



North Hays County Emergency Services District #1

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



Minutes for Regular Meeting September 17, 2024

Commissioners Present

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

Others Present

District Administrator, Bob Luddy, NHCEMS
Accountant Kayla Cochran, SMHCEMS
Accountant Pam Reynolds, SMHCEMS
Jermaine Wilson, AG/CM
Chief Scott Collard, NHCFR
Executive Assistant Christine Lowrance, NHCEMS
Justin Waggoner, Touchstone Services
Interim Asst. Chief Jill Rosales
Jennifer Schein, Carlton Law Firm

Commissioners Absent

None

Present Via Teleconference

None

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 20, 2024
2. Approve and accept the minutes for the Regular Board Meeting on August 20, 2024
3. Approve and accept the September 2024 mail log
4. Approve and accept the September 2024 Treasurer's Report
5. Approve and accept September 2024 Disbursements
6. Approve and accept HdL Sales Tax Report
7. Consider acknowledgement of the District Calendar and Task List
8. Consider acknowledgement of the District Administrators Response Activity Report

Commissioner O'Brien asked to pull item 2 from the Consent Agenda.

Motion by Commissioner O'Brien to accept the consent agenda as revised. 2nd by Commissioner Debish. Motion passed unanimously.

Motion by Commissioner Debish to strike paragraph 2 of G9 in Consent Agenda item 2. 2nd by Commissioner Tait. Motion passed unanimously.

D. REPORTS

1. Construction Update

Jermaine Wilson reported that the district reached substantial completion on August 24, 2024. He also notified that Board that the entire project should be completed in roughly 3 weeks, and they have already begun owner training.



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2. North Hays County Fire/Rescue (NHCFR)

Chief Scott Collard reported that their tax rate passed, which now allows them to hire 6 new firefighters. They had an admin position open, which has already been filled. They are working on the SOPs with Lexapol. All of their ladder trucks certifications were passed and all apparatus are currently in service. There are now 5 new purple hydrants in Belterra which will help with potable water supply. They are finalizing their design in the Headwaters station. They ran 273 calls last month, 60% of which were medical, and they averaged a 7.75 minute response time.

3. San Marcos Hays County EMS (SMHC EMS)

Interim Asst. Chief Jill Rosales reported several updates to positions within their department as well as the start of the new hire academy on September 3rd. Jill reported the district had 217 incidents and averaged a 16.07 minute response time. There were also 62 transports to South Austin hospitals which average 2 hours each transport. Pam Reynolds also reported that they received their open enrollment information back and the lowest rate was still an increase of 37% from the year prior which will increase the amount of the contract with ESD1.

4. Contract negotiations update

District Administrator Bob Luddy reported that the negotiations are still ongoing and there is no update.

5. District Administrator

DA Bob Luddy reported that unit 576 was returned from its repair and is back in service. The Lucas devices and new stretchers were ordered and delivered. The open house for Station 75 was a success. There were several print productions that featured the medics and North Hays EMS in the last month for various reasons. There were two properties proposed by Burt Dement that were presented to the land acquisitions committee. Crews are scheduled to be moved into the new facilities on September 23. Lastly, the RFQ for the new station 69 is in legal for review as of September 10.

E. COMMITTEE UPDATES

1. Community Outreach Committee (Debish & Dement)

Commissioner Debish reported that September 7th was a huge success with the Station 75 Grand Opening.

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

Commissioner Debish reminded the board that the website launch date had been pushed in order to acquire more media assets.

3. Finance Committee (Debish & Tait)

Commissioner Debish reported that the district is in good standing financially to afford the RFQ for the new station.

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

Nothing to report.



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5. Future property acquisitions and stations (Nelson & O'Brien)
Commissioner O'Brien reported that the committee had reviewed the two proposed properties and neither of them looked to be good options for the District to purchase.
6. Public Information Officer (Nelson)
Nothing to report.
7. EMS Service Delivery Model Committee (Debish & Tait)
Commissioner Debish deferred any update to the new business section of the agenda.

F. STANDING AGENDA ITEMS

1. Legal update. Input from and legal questions for John Carlton
Jennifer Schein mentioned there was nothing to report from their office.

G. NEW BUSINESS

1. Discussion and possible action regarding the EMS Service Delivery Model.
After discussion, the following action was taken:
Motion by Commissioner Tait that the District move forward with converting the EMS Delivery model from a contracting model to direct employment of all staff, and that the administrative staff continue with the planning and preparation to convert service delivery. 2nd by Commissioner Debish. Motion passed unanimously.
2. Discussion and possible action regarding job descriptions for Chief and Deputy Chief positions.
After discussion, the following action was taken:
Motion by Commissioner Debish to adopt the job descriptions for Chief and Deputy Chief as written. 2nd by Commissioner O'Brien. Motion passed unanimously.
3. Discussion and possible action regarding pay scales for Chief and Deputy Chief positions.
The board went into executive session at 6:13pm for the purpose of deliberating personnel matters and consult with legal counsel pursuant to Section 551.072 and 551.074 of the Government Code. The board came out of executive session at 6:40pm and reconvened in open session. No action was taken during executive session.
After discussion in open session, the following action was taken:
Motion by Commissioner Debish to set the initial pay for the Chief position at \$140,000 annually and the initial pay for the Deputy Chief position at \$130,000 annually. 2nd by Commissioner O'Brien. Motion passed unanimously.
4. Discussion and possible action regarding posting or converting Chief position.
After discussion, the following action was taken:
Motion by Commissioner O'Brien to offer the Chief position to the current District Administrator effective September 18, 2024 subject to passing a background check. 2nd by Commissioner Debish. Motion passed unanimously.



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5. Discussion and possible action regarding posting the Deputy Chief position.
After discussion, the following action was taken:
Motion by Commissioner Debish to authorize the District Administrator to post the position for Deputy Chief on the District website for 20 days starting September 18, 2024. 2nd by Commissioner O'Brien.
6. Discussion and possible action regarding a benefits package.
After discussion, the following action was taken:
Motion by Commissioner Debish to adopt a health insurance option with the District covering 100% of the employee cost and 50% spouse/dependent cost. 2nd by Commissioner O'Brien. Motion passed unanimously.
Motion by Commissioner Debish to adopt a dental insurance option with the District covering 100% of the employee cost and 50% spouse/dependent cost. 2nd by Commissioner O'Brien. Motion passed unanimously.
Motion by Commissioner Debish to adopt a vision insurance option with the District covering 100% of the employee cost and 50% spouse/dependent cost. 2nd by Commissioner O'Brien. Motion passed unanimously.
Motion by Commissioner Debish to approve plan G665ADT for HMO, plan 0P407 for dental and plan SH411 for vision. 2nd by Commissioner Nelson. Motion passed with 4 votes in favor and 1 vote abstained.
- ~~7. Discussion and possible action regarding changing payroll vendors.~~
- ~~8. Discussion and possible action regarding purchasing support vehicles.~~
9. Discussion and possible action regarding creating an election committee.
After discussion, the following action was taken:
Motion by Commissioner Debish to form an Election Committee comprised of Commissioners Tait and Dement. 2nd by Commissioner Nelson. Motion passed unanimously.
10. Discussion and possible action regarding updating the facility use policy.
After discussion, the following action was taken:
Motion by Commissioner Debish to adopt the revised Facility Use Policy. 2nd by Commissioner O'Brien. Motion passed unanimously.
11. Discussion and possible action regarding adopting a mission statement.
After discussion, the following action was taken:
Motion by Commissioner Debish to adopt Mission Statement 4. Motion was rescinded. Motion by Commissioner Tait to adopt Mission Statement 1. 2nd by Commissioner O'Brien. Motion by passed unanimously.
12. Discussion and possible action regarding letter of engagement for the FY2024 financial Audit.
After discussion, the following action was taken:
Motion by Commissioner Debish to engage with Williams Steinert Mask to perform the FY2024 Audit for the District. 2nd by Commissioner Tait. Motion passed unanimously.



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With no further business, the following action was taken:

Motion by Commissioner O'Brien to adjourn. 2nd by Commissioner Nelson. Motion passed unanimously.

ADJOURNMENT- 6:56 pm