

TRAVIS COUNTY EMERGENCY SERVICE DISTRICT 16

Minutes

APRIL 28, 2020

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 was held via Tele-Conference in order to adhere to social distancing rules on Tuesday, April 28, 2020 at 6:00 p.m., at Station 801, located at 801 Bee Creek Road, Spicewood, Texas 78669, for the following purposes:

1. Call meeting to order; Call to order at 6:00 pm

Present in Person:

Charles Valadez – President, Debra Opdahl – Asst. Secretary/Treasurer

Present via Tele-Conference:

Becky Wynn – Vice President, Kristy Quigley – Secretary, Rusty Jedlicka - Treasurer

Also present in person:

Troy Wenzel, Jeff Hunt, Sheila Prince

Also present via Tele-Conference:

John Carlton

2. 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 Present.

Discussion/Action Items

3. Approval of Minutes from February 18, 2020 Board Meeting;

Charles Valadez asked for any changes to the minutes for February 18, 2020, no changes requested.

Charles Valadez made a motion to approve minutes from February 18, 2020, motion seconded by Becky Wynn, motion passed unanimously.

4. Receive report from Business Manager and consider taking related action, including:

- a. Approval of monthly bills and invoices, including processing of payroll; approval on checks, including:

- Expense report from 2/18/20 thru 4/28/20

Jeff Hunt reviewed expenses stating: The major expense have been the two \$475,000 quarterly payments due to ESD 8 per contract. The other fees noted are legal fees used in establishing the contractual relationship between Districts 16 and 8. Mr. Hunt asked if there were any questions or concerns, none were stated.

Charles Valadez made a motion to approve all expenses from 2/18/20 through 4/28/20, motion seconded by Becky Wynn, motion passed unanimously.

- b. Approval of financial report;

- Financial report for Month ending March 2020

Jeff Hunt reviewed financial report stating; this financial report goes into the end of April. We're into the second half of our 2020 fiscal year. We've accumulated almost 100% of our tax revenue; however, there are two more \$475,000 payments due June 30th and September 30th. With a present cash position of just over \$1 million, we should continue to be in a position to meet our obligation to ESD 8. The amount budgeted for audit services will not have a cash impact until 2021 and legal expenses per an annualized basis are \$6,000. As such, there appears to be less than approximately \$25,000 expected in other expenses that may be incurred by ESD 16. Mr.

Hunt asked if there were any questions or concerns, none were stated.

Charles Valadez made a motion to approve financial report ending March 2020, motion seconded by Becky Wynn, motion passed unanimously.

c. Review and approve district investments and investment report; and

Jeff Hunt reviewed district investments and investment reports stating: This is ESD16's first quarter to report. As of March 31, there was \$950,475 in the Texpool general fund account; interest earned was \$2,018. Mr. Hunt asked if there were any questions or concerns, none were stated.

Charles Valadez made a motion to approve district investments and investment report, motion seconded by Becky Wynn, motion passed unanimously.

5. Discuss Texas Comptroller Special Purpose District Financial and Tax Reporting Requirement; (Filed on 3/5/20 before due date of April 1st)

Jeff Hunt reported to the Board no reporting was required.

6. Conduct Annual review of investment policy and investment strategies and adopt resolution;
Jeff Hunt and John Carlton confirmed with the Board that this was done in January and no action is required at this time.

7. Discuss and review Records Management Program and make changes as appropriate;

Jeff Hunt is reviewing options for project including:

- File a records management policy – Texas State Library has a simple form applicable to ESDs.
- Designate a Records Management Officer - Texas State Library has a simple form applicable to ESDs
- Adopt the local retention Schedule – Texas State Library has simple form applicable to ESDs

John Carlton reviewed there are four different schedules that need to be evaluated related to record criteria and storage. Recommends using or copying what was started with ESD #8.

8. Discuss and consider taking action on ESD 16 Mission Statement/Vision Statement;
Tabled.

9. Discuss and take action concerning Interlocal agreement for administration services contract that was finalized by Howard Katz and John Carlton;

Charles Valadez opened discussion.

Charles Valadez called for motion to approve Interlocal agreement for administration services contract that was finalized by Howard Katz and John Carlton, Motion made by Becky Wynn, seconded by Kristy Quigley. Motion passed unanimously.

10. Discuss and take action on Resolution to engage John Carlton as legal counsel for ESD 16.

Charles Valadez opened discussion.

John Carlton reviewed engagement letter to be issued.

Charles Valadez called for motion to engage John Carlton as legal counsel for ESD 16. Motion made by Debra Opdahl, seconded by Becky Wynn. Motion passed unanimously.

11. Contract Provider Update regarding emergency response operations, response times, call volume, training, management activities and personnel;

Troy Wenzel Reviewed medical calls made for the months of February and March:

- 26 medicals each month
- 2 Covid-19 calls
 - Personnel wore proper PPE during calls
 - Decontamination was completed in compliance with regulations for

- Personnel
- Equipment
- Apparatus
- Firefighting staff are using Covid-19 protocol
 - Taking personnel temperatures twice daily
 - Reporting any signs or symptoms of Covid-19, none reported
 - Using proper protocol and PPE on suspected Covid-19 Calls

12. Discuss agenda, time and date for next meeting;

The next meeting will be held Monday, May 18, 2020 at 6 pm; 801 Bee Creek Rd Briarcliff, TX.

13. Adjourn.

Meeting Adjourned 6:24 pm.



Debra Opdahl, Asst. Secretary
Travis County Emergency Services District No. 16