

Travis County Emergency Services District No. 8

Minutes

September 30, 2019

A Special Meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 was held on **Monday September 30, 2019 at 6:30 pm**, 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

Board members present:

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

Board members absent:

Debra Opdahl – President Also present:

Troy Wenzel, Sheila Prince, Chad Kubin, Bruce Perkins, Greg Yancey, Allen Fulbright, and 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;

Discussion/Action Items

3. Approval of Minutes from August 20, 2019, September 3, 2019, September 19, 2019, September 23, 2019 Board Meeting;

Rusty Jedlicka asked for any changes to the minutes from August 20, 2019, if none then a motion to approve was needed.

Charles Valadez made motion to approve the minutes from August 20, 2019, seconded by Becky Wynn. Motion passed unanimously.

Rusty Jedlicka asked for any changes to the minutes from September 3, 2019, if none then a motion to approve was needed.

Charles Valadez made motion to approve the minutes from September 3, 2019, seconded by Kristy Quigley. Motion passed unanimously.

Rusty Jedlicka asked for any changes to the minutes from September 19, 2019, if none then a motion to approve was needed.

Charles Valadez made motion to approve the minutes from September 19, 2019, seconded by Kristy Quigley. Motion passed unanimously

Rusty Jedlicka asked for any changes to the minutes from September 23, 2019, if none then a motion to approve was needed.

Charles Valadez made motion to approve the minutes from September 23, 2019, seconded by Kristy Quigley. Motion passed unanimously with Becky Wynn abstaining due to her absence at 9/23/19 meeting.

- Rusty Jedlicka gave the Treasurer Report Item 6

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:

Rusty Jedlicka reviewed the monthly expenditures and gave report concerning the purpose of charges for listed transactions on the Transaction List by Vendor. Chief Wenzel updated the Board on the following two checks for payment:

- Aguirrie Paint and Body \$18,367.08 - Engine 802 Repair
- Front Line Mobile \$16,250.00 - Annual Physicals Including Ultra Sound this year

Rusty Jedlicka called for a motion to approve the expenditures, Motion to approve made by Charles Valadez, seconded by Kristy Quigley. Motion passed unanimously.

- b. Approval of financial report;

Rusty presented Revised Budget FY 2018/2019

Troy Wenzel discussed categories requiring Board approval

- | | |
|---------------------------|---------------------|
| 1. Human Resources | \$173,000 reduction |
| 2. Notes and Mortgages | \$ 1,000 reduction |
| 3. Administrative | \$ 14,000 increase |
| 4. Communications | \$ 2,000 increase |
| 5. Public Relations | \$ 3,000 increase |
| 6. Facilities | no change |
| 7. Support Equipment | \$ 15,000 increase |
| 8. Training | no change |
| 9. Fleet | \$ 15,000 increase |
| 10. Capital Outlays (802) | \$ 82,000 increase |

Rusty Jedlicka reviewed Summary of Revised Budget. Revenues exceeded original budget by \$427,000. The net effect of budget changes outlined above reduced operating expenses for the year by \$43,000. The net result of revenue improvement and expense savings provided a \$470,000 improvement to the 2018-2019 budget.

Rusty Jedlicka called for a motion to approve line item Revised Budget for FY 2018/2019. Charles Valadez made motion, seconded by Kristy Quigley. Motion passed unanimously.

- c. Review of district investments and investment report; and
Tabled –
 - d. Review and approve quarterly investment reports;
Tabled -
4. Consider taking action regarding budget for fiscal year October 1, 2019 to September 30, 2020 [budget must be adopted before tax rate]; and
- Troy Wenzel reviewed the proposed Budget for FY 2019/2020 with the Board specifically discussing the following categories
- Human Recourses
 - Additional first responders to be hired
 - Additional administration staff to be hired
 - Health Insurance increase of 16%
 - Note and Mortgages
 - Outlined new apparatus and facilities debt that will be added
 - Becky Wynn Inquired about an amortization schedule for debt
 - Rusty Jedlicka to work with Jeff Hunt and Chief Wenzel to supply schedule
 - Administrative
 - Audit
 - Travis County Appraisal Fees
 - Tax Collector Fees
 - Rusty Jedlicka reviewed budget and possible adjustments
 - Communication
 - New server and maintenance contract
 - Upcoming purchases of radios for new fire engines
 - Facilities
 - New Station costs
 - Station 803 required improvements to meet code requirements
 - Rusty Jedlicka reviewed cost that could be moved to debt servicing for Station 802.
 - Support Equipment
 - Reviewed PPE inventory
 - Reviewed future purchase of boots and helmets
 - Uniform expense
 - Marine expenditures
 - Training
 - Advanced EMT Classes
 - To be held at Station 801
 - 15 slots to fill. 9 slots to be filled by TCESD staff
 - Board Continuous Education Classes
 - Chief Wenzel to review needed hours
 - Training aids
 - Fleet

Becky Wynn asked Chief Wenzel to outline items from the 2019-2020 Capital Expense list that needed to be included in the Budget for FY 2019/2020. Chief Wenzel outlined the following items and recommended that they be included:

- PTO Buy Back program \$32,000
- Mobil Data Computers \$15,000
- SCBA \$50,000
- Air Bags \$15,000
- Suction Units \$ 1,000
- ALS Supplies/Equipment \$200,000

Rusty Jedlicka made a motion to approve FY 2019/2020 Budget along with listed Capital Expenses noted above

Charles Valadez seconded the motion. Motioned passed unanimously.

5. Take a record vote on the District's 2019 tax rate, adopt an Order Levying Taxes, and authorize filing the Order with the Travis County Tax Assessor/Collector.

Rusty Jedlicka made the following motion:

I move that the property tax rate be increased by the adoption of a tax rate of 0.10/\$100 which is effectively a .029 percent increase in the tax rate.

Each member voted on the motion:

Rusty Jedlicka – yes

Charles Valadez – yes

Kristy Quigley – yes

Becky Wynn – yes

- Debra Opdahl was not present for this vote.

Motion passed unanimously

Troy Wenzel reported Tobe Cozby will post public notice to Travis County ESD 8 website.

6. Receive report from treasurer and consider taking related action, including:
 - a. See above item 6.

7. Discuss and consider taking action on employee manual modification.

Tabled -

8. 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 Wenzel reviewed:

- Call Volume
 - 86 runs
 - 38 of these calls were medical in nature
- Response time
 - Average of 6.41 minutes
 - This number will shorten with the opening of station 803 24 hrs.

- ESD 8 and ESD 16 coverage areas
 - The Auto Aide agreement
 - City of Austin has not approved the Auto Aide agreement
 - Chief Wenzel will update Board at future meetings on the resolution
9. Receive monthly report from the District's attorney regarding pending litigation matters, contract issues, and legislative efforts and consider taking related action;
Tabled -
10. 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;
No Comments-
11. Discuss and consider action regarding Station 802 property and station construction;
Tabled
12. Discuss agenda, time and date for next meeting; and
The next meeting will be held October 21, 2019 at 6:30 pm
Agenda items to include
- Board approval of Standard monthly expenses for FY 2019/2020
 - Board approval of Debt servicing.
 - Employee Manual – setting a meeting with CAB
13. Adjourn; Meeting adjourned at 8:45 pm



Kristy Quigley, Secretary
Travis County Emergency Services District No. 8