

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8

Minutes

December 16, 2019

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 was held on **Monday, December 16, 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 called to order at 7 PM.

Board Members Present:

Debra Opdahl – President, Rusty Jedlicka – Treasurer, Charles Valadez – Commissioner, Becky Wynn – Commissioner

Board Members Absent:

Kristy Quigley – Secretary

Also Present:

Troy Wenzel, Jeff Hunt, Sheila Prince, John Carlton, Bruce Perkins, Greg Yancey, Allen Fulbright and Chad Kubin.

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

No Registered Speakers for Non-Agenda items

No Registered Speakers for Agenda items

Discussion/Action Items

3. Approval of Minutes from November 18, 2019, Board Meeting;

Debra Opdahl asked for any changes to the minutes for November 18, 2019 and, if none, then a motion to approve was needed.

Becky Wynn moved to approve minutes for November 18, 2019, seconded by Charles Valadez. 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:

Jeff Hunt reviewed expenses for the month of November

- Transaction by Vendor

- Medical Expenses
- Previously approved expenses
- Tracking Expenses for remodel at station 803 and new station 802

Rusty Jedlicka discussed reoccurring expenses be pre-approved in January's Board Meeting.

b. Approval of financial report;

Jeff Hunt reviewed financial report

- Actual Revenue
- Actual Expenses
- Realized Budget

Rusty Jedlicka reviewed report and identified one typographical error in Notes/Mortgages. The figure was not \$69,000.00 and this should be corrected to \$690,000.00. Jeff Hunt will correct report.

Jeff reviewed FY 2018/2019 Budget Adjustment

- Budget Adjustment Categories
- Total Revenue
- Total Expenses

Debra Opdahl called for a motion to approve FY2018-2019 Budget Adjustments as follows

- Total Revenue \$15,000.00 increase
- Human Resources \$41,000.00 decrease
- Notes/Mortgages \$ 1,500.00 decrease
- Administrative \$24,000.00 decrease
- Communications \$ 4,000.00 decrease
- Public Relations \$ 500.00 Increase
- Facilities \$ 2,500.00 decrease
- Support Equipment \$16,000.00 decrease
- Training \$14,700.00 decrease
- Fleet \$ 4,700.00 decrease

Rusty Jedlicka moved to approve FY2018-2019 Budget Adjustments as listed above, Charles Valadez seconded the motion. Motion passed unanimously.

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

Tabled -

5. Discuss and consider submitting required annual report to the Division of Emergency Management through SAFE-D;

Debra Opdahl opened discussion of required annual report

Rusty Jedlicka moved to have Jeff Hunt and Sheila Prince prepare and submit required annual report to the Division of Emergency Management through SAFE-D, motion seconded by Charles Valadez. Motion passed unanimously

6. Discuss and consider approval of Updated Automatic Aid Agreement Between Emergency Services Districts of Travis and Williamson Counties and the Cities of Austin, Leander, Cedar Park, Round Rock and Georgetown;

Chief Wenzel reviewed the continuing progress on updates to the Automatic Aid Agreement

Tabled -

7. Discuss and consider taking action regarding expenditures of excess funds for compressed breathing air system;

Chief Wenzel reviewed the status of current compressed breathing air system;

- Current system is requiring increasing maintenance
 - Current system was retro fitted for 4500 psi
- Pricing of new system
 - Will be built for 4500 psi
 - Maintenance fee already built into budget
- Pricing when purchasing two systems
 - includes a discount
 - Total \$94,000 for 2 systems
- Purchasing through Buy Board

Rusty Jedlicka moved to approve \$94,000.00 for the purchase of two compressed breathing air systems which will come out of the support equipment category of FY 2019-2020 budget, seconded by Becky Wynn. Motion passed unanimously.

John Carlton reminded board when/if the used compressed breathing air system is sold or declared surplus, a board resolution will be required.

8. Discuss and consider taking action regarding Station 802;
 - The Board went into Executive Session at 7:30 p.m. to discuss real estate acquisition.
 - The Board exited from Executive Session at 7:50 p.m.
 - The Board took no action in Executive Session.
 - Upon returning from Executive Session, Item 8 was tabled.
9. Receive monthly report from the Fire Chief regarding emergency operations, response times, call volume, training, management activities and personnel and consider taking related action.
 - Call Volume
 - 69 runs
 - 31 of these calls were medical in nature
 - Response time
 - Average of 8.5 minutes
 - This response time will shorten in the future
 - Call times
 - 70% were from 9am to 9 pm
 - Review of Staffing
 - Retirement of one employee
 - 4 Newly hired Drivers
 - 4 Newly hired Firefighters
 - Training
 - Advanced EMT class will begin January 21, 2020
 - Employee's taking this class will sign a Training and Reimbursement Contract
 - Contract will obligate 2 years of service

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| <ul style="list-style-type: none">▪ Item 11▪ President Opdahl changed the agenda order and introduced item 11. |
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- Receive monthly report from the District's attorney regarding pending litigation matters,

contract
issues, and legislative efforts and consider taking related action;

- o No report at this time

▪ Item 12

▪ President Opdahl changed the agenda order and introduced item 12.

- o 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;
 - Representative not present

Board took a recess at 8:00 PM

Board returned from recess at 8:21 PM

Item 9 continued:

Chief Wenzel continued monthly report:

- Chief Wenzel and Chad Kubin updated Board on New Engine 802 Design
 - o Reviewed Diagram
 - o Reviewed Pictures
 - o Updated Board on design and name of Engine as it related to Willie Nelson
 - Engine Name: Highwaymen
 - Update on contact with Willie Nelson's representatives and their co-operation and approval of the design.

10. Discuss and consider action on Fire Chief's annual performance and compensation;

- The Board went into Executive Session at 8:32 p.m. to discuss the Fire Chief's compensation package.
- The Board exited Executive session at 9:42 p.m..
- No Action Taken was taken by the Board during Executive Session
- Upon returning from Executive Session the Board voted unanimously (motion made by Charles Valadez and seconded by Becky Wynn) to increase Chief Wenzel's compensation package effective immediately. Because the Chief's position received no pay increase last fiscal year and because the Chief's responsibilities have greatly expanded in the last year, the Board determined an 8.2% pay raise was appropriate.

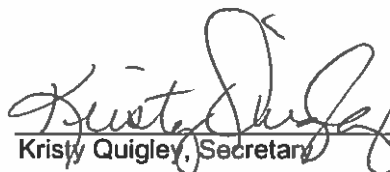
11. See Above

12. See Above

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

- The Next meeting will be held on Tuesday, 1/21/2020 at 6:30 p.m. at 801 Bee Creek Rd Briarcliff, TX

14. Adjourn: Meeting adjourned at 9:43 p.m.



Kristy Quigley, Secretary

Travis County Emergency Services District No. 8