# TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8

#  Minutes

# APRIL 28, 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 on **Tuesday, April 28, 2020 at 6:30 p.m.** for the following purposes:

1. Call meeting to order;

Meeting Call to order at 6:30 PM

Present in Person:

Debra Opdahl – President, Charles Valadez – Asst. Secretary/Treasurer

Present via Tele-Conference:

Becky Wynn – Vice President, Kristy Quigley – Secretary, Rusty Jedlicka - Treasurer

Also present in person:

Troy Wenzel, Jeff Hunt, Sheila Prince

Also present via Tele-Conference:

John Carlton, James Medack

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;

None Present

# Discussion/Action Items

1. Approval of Minutes from February 18, 2020 Board Meeting;

Debra Opdahl asked for any changes to the minutes for February 18, 2020, if none then a motion to approve was needed. Charles Valadez made motion, seconded by Kristy Quigley. Motion passed unanimously.

1. Receive Presentation from Medack & Oltmann, LLP concerning 2019 Audit and consider approval of audit and filing a copy of same with Travis County;
	1. Review handout of draft Audit

James Medack reviewed Audit handout, which included:

* Assets
* Liabilities
* Deferred inflows of resources
* Fund Balance
* Expenses
* General Revenues:
	+ Property tax
	+ Sales Tax
* Capital Assets
* Long term Debt

Jeff Hunt reviewed filing date of June 1, 2020

Debra Opdahl called for a motion to approved Audit and to file a copy with Travis County before June 1, 2020, motion made by Charles Valadez, seconded by Kristy Quigley. Motion passed unanimously.

1. Receive report from Business Manager and consider taking related action, including:
	1. Approval of monthly bills and invoices, including processing of payroll; approval on checks, including:
		1. Expense report from 2/18/20 thru 4/28/20

Jeff Hunt Reviewed expenses, which included:

* SCBA equipment
* Austin Dispatch Services
* Notes due
* 802 acquisition cost
* Dooley Tackaberry
* MES
* Texdoor
* Signs express
* Insurance premiums

 Troy Wenzel reviewed previously budgeted items and items for the New 802 Station.

Debra Opdahl called for a motion to approve all monthly bills, invoices, and items listed on Transaction by vendor list, motion made by Charles Valadez, seconded by Rusty Jedlicka. Motion passed unanimously.

* 1. Approval of financial report;
		1. Financial report from month ending March 2020

Jeff Hunt reviewed financial report ending April 2020 which included

* Sales Tax Revenue
* Future Sales Tax Revenue
* Costs of New Station 802
* Budget vs Actual
* Future spending
* COVID 19

Debra Opdahl commented that ESD 8 management and staff were doing a great job in managing expenses.

Debra Opdahl called for a motion to approved Financial report ending March 2020, motion made by Rusty Jedlicka, seconded by Charles Valadez. Motion passed unanimously.

* 1. Review and approve district investments and quarterly investment report for 2nd quarter; and

Jeff Hunt reviewed investment report, which included:

* Texpool Sales Tax Fund
* Texpool General Fund
* Earned Interest
* Investment options

Debra Opdahl called for a motion to approve district investments and quarterly investment report for 2nd quarter, motion made by Charles Valadez, seconded by Becky Wynn. Motion passed unanimously.

1. Conduct annual review of investment policy and investment strategies and adopt resolution;

Jeff Hunt reported reviewed investment strategies.

Debra Opdahl called for motion to adopt a resolution confirming annual review of district investment policy, strategies, guidelines and management practices, motion made by Charles Valadez, seconded by Becky Wynn. Motion passed unanimously.

Resolution was then signed and notarized.

1. Resolution for financing purchase of Engine 801 and Engine 802 with Republic First National Corporation (KS State Bank);

Jeff Hunt and Troy Wenzel reviewed financing and acquisition of two Fire Engines.

Debra Opdahl called for a motion to adopt a resolution authorizing financing for acquisition of two Fire Engines, motion made by Charles Valadez, seconded by Kristy Quigley. Motion passed unanimously.

Resolution was then signed and notarized.

1. Discuss and consider taking action regarding Station 802;
	1. Resolution for financing purchase of station 802 with Republic First National (KS State Bank)

Debra Opdahl opened discussion for financing purchase of Station 802.

Debra Opdahl called for a motion to adopt a Resolution for financing purchase of station 802 with Republic First National (KS State Bank), motion made by Charles Valadez, seconded by Kristy Quigley. Motion passed unanimously.

Resolution was then signed and notarized.

1. Discuss Texas Comptroller Special Purpose District Financial and Tax Reporting

Requirement; (Filed on 3/5/20 before due date of April 1st)

Jeff Hunt reported this has been completed and confirmation of receipt has been documented. Jeff Hunt reported Lt Barker and his wife aided him in the task. Ms. Barker was able to help Mr. Hunt contact the correct individuals to complete task.

Debra Opdahl thanked Lt. Barker (who was not present) and especially his wife for assistance.

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

Jeff Hunt reported notes and mortgage are presently 10% of budget, expected to grow to 14-15% with additions of new 802 and new engines. ESD 8 management wants BOC support in a long term project to research and consider debt management strategies to improve not only the District’s cash flow but overall financial position.

Jeff Hunt to continue researching this topic and report back to Board.

No Action taken at this time.

1. Discuss potential COVID 19 impact on sales tax and management strategies;

Jeff Hunt reported:

Jeff Hunt and Troy Wenzel have been in various conversations and correspondence with Rusty Jedlicka and Bob Dilley in regards to forecasting sales tax revenue impact. More detailed reports would likely be available once the May and June reports are completed.

 2020 was on track to be a great year. This was the first time that ESD 8 was gathering sales tax revenue in excess of $100k each month. The first result of the impact on our sales tax should show up Mid May. Obviously, we expect a downturn, but how much? This is based on the following categories:

|  |  |  |
| --- | --- | --- |
| Category | Forecast 3Q20 | Forecast 4Q20 |
| Construction/Manufacturing\* | (-20%) | (-25%) |
| Internet Retail\* | +75% | +65% |
| General Retail | (-33.3%) | (-15%) |
| Grocery Stores and pharmacy | +3.3% | +2.5% |
| Restaurants and entertainment\* | (-63%) | (-60%) |
| Telecom, utilities, and other service providers | +3% | +3% |
| Professional and Financial Services | (-13.3%) | (-15%) |
| Other industries | (-20%) | (-20%) |

* Local to ESD 8

Our immediate focus is on the short run as Sales Tax funds end of fiscal year through end of calendar year operational needs. Experts are giving good reason that potential COVID 19 shutdowns will be less of a rollercoaster impact, but a flattening to lowering overall economic impact over the next couple of years. The Board and staff will consider all of the sales tax and property tax implications as we develop the 2021 budget and consider 2022 and 2023 revenues.

Board members requested a copy of the documents sent by HDL. Jeff Hunt will forward the email with the documents to the Board.

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

Jeff Hunt reviewed program which included:

* File a records management policy – Texas State Library has a simple form applicable to ESD’s.
* Designate a Records Management Officer -
* Adopt the local retention Schedule – Form SLR 508

John Carlton reminded Board to focus on ESD8 previous record management project.

Jeff Hunt to continue his efforts and keep Board updated.

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;

Troy Wenzel reported:

* Total Calls 146
	+ 52 were medical
* 2 COVID-19 calls
	+ Personnel wore proper PPE during calls
	+ Decontamination was completed in compliance with regulations for
		- Personnel
		- Equipment
		- Apparatus
* Firefighting staff are using COVID-19 protocol
	+ Taking personnel temperatures twice daily
	+ Reporting any signs or symptoms of COVID-19, none reported
	+ Using proper protocol and PPE on suspected COVID-19 Calls
* Response Times
* Training
	+ AEMT Class has resumed
	+ Zoom classes were performed during COVID-19 work safe order.
* Hiring Process was accomplished
	+ ESD 8 was able to utilize current staff for promotions as they had applied and had excellent scores
		- Lt. Brasuel
		- Engineer LaFour
		- Engineer Brewer
	+ Currently ESD 8 has two open positions for Fire Fighters which will be filled using list from previous Hiring Process.
1. Receive monthly report from the District's attorney regarding pending litigation matters, contract issues, and legislative efforts and consider taking related action;

John Carlton updated Board on current projects.

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;

Tabled - None present

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

The next meeting will be held Monday May 18, 2020 at 6:30 pm; 801 Bee Creek Rd Briarcliff, TX

1. Adjourn. Meeting adjourned at 7:44 pm

 Charles Valadez

 Charles Valadez, Asst. Secretary

 Travis County Emergency Services District No. 8