

MINUTES OF A MEETING OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT THE TOWN HALL, 4700 DREXEL DRIVE, HIGHLAND PARK, TX, 75205, AT 8:00 A.M. ON TUESDAY, JANUARY 21, 2025.

Mayor Will C. Beecherl, Mayor Pro Tem Don Snell, and Town Council Members Alan Friedman, Marc Myers, Lydia Novakov, and Leland White were present at the meeting.

- I. Mayor Will C. Beecherl called the meeting to order at 8:00 a.m.
- II. Council Member Alan Friedman gave the Invocation.
- III. PUBLIC COMMENT

Mayor Beecherl asked if anyone wished to address the Town Council about any item listed on the agenda and explained that the Town Council may not discuss or make decisions on items not listed on the agenda. Public comments are limited to three minutes per speaker unless otherwise required by law. Items suggested for action may be placed on a future agenda at the Town Council's discretion. There was no comment.

IV. RECOGNITION

Recognition of the retirement of Captain Chuck Gore #583, after 29 years of service to the Town, and the badge pinning of newly promoted individuals for Highland Park Department of Public Safety. Chuck McGinnis, Director of Public Safety, recognized Captain Chuck Gore for his years of service with the Highland Park Department of Public Safety ("HPDPS") and prior service with the Lubbock Police Department and the Texas Tech Department of Police Services. He finished his 34-year career at the rank of Captain. Captain Gore retired with a Master Peace Officer Certification, Advanced Fire Certification, a Licensed Paramedic, and a Certified Police Instructor. He was awarded Officer of the Year in 2000. Captain Gore is a graduate of the FBI National Academy and the Police Executive Research Forum hosted by the Senior Management Institute for Policing at Boston University. Through his years of service with HPDPS, he has received 55 commendations, praising his "patience, caring, and understanding nature," his "compassion," and his "professionalism." His wife, Cyndi, and two daughters, Katy and Aly, supported him during this journey. With recent retirements, the HPDPS identified a need to strengthen its leadership team. This transition presented an opportunity to conduct a comprehensive promotional process to fill key leadership roles, including two Operations Sergeants, one Operations Lieutenant, and one Operations Captain. After a rigorous and competitive candidate selection process, including evaluations and interviews, Eli Morris and Doug Millar were promoted to Sergeant, Josh Gonzales to Lieutenant, and Jessa Russell to Captain. All officers were pinned by their spouses and families. Chief McGinnis added that each officer had demonstrated exceptional leadership and dedication to the Department of Public Safety and the community.

V. CONSENT AGENDA

On a motion made by Council Member Lydia Novakov, seconded by Mayor Pro Tem Don Snell, the Town Council voted unanimously to approve Items A. through B. on the Consent Agenda. Prior to the vote, Mayor Beecherl explained that all items under the Consent Agenda are considered

routine or discussed at a previous meeting. There will be no separate discussion of items unless a request by a Council Member is made prior to the Town Council voting on the motion.

- A. Consider approval of the minutes of the Town Council meeting held on January 7, 2025.
- B. Consider approval of the minutes of the Town Council study session held on January 7, 2025.

VI. MAIN AGENDA

A. *Review, discuss, and take action on purchasing AutoPulse, new CPR equipment, for each ambulance.* Zach Sitton, Deputy Chief, explained that Cardiopulmonary Resuscitation ("CPR") is a critical life-saving skill first responders perform during cardiac arrest emergencies. High-quality chest compressions are the most significant factor in achieving positive outcomes in such situations. However, performing manual chest compressions is physically demanding, with the American Heart Association recommending handoff to a fresh responder every two minutes to maintain effectiveness. To address this challenge, the Town of Highland Park acquired a mechanical CPR device, the Lucas, nearly a decade ago. This piston-driven machine was designed to replicate human chest compressions, allowing first responders to focus on critical tasks such as securing airways, initiating IV lines, and administering medications. Since its introduction, the Lucas device has been a valuable asset; however, it is at the end of its lifecycle and requires replacement. The proposed replacement, the AutoPulse NXT system, represents an advanced solution for mechanical CPR. Marcos Villarreal, EMS CPR Territory Manager, demonstrated how the device functions. Unlike piston-driven devices, the AutoPulse NXT utilizes a chest-encircling band that compresses the chest wall uniformly, promoting improved blood flow throughout the patient's body. On a motion made by Council Member Lydia Novakov, seconded by Council Member Leland White, the Town Council voted unanimously to approve purchasing AutoPulse, new CPR equipment, for each ambulance.

B. *Review, discuss, and take action on Ordinance No. 2142 amending the Town's Code of Ordinances, Chapter 9 Personnel.* Allison Keene, Human Resources Coordinator, explained that policies related to personnel are currently located within the Town's Code of Ordinances, Chapter 9 Personnel, and the *Employee Handbook* approved in years past by resolution of the Town Council. The last amendment made to the *Employee Handbook* was in FY 2012. Chapter 9 Personnel of the Town's Code of Ordinances was last modified in FY 2024. The *Employee Handbook* has been supplemented with various internal policies to address changes in business practices and state and federal laws. Over the last several years, Town staff have been developing a comprehensive rewrite of the *Employee Handbook* as an *Administrative Directives Manual* to combine personnel policies, consistent business practices, and sections of the Town's Code of Ordinances, Chapter 9 Personnel, into a single document. The collaborative process to develop the proposed *Administrative Directives Manual* included input from the Town Administration, department directors, and the Town Attorney. Ultimately, this document will serve as a tool for Town staff to address personnel-related matters. Ms. Keene highlighted key policies that were either updated, modified, or added. Tobin Maples, Town Administrator, added that this is a good start and that there will be additional modifications to the *Administrative Directives Manual* in the future. In response to a question raised by Mayor Beecherl, Susan Thomas, Town Attorney, confirmed that the *Administrative Directives Manual* has been reviewed by a Human Resources law proficient attorney with Messer Fort, LLC. On a motion made by Council Member Lydia

Novakov, seconded by Mayor Pro Tem Don Snell, the Town Council voted unanimously to approve action on Ordinance No. 2142 amending the Town's Code of Ordinances, Chapter 9 *Personnel*.

Mayor Beecherl adjourned the Town Council meeting at 8:31 a.m.

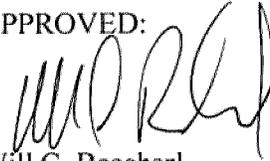
Approved on this the 4th day of February 2025.

ATTEST:



Joanna Mekeal
Town Secretary

APPROVED:



Will C. Beecherl
Mayor