

## TRAVIS COUNTY EMERGENCY SERVICE DISTRICT 16

### MINUTES

MAY 18, 2020

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 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 6:00 p.m.**, at Station 801, located at 801 Bee Creek Road, Spicewood, Texas 78669, for the following purposes:

1. Call meeting to order; Vice President Becky Winn Called to order 6 pm

Board Members present in person:

Becky Wynn – Vice President, Debra Opdahl – Asst Secretary/Treasurer

Present via Tele-Conference:

Charles Valadez – President, Kristy Quigley – Secretary

Absent:

Rusty Jedlicka – Treasurer

Also present in person:

Chief 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. 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. Members of the public may collectively address the Board for a total of fifteen minutes on items not on the current agenda. 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.

None Present.

### Discussion/Action Items

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

Debra Opdahl made a motion to approved minutes from April 28, 2020, motion seconded by Kristy Quigley. 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, including:

Jeff Hunt reviewed:

- ESD8 payment per contract
- Budget
- Cash overlay
- No expense report since last meeting on 4/28/20

No action taken.

- b. Approval of financial report;

Tabled.

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

Jeff Hunt reports.

- Project is ongoing
- Categorized records-Jeff gave a broad overview of all categories of record retention. Only certain of these categories will apply to ESD16.
  - 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 Records.
  - The next stage is to see which classifications are applicable to ESD16, then see number and whether the record is retained due to AV – As long as administratively valuable, CE – Calendar year end, US – Until Superseded, FE – Fiscal year end, and LA – Life of asset.
- Kristy Quigley asked who was managing this project, Chief Wenzel stated it was a joint effort with Pedernales Fire Dept. Management staff.

Jeff Hunt to continue research and report back to the Board.

7. 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.

Becky Wynn inquired if postings on website meets criteria or was compliant. Chief Wenzel and Debra Opdahl reminded the Board that Kelli Carlton advised the Board as to what had to be posted on ESD websites. The Board recommends that Pedernales Fire Dept. Management look back at previous notes from Kelli Carlton's meeting and follow up with Kelli Carlton to see if website meets compliance for both ESD 16 and ESD 8.

8. Contract Provider Update regarding emergency response operations, response times, call volume, training, management activities and personnel;

Chief Wenzel reported:

- 33 medical calls
- 3 advanced Life Saving calls
- 2 calls made outside ESD16 territory

- Chief Wenzel reviewed billing challenges

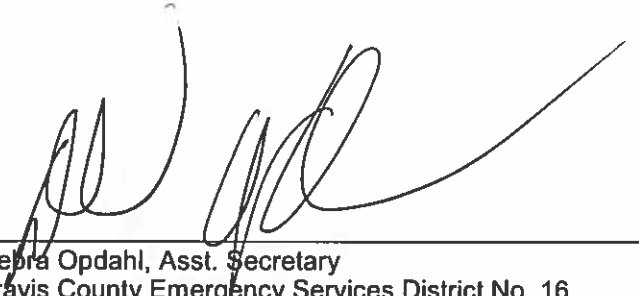
The Board recommend charging dollar for dollar cost (Pedernales Fire Dept. cost and related admin cost) for medical emergency services provided outside of ESD 16 vicinity and also requested Pedernales Fire Dept. Management to seek legal assistance in how billing is managed per the contract between ESD8 and ESD16 and to ensure ESD8 is properly billing ESD8 residents that did not approve ESD16.

Jeff Hunt and Pedernales Fire Dept. Management to research this and report back to the Board.

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

Next Board meeting will be held June 15, 2020 at 6 pm at 801 Bee Creek Road, Briarcliff, TX 78669

10. Adjourn. Meeting adjourned at 6:25 p.m.



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Debra Opdahl, Asst. Secretary  
Travis County Emergency Services District No. 16