

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

**Minutes**

**November 18, 2019**

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 was held on **Monday, November 18, 2019 at 7:00 p.m.**, at Station 801, located at 801 Bee Creek Road, Spicewood, Texas 78669, for the following purposes:

1. Call meeting to order;

Meeting was called to order at 7:10 pm

Board members present:

Debra Opdahl – President, Rusty Jedlicka – Treasurer, Kristy Quigley – Secretary, Becky Wynn and Charles Valadez.

Also present:

Troy Wenzel, Jeff Hunt, Sheila Prince, Kelli Carlton, Kyle Swarts, Tyler Listz

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 -

**Discussion/Action Items**

3. Approval of Minutes from September 30, 2019, October 21, 2019 Board Meeting;

Debra Opdahl asked for any changes to the minutes from September 30, 2019 and October 21, 2019 if none then a motion to approve was needed.

Charles Valadez made motion to approve minutes from September 30, 2019 and October 21, 2019, seconded by Rusty Jedlicka. Motion passed unanimously.

4. Discuss/review and consider taking action regarding Interlocal Agreement between ESD 8 and ESD 16 for First Responder EMS and Administrative Services;

Debra Opdahl called for motion to accept contract with the stipulation that the typographical error regarding payments from ESD 16 to ESD 8 will be corrected. Sheila Prince to correct typographical error.

Rusty Jedlicka made motion to accept Interlocal Agreement between ESD 16 and ESD 8 for First Responder EMS and Administrative Services with stipulation typographic error will be corrected to "funding to be paid by ESD16 to ESD 8," Kristy Quigley seconded the motion, each member voted separately. Motion passed unanimously

Agreement was then signed by Debra Opdahl – President and attested to by Kristy Quigley - Secretary.

5. Discuss and consider taking action on Resolution regarding Public Participation at Open Meetings;

Debra Opdahl opened discussion

Kelli Carlton reviewed rules/regulations/suggestions concerning Public Participation at Open Meetings as it pertained to Agenda items and Non-Agenda items.

Becky Wynn suggested requiring speaker cards

Debra Opdahl called for a motion to accept Resolution regarding Public Participation at Open Meetings

Becky Wynn made for motion to accept Resolution regarding Public Participation at Open Meetings which

will include:

- Signature Cards – Requirement to Speak
  - Name
  - Contact information
  - Organization/Affiliations
  - Agenda Items to speak on
  - Non-Agenda Item to speak on
- The public may comment on items that have not been posted on the agenda. There will be a time limit of 3 minutes per speaker and 15 minute time limit for the totality of the non-agenda public speaking session.
- There is no limit on the number of members of the public that may comment on posted agenda items. However, each speaker will be limited to 3 minutes of comment.

Rusty Jedlicka seconded the motion. Motion passed unanimously.

6. Discuss and consider taking action regarding Station 802;

Tabled -

7. Discuss and consider design-build contract with HB Construction for Station 803 renovation and fire code compliance;

Debra Opdahl opened discussion

Troy Wenzel reviewed design-build contract, renovation and fire code compliance which included

- Cost
- Fire Code compliance and working with fire Marshall
- Firewall
- Access Hatch
- Bathrooms
- Living quarters
- Sprinkler system
- Completion time

Debra Opdahl called for a motion to approve contract with HB Construction for Station 803 renovation and fire code compliance, motion made by Rusty Jedlicka, seconded by Kristy Quigley. Motion passed unanimously.

Item 13

President Opdahl changed the agenda order and introduced item 13.

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

Kelli Carlton reviewed Senate Bill 2 requirements, including internet website requirements. Both ESD8 and ESD16 must have a website presence where information can be easily accessed, including tax-rate, budget, board contact information, and agendas and minutes since September 2019.

Kelli Carlton will provide Jeff Hunt a comprehensive list of requirements. Jeff will work with Tobe Cozby to ensure compliance for both ESD8 and ESD16.

8. Receive report from treasurer and consider taking related action, including:

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

Jeff Hunt and Troy Wenzel reviewed expenses:

- \$8,923.00          Austin Fire Dept. Dispatch          Budgeted item

- |               |                         |                                      |
|---------------|-------------------------|--------------------------------------|
| • \$4,443.25  | Bestline Communications | Budgeted item                        |
| • \$14,445.66 | Dooley Tackaberry       | Budgeted item – PPE                  |
| • \$6,925.88  | Motorola Solutions      | Budgeted item – Radio for New Engine |
| • \$11,711.00 | VFIS/Cafca              | Budgeted Item – Workman's Comp       |

Troy Wenzel suggested that the reoccurring expenses and budgeted items be pre-approved at next meeting. Rusty Jedlicka agreed this suggestion would be beneficial.

Debra Opdahl called for a motion to approve all monthly expenses, motion made by Rusty Jedlicka and seconded by Becky Wynn. Motion passed unanimously.

b. Approval of financial report;

Tabled

c. Review of district investments and investment report; and

Rusty Jedlicka reviewed Quarterly Investment Report for Texpool Sales Tax Fund and Texpool General Fund.

d. Review and approve quarterly investment reports;

Debra Opdahl called for a motion to approve quarterly investment reports, motion made by Charles Valadez and seconded by Kristy Quigley. Motion passed unanimously.

President Opdahl requested Items 8C and 8D be combined on future agendas.

9. Report Completed Training for Commissioners to County Commissioners to County Commissioners Court and County Attorney;

Board will forward all credits to Sheila Prince.

10. Discuss and consider attendance at Texas State Association of Fire and Emergency Services District (SAFE-D) Annual Conference in 1<sup>st</sup> Quarter of next year;

No action taken, no changes since October meeting.

11. Discuss and consider action on Personnel Handbook;

Debra Opdahl opened discussion on Personnel Handbook

Troy Wenzel reviewed plans to meet with PAF, Becky Wynn, and Debra Opdahl at a future date.

Debra Opdahl instructed PAF President Listz to contact non PAF members to ensure their input is included.

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

Troy Wenzel gave report which included

- 68 total number of calls
- 36 of these calls were medical in nature
- 2 of these calls were outside of Overlay Area
- Responses time of 7 ½ minutes
- Engine assignments
- New Hires
- Assist Chief position process
  - Tenure in like position
  - Prioritizing skills
  - Interview panel

- Ongoing Training classes, and upcoming classes
  - Safer Grant
  - Recertification of Property value for ESD16
    - Rusty Jedlicka reviewed parameters for calculating reserve needs
    - Troy Wenzel and Jeff Hunt to research needed monies for reserve fund and develop document outlining allocation.
13. Receive monthly report from the District's attorney regarding pending litigation matters, contract issues, and legislative efforts and consider taking related action;

See Above

14. Receive report from Pedernales Association of Firefighters regarding fundraising efforts, social and membership events, and unresolved issues discussed at the Chief/Association/Board (aka "CAB") Committee meeting;

Tyler Listz introduced himself to the Board as the newly elected President of PAF.

Board welcomed Tyler Listz

Debra Opdahl and Troy Wenzel thanked Kyle Swarts for his service to Pedernales Fire Department, Travis County ESD 8, ESD 16 and the Association.

15. Discuss and consider Commissioners' terms of office expiring at year end and take any related action.

Troy Wenzel and Administrative team will create and send letter to Bob Moore.

16. Discuss and consider action on Fire Chief's annual performance evaluation;

Board entered Executive session at 8:26 PM to discuss the Chief's performance evaluation as a personnel matter.

Board exited Executive session at 9:36 and re-entered regular session at 9:36.

No Action Taken was taken by the Board during Executive Session

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

The Next meeting will be held on 12/16/19 at 7 PM at 801 Bee Creek Rd Briarcliff, TX

18. Adjourn. The meeting was adjourned at 9:40.




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Debra Opdahl, President  
Travis County Emergency Services District No. 8