

## TRAVIS COUNTY EMERGENCY SERVICE DISTRICT

### 16 AGENDA

July 20, 2020

Notice is hereby given that a meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 will be held via Tele-Conference in order to adhere to social distancing rules (see attached instructions for call in) on **Monday, July 20, 2020 at 6:00 p.m.**, at Station 801, located at 801 Bee Creek Road, Spicewood, Texas 78669, for the following purposes:

**Due to the state of emergency and/or local disaster caused by the COVID-19 pandemic, the Board of Commissioners of Travis County Emergency Services District No. 16 may hold its meeting via telephone conference call because of the difficulty and risks of convening a quorum in one location. Once initiated, the call will be broadcast at the meeting location and recorded as required by the Texas Open Meetings Act. The public may participate in the meeting via a conference system at 1-888-510-5505 and entering meeting ID 631545#.**

1. Call meeting to order;
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;
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.

#### Discussion/Action Items

4. Approval of Minutes from 5-18-2020 Board Meeting;
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;
  - b. Approval of financial report;
6. Discuss submission of Annual Tax Office Survey and Tax Plan;
7. Discuss and consider taking action on 2020/2021 District Budget and potential tax rate;
8. Discuss and consider taking action on signing the engagement letter for Medack and Oltman CPA;
9. Discuss and consider scheduling date for Annual Records Review;
10. Discuss and review Records Management Program and make changes as appropriate;
11. Contract Provider Update regarding emergency response operations, response times, call volume, training, management activities and personnel;
12. Discuss agenda, time and date for next meeting; and

13. Adjourn.

A packet containing all supportive documentation for this agenda is available for inspection at 801 Bee Creek Road, Spicewood, Texas 78669, between the hours of 8:00 a.m. and 5:00 p.m.



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John J. Carlton, Attorney for  
Travis County Emergency Services District No. 16

The Board may retire to Executive Session any time between the meeting's opening and adjournment for any purpose authorized by the Texas Open Meetings Act, including but not limited to: consultation with legal counsel (Section 551.071 of the Texas Government Code); personnel matters (Section 551.074) and/or discussion of real estate acquisition (Section 551.072). Action, if any, will be taken in open session.

Travis County Emergency Services District No. 16 is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call Kristy Quigley, Secretary for Travis County Emergency Services District No. 16 at (512) 264-1476 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may utilize the statewide Relay Texas Program by dialing 7-1-1 or 1-800-735-2988.