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

**Minutes – Draft 2**

**August 20, 2019**

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 was held on Tuesday, August 20, 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;

Meeting was called to order at 6:30 pm

All Board members present.

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

Also present:

Becky Wynn, Tobe Cozby, Jeff Hunt, Sheila Prince, Terri Peters, Richard Peters, Bobby Dye Jr., Remington Peters, Donna Listz, Linda Eagan, Sandy McDaniel, Kyle Swartz, Tanner Wheelis, Ryan Smith, Don Metz, Page Graves, Neve Biggs, Brian Kelly, Brian Kelly Sr., Becky Kelly.

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;

Battalion Chief Tobe Cozby addressed the meeting recognizing the family of Bobby Dye. Chief Cozby spoke about the impact Mr. Dye had on this community and Pedernales Fire Dept. Chief Cozby offered his condolences to the Dye family and presented them with a Pedernales Fire Department helmet decorated with firefighter’s signatures and a shield with Mr. Dye’s name embossed on it.

Debra Opdahl addressed Mr. Dye’s family and spoke of Mr. Dye’s support to this community and Pedernales Fire Dept.

Linda Eagan with the Pedernales Fire Dept. Auxiliary addressed the Dye family and presented them with a memory book of Mr. Dye’s good works to this community and the Pedernales Fire Dept. Auxiliary.

# Administrative

1. Approve and accept statement and oath of office for appointed Commissioner;

Becky Wynn took her oath of office for appointment as a commissioner on ESD8 Board. The oath was signed and notarized.

Becky Wynn signed her Statement of office for appointment as a commissioner on ESD8 Board. The statement was signed and notarized.

1. Action regarding election of officers for Board of Commissioners;

Tabled -

# Discussion/Action Items

1. Approval of Minutes from July 27, 2019 Board Meeting;

Debra Opdahl asked for any changes to the minutes from July 27, 2019, if none then a motion to approve was needed. Motion made by Rusty Jedlicka and seconded by Charles Valadez. Motion passed unanimously.

The 2019 Tax Planning Calendar was also discussed at the July 27, 2019 meeting. Debra Opdahl led a discussion on the 2019 Tax Planning Calendar, tentative times where set on upcoming meeting.

Tuesday September 3rd:

* ESD8 will meet at 6:30 pm (after 5:30 pm ESD16 meeting)
  + Topics of Meeting should include
    - Review FY 2018-2019 current budget
    - Review FY 2019-2020 Proposed budget
    - Vote on proposed Tax Rate
    - Review Scheduled hearing dates and times

Thursday September 19th:

* ESD8 will meet at 5:30 (tentative) pm 1st public meeting

Monday September 23rd:

* ESD8 will meet at 5:00 pm (tentative) for Special Meeting
* ESD8 will meet at 6:30 pm (tentative) for 2nd public Meeting

Monday September 30th:

* ESD8 will meet at 5:30 pm (tentative) for public hearing to Adopt Tax Rate
* ESD8 will have a Regular Meeting after the conclusion of public hearing.

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:

Jeff Hunt reviewed the monthly expenditures:

Rusty Jedlicka gave report concerning the purpose of charges for listed transactions on Transaction List by Vendor:

* $81,234.02 was paid to YB, LLC as part of the original contract for station design fees
* $18,367.08 has not yet been paid to Aguirrie Paint and Body due to incomplete repair of Engine 802 (damage from 4-17-19 collision.) Payment will be made when repair is complete. Note: Insurance claim has been paid and received.
* $8,422.40 was paid to AMM Collision Center for repair of Command 801 (damage from 5-24-19 collision.) Note: Insurance claim has been paid and received.
* Debra Opdahl reviewed The Carlton Law invoices/payments/legal fees. Rusty Jedlicka reported that the majority of these expenses are due to overlay and funding issues.
* Charles Valadez asked Jeff Hunt if the bid process for insurance had been completed. Jeff Hunt informed the board the process was in progress at this time.

Ms. Opdahl asked for a motion to approve expenditures, Motion to approve made by Rusty Jedlicka and seconded by Kristy Quigley. Motion passed unanimously.

* 1. Approval of financial report;

Rusty Jedlicka reviewed the monthly financial report.

Ms. Opdahl asked for a motion to approve financial report made by Charles Valadez and seconded by Becky Wynn. Motion passed unanimously.

* 1. Review of district investments and investment report; and

Tabled -

* 1. Review and approve quarterly investment reports;

Tabled -

1. Discuss, consider, and adopt resolution for 457 loan plan amendment allowing more than one loan against employee retirement accounts.

Tobe Cozby addressed the board about the current 457 loan plan and the need for an amendment allowing more than one loan against employee retirement accounts. Cozby reported the current plan was written in a generic fashion, the customization of plan to include the needs of Travis County ESD 8 employees would benefit the employees.

Jeff Hunt reviewed the resolution;

* Loans
* Ability for short term financing
* Maximum Loan amount
* Terms
* Loan Default

Ms. Opdahl asked for a motion to adopt resolution for 457 loan plan amendment allowing more than one loan against employee retirement accounts. Motion made by Rusty Jedlicka, seconded by Kristy Quigley. Motion passed unanimously.

Resolution was signed, Certificate of Resolution was then signed and notarized.

1. Discuss, consider, and adopt resolution to allow Jeff Hunt and Sheila Prince access to the Tex-Pool Account.

Jeff Hunt reviewed need to have himself and Sheila Prince added to the Tex-Pool Account. Jeff Hunt reviewed resolution. Rusty Jedlicka reviewed the need to have more than one authorized representative for Tex-Pool.

Ms. Opdahl asked for a motion to adopt resolution amending authorized representative to include Jeff Hunt and Sheila Prince. Motion made by Rusty Jedlicka, seconded by Kristy Quigley. Motion passed unanimously.

Tex-Pool Resolution was then signed by Debra Opdahl and attested by Kristy Quigley.

1. Discuss and consider taking action on the CAD’s certification.

Certification was received at 5:15 pm. Jeff Hunt to address approval of certification before August 23rd deadline.

Rusty Jedlicka explained that the 2019-2020 projected budget needs be modified with new information received from Travis County. Rusty Jedlicka and Jeff Hunt will adjust the projected budget and have report ready for the September 3rd meeting.

1. Discuss and consider taking action on modified forecast of FY 2018-2019 original budget.

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.

* Charles Valadez inquired what percent of call volume where medical calls? Chief Cozby will review inquiry with Chief Wenzel and create a report to address percentages.
* Cozby reported on the current hiring process and applications that have been submitted.
* Cozby reported on ongoing planning of holding Advanced EMT classes at Travis County ESD8 in mid-October.
  + Reviewed on ongoing planning of Training classes
    - 5 firefighters will attend Fire Instructor One class
    - 6 firefighters will attend Fire Officer Two class
* Cozby reported Command 802 is currently in use for transportation at Station 803.

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, and unresolved issues discussed at the Chief/Association/Board (aka "CAB") Committee meeting;

A discussion about the ESD8 Employee Manual was held between the Board and the PAF representatives. PAF reviewed the need of setting a Policy for Association Business Leave and Catastrophic Leave. Discussed how this will enable employees to donate accrued PTO to above listed accounts for the use by co-workers with documented need.

ESD8 is currently operating under a very dated Employee Manual. Board members and staff will review the 2018 draft and be prepared to discuss any changes in the October meeting.

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

Tabled -

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

Next Board Meeting set for 9/3/2019 at 6:30 pm.

1. Adjourn. Meeting adjourned at 7:44 pm.

Kristy Quigley, Secretary

Travis County Emergency Services District No. 16