

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8

MINUTES

MAY 18, 2020

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 was held via Tele-Conference in order to adhere to social distancing rules (see attached instructions for call in) on **Monday, May 18, 2020 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 Called to order at 6:30 p.m.

Present in person:

Debra Opdahl – President, Becky Wynn – Vice President

Present via Tele-Conference:

Kristy Quigley – Secretary, Charles Valadez – Asst. Secretary/Treasurer

Absent:

Rusty Jedlicka – Treasurer

Also present:

Troy Wenzel, Jeff Hunt

2. Public Comment on items not on the Agenda: Members of the public may speak for up to three minutes regarding general topics or specific agenda items. Members of the public may collectively address the Board for a total of fifteen minutes on items not on the current agenda. 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

3. Public Comment on Agenda Items: Individual members of the public may address the Board for a maximum of three minutes per person per agenda item. Individuals may address the Board once per item. Members of the public will speak on agenda items before Board consideration of item. Members of the public who wish to speak on agenda items or make a public comment must complete speaker cards prior to the beginning of the Board meeting. Speaker cards will include the speaker's name, address, representation or affiliation (if any), and agenda items to be addressed;

None Present

Discussion/Action Items

4. Approval of Minutes from April 28, 2020 Board Meeting;

Becky Wynn motioned to approve Minutes from April 28, 2020 Board Meeting, Kristy Quigley seconded. Motion passed unanimously.

5. 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;

Jeff Hunt reviewed:

- Payroll
- Aguirre Paint and Body
- Bill Lewis Electrical
- KS State Bank
- Medack and Oltman
- TDO Custom Cabinets
- HDL - \$63K
 - HDL or sales tax assurance for enhanced sales tax regarding AG&M activity.
 - BOC discussed the pros and cons of an HDL contract with a higher retainer vs lower commission rate. BOC requested PFD Management for some data to get a better understanding of whether it's best to have more or less retainer fees vs commission fees. PFD Management will report back to BOC.

Becky motioned to approve all expenses included in report, Kristy Quigley seconded the motion, motion passed unanimously.

- b. Approval of financial report;

Jeff Hunt reported:

- Despite the huge increase in getting Station 802 operational and prepping for updated engines and command vehicle, we've managed to keep things closely in line with our budget.
- We were pleasantly surprised by our sales tax intake for this past month (approximately 25% higher than last year to date); however, we remain cautiously optimistic at this point.

Chief Wenzel reiterated to BOC that further sales tax data is needed go forward to really see if there is a trend that impacts PFD finances.

Becky motioned to approve financial report, Kristy Quigley seconded the motion, motion passed unanimously.

6. Discuss and consider taking action regarding Station 802;

Chief Wenzel reported

- New 802 is now open and operations
- Punch list items being finalized
 - BOC inquired about possible open house. Chief Wenzel stated that depended on further lifting of COVID-19 restrictions.
- Old 802 Property
 - Chief Wenzel requested that BOC begin contemplating whether to sell old station 802 or lease it to another commercial operation.
 - BOC requested PFD Management report back on suggestions for old station 802

7. Consider and take action to task PFD management to commence a debt management project;

Tabled

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

Jeff Hunt reported

- Project ongoing
- records retention are categorized:
 - Firefighting and Emergency Medical Service Agencies
 - Fire and Emergency Medical Response Records
 - Fire prevention and Inspection Records
 - Apparatus and Equipment Records
 - Training Records
 - Personnel records
 - Miscellaneous

BOC recommended enlisting PFD project management staff to help. Jeff Hunt will update BOC on project.

9. Discuss and consider action regarding District website and required posting of budget and tax planning information;

Jeff Hunt opened discussion and Chief Wenzel reviewed procedure and postings.

BOC requested Legal assistance in ensuring that ESD8 and ESD 16 website presence is compliant. Jeff Hunt will keep BOC updated.

10. 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 reported:

- 74 runs
 - 33 medical
- Average call response was 7 minute and 42 seconds.
- Station 803 has seen a slight increase in activity
- Future hiring process
- Structuring PFD Management staff as to alleviate managerial stressors
- ALS class has started back with some social distancing in classroom and some attendance via the web
- PFD Jet ski slip courtesy of BCL Marina and Mr. Malcom Bailey
 - Better response to that side of Lake Travis
 - \$0 Lease and MOU with BLC Marina

Becky Wynn motioned to approve BOC ESD 8 president signing \$0 dollar lease and MOU with BLC Marina and Kristy Quigley and Dr. Valadez seconded, motion passed unanimously.

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

Tabled

12. 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;

None Present

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

Next meeting will be held on June 15th at 6:30 p.m. at 801 Bee Creek Road, Briarcliff TX 78669

14. Adjourn. Meeting adjourned at 7:28 p.m.

A handwritten signature in black ink, appearing to read "Charles Valadez", is written over a horizontal line.

Charles Valadez, Asst. Secretary
Travis County ESD 8