement of consultants
After discussion, the following action was taken:
Motion by Commissioner O'Brien to authorize DA to hire a consultant for the delivery model transition of up to \$100 per hour for no more than 80 hours per month for a period not to exceed 90 days and to adjust the budget accordingly. 2nd by Commissioner Nelson. Motion passed unanimously.
4. Discussion and possible action regarding authorizing District administrator to purchase support/command vehicle.
After discussion, the following action was taken:
Motion by Commissioner Debish to authorize the District Administrator to take action retrieving pricing for support and command vehicles. 2nd by Commissioner Tait. Motion passed unanimously.
5. Discussion and possible action regarding new District Code of Conduct policy
After discussion around what prompted the policy, the following action was taken:
Motion by Commissioner Debish to adopt the District Code of Conduct policy. 2nd by Commissioner Nelson. The motion passed unanimously.
6. Discussion and possible action regarding District Mail Log Policy
After discussion around the intention behind the policy, the following action was taken:
Motion by Commissioner Debish to adopt the District Mail Log policy. 2nd by Commissioner Tait. Motion by passed unanimously.
7. Discussion and Possible action regarding contracting with Touchstone services.



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- a. Media Consultant
- b. Tax rate increase

This topic was tabled until the next board meeting.

8. Discussion and possible action regarding District Executive Assistant pay

The board went into executive session at 7:05pm for the purpose of deliberating personnel matters pursuant to Section 551.072 of the Government Code. The board came out of executive session at 8:36pm and reconvened in open session. No action was taken during executive session.

After discussion, the following action was taken:

Motion by Commissioner Debish to raise Christine Lowrance's pay to \$25/hour commiserate to full time salary. 2nd by Commissioner O'Brien. Motion passed unanimously.

9. Discuss and consider adopting the tax and budget planning calendar for 2024 and authorize payment for tax process publications

After discussion, the following action was taken:

Motion by Commissioner O'Brien to adopt the budget planning calendar for 2024 and to authorize payment for tax process publications. 2nd by Commissioner Debish. Motion passed unanimously.

10. Discuss and consider status of District website, accessibility, and posting requirements and take any related action.

After discussion around checking the website for compliance and input from John Carlton stating it didn't seem that it was missing anything, there was no action taken.

H. ADJOURNMENT

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

ADJOURNMENT – 8:41 p