

**TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8**

**MINUTES**

**June 15, 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 **Monday, June 15, 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 6:46 pm

**Board present in person:**

Debra Opdahl – President, Becky Wynn – Vice President, Rusty Jedlicka – Treasurer, Charles Valadez – Asst. Secretary/Treasurer.

**Board Present via Tele-Conference:**

Kristy Quigley – Secretary

**Also present in person:**

Troy Wenzel, Sheila Prince

**Also present via Tele-Conference:**

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: Members of the public will speak on agenda items before Board consideration of item. Individual members of the public may address the Board once per item for a maximum of three minutes per person per agenda 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 May 18, 2020 Board Meeting;

Debra Opdahl asked for any changes to the minutes for May 18, 2020 if none then a motion to approve was needed.

Becky Wynn motioned to approve minutes from May 18, 2020, Charles Valadez 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, including:

Jeff Hunt reviewed expenses which included:

- Lance – Apparatus Maintenance
- HDL/Sales Tax Assurance discussed in previous Regular meeting
- Spillar –Dock for Jet skis now in a slip at Barton Creek Lakeside Marina.

Debra Opdahl inquired if Clarus was paying sales tax on the fiber optic cabling being installed in the community. Jeff Hunt will research and report to the Board.

Debra Opdahl called for a motion to approve all expenses on Transaction by Vendor list which included:

- HDL/Sales Tax Assurance - \$63,681.00
- Spillar - \$4,520.00

Rusty Jedlicka made motion, seconded by Charles Valadez. Motion passed unanimously.

- b. Approval of financial report;

Jeff Hunt reviewed financial report which included:

- Property Tax
- Sales Tax Revenue
- Expenses
- SAFER Grant

Jeff Hunt contacted Bob Dilley and Amy Flannigan about forecasting tools and dashboard presentation for sales tax and will keep the Board updated.

Increase of Administrative expense due to payment to HDL/Tax Assurance.

Rusty Jedlicka suggested a Budget adjustment is needed due to the added expense of HDL payment to the category of Administration. Jeff Hunt to make Budget adjustment and bring the adjustment to the Board for approval at the July meeting.

Debra Opdahl inquired on TCAD projections. Jeff Hunt reviewed forecasting tool and property values. Jeff Hunt will have firm numbers by July 25, 2020 for the Board.

No Action taken.

6. Discuss and consider approval of Resolution Authorizing Sale of Surplus Property for used Apparatus:

- Command 801: 2009 Chevrolet VIN# 1GNFK23019R283424
- Command 802: 2003 FORD VIN# 1FMRU17W93LA92896

Debra Opdahl opened discussion on Resolution Authorizing Sale of Surplus Property.

Troy Wenzel reviewed:

- New Command 801 will be in service soon.
- ESD 8 has 2 surplus apparatus.

- Will sell surplus apparatus at Fair Market Value.
- Jeff Hunt reported Fair Market Value will be between 8 to 10 Thousand for both apparatus
- Possible purchase of utility apparatus with proceeds. Utility apparatus will be used for towing and District will consider purchasing used pickups for towing equipment.

Debra Opdahl called for a motion to approve of Resolution Authorizing Sale of Surplus Property for used Apparatus:

- Command 801: 2009 Chevrolet VIN# 1GNFK23019R283424
- Command 802: 2003 FORD VIN# 1FMRU17W93LA92896

Charles Valadez made motion, seconded by Becky Wynn. Motion passed unanimously  
Resolution was then signed and notarized.

7. Discuss and consider adoption of the tax and budget planning calendar for 2020, and take any related action;

Jeff Hunt and Troy Wenzel reviewed budget planning which included:

- Preliminary taxable property of \$2.7 billion.
- \$2.7 million in revenue (200k increase compared to 2019 results).
- Expecting to have firm estimated numbers by July 25, 2020 for budget wrap up.

Troy Wenzel reviewed budget planning calendar.

Debra Opdahl concluded discussion, which included:

- Budget workshop on July 18, 2020 from 9:00 am to 11:00 am
- Regular meeting July 20, 2020 at 6:30 pm
- Special Meeting to discuss action on 2020-2021 budget, vote on proposed tax rate, and schedule public hearing on August 10, 2020

8. Discuss and consider scheduling a budget meeting/workshop;

Debra Opdahl reviewed discussion. Jeff Hunt will not be available on July 18, 2020, Rusty Jedlicka, Jeff Hunt and Troy Wenzel will have a committee meeting in person or by tele-conference prior to July 18, 2020 presentation of Budget proposal.

Debra Opdahl called for a motion to have 2020 Budget workshop on July 18, 2020 at 801 Bee Creek Road Briarcliff, TX from 9 am to 11 am. Charles Valadez made the motion, seconded by Becky Wynn. Motion passed unanimously.

9. Discuss and consider taking action regarding Old Station 802;

Troy Wenzel reviewed the dismantling of Old Station 802:

- Dollar value of sellable items to be reviewed
- Surplus itemized list to be created
- Sale of Old Station 802
  - Will be appropriated to specific fund which will be identified.

Jeff Hunt reported that Old Station 802 be categorized as a Restricted Asset and will research and report to the Board on this matter. Jeff Hunt requested an Agenda item be put on the July Agenda for a Resolution Authorizing Sale of Surplus Property.

10. Consider and take action to task Pedernales Fire Dept. management to commence a debt management project;

Jeff Hunt reported that this is ongoing and has reached out to KS State Bank. Jeff Hunt will continue to research and report back to the Board.

Troy Wenzel reviewed debt to be consolidated and will continue to work with Jeff Hunt on this matter.

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

Jeff Hunt reported to the Board that he has the record criteria from Texas Archives and is presently working with Lt. Storer to determine which categories apply to ESD 8.

12. 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:

- 68 total calls were made
- 23 of those calls were medical in nature
- Response time average is 7 minutes 40 seconds
- Cost Recovery
  - Lt. Storer has reached out to several cost recovery companies to take over the billing process for calls made outside the district. Lt. Storer concluded that due to the low number of responses to the area these companies are not interested in taking over the billing commitments.
  - ESD 8 will need to formulate cost recovery fee schedule.
    - Agenda Item for next meeting
      - Discuss and consider taking action on Cost Recovery options.
- AETM Class is ongoing
- Employment and Policy Committee along with Training Committee is working on
  - Personal Development Plan
  - New Job descriptions
- The Pedernales Association of Firefighters is reviewing:
  - Future raise in salaries
  - Benefits
  - 457 Plan
- New Station 802 water leak
  - There was a leak at New Station 802 that is under warranty and contractor contacted
  - Leak repaired
  - Mold discovered
  - Station was dehumidified and treated twice

Rusty Jedlicka asked if Mold remediation was covered in the stations insurance policy.

Jeff Hunt to research and report to the Board.

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

Tabled.


14. 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. Tabled.

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

- Budget workshop will be held on July 18, 2020 from 9:00 am to 11:00 pm at 801 Bee Creek Road Briarcliff, TX 78669.
- Regular meeting will be held July 20, 2020 at 6:30 pm at 801 Bee Creek Road, Briarcliff TX 78669
  - Discuss and consider approval of a Resolution Authorizing Sale of Surplus Property 22404 HWY 71 W Spicewood Texas 78669.
  - Discuss and consider taking action on Cost Recovery options.
  - Discuss and consider taking action on 2020/2021 District Budget and potential tax rate.

16. Adjourn. Meeting adjourned at 7:44 pm



Charles Valadez, Asst. Secretary  
Travis County ESD #8