



North Hays County Emergency Services District #1

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



NOTICE OF PUBLIC MEETING

November 19, 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

Chief Bob Luddy, NHCEMS
Accountant Pam Reynolds, SMHCEMS
Chief Scott Collard, NHCFR
Executive Assistant Christine Lowrance, NHCEMS
Interim Chief Jill Rosales, SMHCEMS
Ryan Hartman, SMHCEMS

Commissioners Absent

None

Present Via Teleconference

None

A. MEETING CALLED TO ORDER – 5:01 PM

B. CITIZEN COMMUNICATION

none

C. CONSENT AGENDA

1. Approve and accept the minutes for the Regular Board Meeting on October 15, 2024
2. Approve and accept the November 2024 mail log
3. Approve and accept the November 2024 Treasurer's Report
4. Approve and accept November 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 Chief's Response Report

Commissioner O'Brien request C.1 be pulled from the Consent Agenda.

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

Commissioner O'Brien requested C.1 be revised under E.5 that "Hays County is looking to acquire property". Motion by Commissioner O'Brien to accept C.1 as revised. 2nd by Commissioner Nelson. Motion passed unanimously.

D. REPORTS

1. Construction report

See Chief's Report

2. North Hays County Fire/Rescue (NHCFR)

Chief Collard reported their new hires are in training and all apparatus is in service. They saw 334 calls for the month, 64% were medical in nature with 9a on Tuesday and Thursday being peak time.



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3. San Marcos Hays County EMS (SMHC EMS)

Interim Chief Jill Rosales reported 254 incidents for the month with peak time at 9a on Thursday, total number of Level Zeros have gone up, and the heat map is consistent with trends.

Accountant Pam Reynolds reported credit to NHCESD1 account will be issued after audit is completed and financials are consistent with trends.

Ryan Hartman reported unit 574 went to Malone's for servicing and still the Knox Box was not functioning so he planned to fix that immediately following the meeting.

4. Contract negotiations update

None

5. Chief's report

See Report

E. COMMITTEE UPDATES

1. Community Outreach Committee (Debish & Dement)

none

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

New website on schedule to be live in January.

3. Finance Committee (Debish & Tait)

Topic was saved for later in the meeting

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

Commissioner Debish reported the district will be retaining Susan Curran as the accountant for the new calendar year.

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

Commissioner O'Brien reported on a property opportunity on RR12.

6. Public Information Officer (Nelson)

Nothing additional to the Chief's report.

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

Chief Luddy reported the state application was submitted and confirmed received as of November 1. The understanding is that DSHS will have the district licensed within 4 months of that date.

8. Election Committee (Tait & Dement)

none



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F. STANDING AGENDA ITEMS

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

none

G. NEW BUSINESS

The board went into executive session at 5:43pm 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 6:45pm and reconvened in open session. No action was taken during executive session.

1. Discussion and possible action regarding FY2025 ambulance purchase.

Luddy reported that the time from ordering an ambulance to receiving the completed ambulances has doubled. After discussion, the following action was taken:

Motion by Commissioner Nelson to authorize the Chief to purchase an ambulance at the price reflected in the quote provided of \$277,050. 2nd by Commissioner Debish. Motion passed unanimously.

2. Discussion and possible action regarding RFQ for station 69 construction project management.

After discussion, the topic was tabled.

3. Discussion and possible action regarding flagpole proposal at station 71.

After discussion, it was discovered that there was not a location available on any of the property owned by the District so Commissioner Debish recommended for the Chief to let them know to engage with the city. No action was taken.

4. Discussion and possible action on signing the Authorization to Receive Information letter from HDL Companies for the purpose of providing administrative assistance related to its sales and use tax.

After discussion, the following action was taken:

Motion by Commissioner Debish to authorize HdL to work on our behalf. 2nd by Commissioner O'Brien. Motion passed unanimously.

5. Discussion and possible action regarding the appointment of ESD representative to the CECC Executive Committee.

After discussion, the following action was taken:

Motion by Commissioner Nelson to accept the nomination of Andrew Cable as the ESD representative to the CECC Executive Committee. 2nd by Commissioner Debish. Motion passed unanimously.

6. Discussion and possible action regarding signing mutual aid agreements.

After discussion, the following action was taken:

Motion by Commissioner Debish to ratify the Chief's signature on the mutual aid agreement with Wimberley. 2nd by



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Commissioner O'Brien. Motion passed unanimously.

Motion by Commissioner Nelson to authorize the Chief to sign mutual aid agreements with additional agencies consistent with the current agreement with Wimberley as needed. 2nd by Commissioner Debish. Motion passed unanimously.

7. Discussion and possible action regarding LCRA inter-local agreement

After discussion, the following action was taken:

Motion by Commissioner O'Brien to authorize the execution of the contract with the expenditure not to exceed \$10,000 annually. 2nd by Commissioner Debish. Motion passed unanimously.

8. Discussion and possible action regarding Chief's signature authority.

After discussion, the following action was taken:

Motion by Commissioner Nelson to authorize the Chief to sign agreements on behalf of the District on an as needed basis concerning the required documents for DSHS licensure and CATRAC process. 2nd by Commissioner Debish. Motion passed unanimously.

9. Discussion and possible action regarding hiring processes.

After discussion, the following action was taken:

Motion by Commissioner Nelson to allow the Chief to post the job openings and begin the hiring process for the training supervisor and shift supervisor positions as well as for the posting and hiring timelines to be at the Chief's direction. 2nd by Commissioner Debish. Motion passed unanimously.

10. Discussion and possible action regarding posting and hiring for training and shift supervisor positions.

After discussion, the following action was taken:

Motion by Commissioner Nelson to authorize the Chief to make the final hiring decision for the training supervisor and shift supervisor and to offer an employment letter to whomever he deems to be the top candidate of any applicants for each role. 2nd by Commissioner Debish. Motion passed unanimously.

11. Discussion and possible action regarding ESD1 employee handbook.

After discussion, the following action was taken:

Motion by Commissioner Debish to adopt version 1 of the ESD 1 Employee Handbook. 2nd by Commissioner Nelson. Motion passed unanimously.

12. Discussion and possible action regarding Workers Compensation.

After discussion, the following action was taken:



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Motion by Commissioner O'Brien to engage with Texas Mutual regarding worker's compensation on the quote provided at an annual premium not to exceed \$10,000. 2nd by Commissioner Nelson. Motion passed unanimously.

13. Discussion and possible action regarding Retirement benefits.

After discussion, topic was tabled for a future meeting.

14. Discussion and possible action regarding engaging with ESO for EPCR and scheduling software.

After discussion, the following action was taken:

Motion by Commissioner Nelson to engage with ESO for services stipulated in the quote presented at the annual amount of \$24,307, and one-time fees not to exceed \$5,000. 2nd by Commissioner Tait. Motion passed unanimously.

15. Discussion and possible action regarding Ramp credit card approval.

After discussion, the following action was taken:

Motion by Commissioner Debish to authorize the Chief to apply for a RAMP Credit Card, and to engage with RAMP CC services upon application approval. 2nd by Commissioner Tait. Motion passed unanimously.

16. Discussion and possible action regarding issuing Deputy Chief and Executive Assistant a credit card.

After discussion, the following action was taken:

Motion by Commissioner Nelson to authorize the Chief to issue individual credit cards through the approved vendor to the Deputy Chief with a limit of 25,000 and to the Executive Assistant with a limit of \$5,000. 2nd by Commissioner O'Brien. Motion passed unanimously.

17. Discussion and possible action regarding authorizing budget additions to be submitted to the CPA.

After discussion, the following action was taken:

Motion by Commissioner Debish to authorize the Chief to send the working budget to the CPA. 2nd by Commissioner Nelson. Motion passed unanimously.

18. Discussion and possible action regarding pay scale for future uniformed employees.

After discussion, the following action was taken:

Motion by Commissioner Debish to set the pay scale for uniformed employees as presented with the potential of modifications to accommodate a 42-hour work week on the condition that the annual pay rate for each step remains consistent through all shift schedule modules. 2nd by Commissioner O'Brien. Motion passed unanimously.

19. Discussion and possible action regarding shift schedule options for future uniformed employees.

After discussion, the following action was taken:



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Motion by Commissioner Debish to accept the 24/48 shift schedule staffing model. 2nd by Commissioner Nelson. Motion passed unanimously.

20. Discussion and possible action regarding termination of EMS contract with SMHCEMS.

After discussion, the following action was taken:

Motion by Commissioner O'Brien to authorize the District's attorney to draft and tender a 180 day notice of termination of the District's contract with San Marcos Hays County EMS. 2nd by Commissioner Tait. Motion passed with a unanimous roll call vote: Commissioner Tait – aye; Commissioner O'Brien – aye; Commissioner Debish – aye; Commissioner Nelson – aye; Commissioner Dement – aye.

Motion by Commissioner O'Brien to authorize the Chief and Deputy Chief to being working on a services transition plan and division of assets with SMHCEMS. 2nd by Commissioner Debish. Motion passed unanimously.

21. Discussion and possible action regarding Commissioners' terms of office expiring at year end

After discussion, no action was taken.

ADJOURNMENT

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

Adjournment at 7:41p