**TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8**

**Finalized Minutes**

**March 18, 2019**

Notice is hereby given that a meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 will be held on Monday, March 18, 2019 at 6:30 p.m., at Station 801, located at 801 Bee Creek Road, Spicewood, Texas 78669, for the following purposes:

1. Call meeting to order;

The meeting was called to order at 6:35 pm

Board Members Present:

Debra Opdahl - President, Jeff Hunt - Vice President, Kristy Quigley - Secretary, Dr. Charles Valadez - commissioner.

Absent at this meeting:

Rusty Jedlicka - Treasurer

Also Present:

Chief Tobe Cozby, Sheila Prince, Kyle Swarts, Allen Fulbright and Daniel Brewer

1. Public Comment: Members of the public may speak for up to three (3) minutes regarding general topics or specific agenda items. In accordance with the Texas Attorney General's opinion, any public comment that is made on an item that is not on the published final agenda will only be heard by the Board of Commissioners. No formal action, discussion, deliberation, nor comment will be made by the Board of Commissioners;

None-

**Discussion/Action Items**

1. Approval of Minutes from February 25, 2019 Board Meeting;

Debra Opdahl requested minutes from February 25, 2019 be approved: Motion made by Jeff Hunt and seconded by Dr. Charles Valadez. Motion passed unanimously.

1. Receive report from treasurer and consider taking related action, including:
	1. Approval of monthly bills and invoices, including processing of payroll; approval on checks, including:
* Dooley and Tackaberry $11,795.00
* VFIS of Texas $9,669.00
* Lance Fire Truck Repair $ 1,490.23
* Lance Fire Truck Repair $ 6,583.22
* Spillar Boat Docks $21,413.00
* BestLine Communications $15,705.80

Ms. Opdahl gave report concerning the purpose of charges for listed checks on Transaction List by Vendor included in financial report as listed below:

* Dooley and Tackaberry 5 Sets of PPE
* Lance Fire Truck Repair Engine 801 heater repair
* Lance Fire Truck Repair Engine 802 Transmission
* Spillar Boat Docks Boat lift to raise boat out of water due to mussel infestation
* BestLine Communications New Server upfront cost and initial payment
* MES self-contained breathing apparatus
* MetroFire Stabilizer equipment for accidents etc.

Motion to approve all checks on Transaction List by Vendor made by Jeff Hunt and seconded by Kristy Quigley. Motion passed unanimously.

* 1. Approval of financial report;

Debra Opdahl reviewed the monthly financial report.

Motion to approve financial report made by Jeff Hunt and seconded by Charles Valadez. Motion passed unanimously.

* 1. Review of district investments and investment report;

Tabled –

* 1. Review and approve quarterly investment reports:

Tabled –

* + 1. Receive monthly report from the Fire Chief regarding emergency operations, response times, call volume, training, management activities and personnel and consider taking related action;

Chief Cozby reported on emergency operations, response times, call volume, training, management activities and personnel.

* + 1. Discuss and consider action regarding roles and responsibilities of Board members and the District Fire Chief, including communications outside of board meetings.

Ms. Opdahl led a discussion concerning operational role vs board roles:

Chief Troy Wenzel is filling the operation role; as such all operational questions from Board members should be directed to Chief.

The board’s role is to ensure the funding is available to meet the operational needs of ESD8 identified by Chief Wenzel. Ms. Opdahl reminded Board members that it undermines Chief’s authority when Board members engage ESD8 staff in operational discussions.

Inter-board communication:

Board discussions about Department business should only be conducted in open Board Meetings. The intent of the Open Meetings Act is not to inhibit effective Board communication, but to ensure the public has access to meetings where taxpayer business is discussed. Ms. Opdahl asked the Board members to always err on the side of caution when inter-acting with each other.

Ms. Opdahl reminded Board members that all board communication including text and email is subject to open records request.

Chief Cozby addressed the issue of email communication and the use of pedernalesfd.org email address vs personal email address. Chief Cozby offered to assist Board members in setting up their department emails.

* + 1. Receive monthly report from the District's attorney regarding pending litigation matters, contract issues, and legislative efforts and consider taking related action;

Tabled –

* + 1. Receive report from Pedernales Association of Firefighters regarding fundraising efforts, social and membership events, update on status of Travis County ESD16 overlay community outreach efforts, and unresolved issues discussed at the Chief/Association/Board (aka "CAB") Committee meeting;

Ms. Opdahl asked the PAF Representative if he had any issues/items regarding fundraising efforts, social and membership events to discuss.

PAF Representative discussed St. Baldrick’s event held on 3-17-19 at Angel’s Icehouse. The fundraiser was successful in raising monies and was a positive public relations event. Randolph Ruiz is currently tallying donations.

* + 1. Discuss and consider action regarding Station 802 property and station construction;

Tabled –

* + 1. Discuss agenda, time and date for next meeting;

Next Board meeting was scheduled for Wednesday April 24th 2019 at 6:30pm.

Board discussed tentative date for annual budget meeting;

* Tentative date set for Saturday June 15th 2019 at 9:00 am
	+ 1. Adjourn. Meeting adjourned at 7:20 pm.

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**A packet containing all supportive documentation for this agenda is available for inspection at 801 Bee Creek Road, Spicewood, Texas 78669, between the hours of 8:00 a.m. and 5:00 p.m.**

 Kristy Quigley

Kristy Quigley, Secretary

Travis County Emergency Services District No. 8

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551.071 of the Texas Government Code); personnel matters (Section 551.074) and/or discussion of real estate acquisition (Section 551.072). Action, if any, will be taken in open session.

Travis County Emergency Services District No. 8 is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call Kristy Quigley, Secretary for Travis County Emergency Services District No. 8 at (512) 264-1476 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may utilize the statewide Relay Texas Program by dialing 7-1-1 or 1-800-735-2988.