

# TRAVIS COUNTY EMERGENCY SERVICE DISTRICT 16

## Minutes

October 19, 2020

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 was held (via Tele-Conference) on **Monday, October 19 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;

Meeting called to Order at 6:00 pm.

**Board Present in Person:**

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

**Board Present via Tele-Conference:**

Kristy Quigley – Secretary.

**Board Members absent**

Rusty Jedlicka – Treasurer

**Also present in person:**

Tobe Cozby, Jeff Hunt, Sheila Prince.

2. 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.

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 the 9-21-2020 Board Meeting;

Charles Valadez asked for any changes to the minutes from 9-21-2020 Board Meeting. If there were none then a motion to approve was needed.

Debra Opdahl moved to approve minutes from 9-21-2020 Board Meeting. Becky Wynn seconded. Motion passed unanimously.

5. Receive report from Business Manager and consider taking related action, including:

- Approval of monthly bills and invoices, including processing of payroll; approval on checks, including:

Jeff Hunt reviewed all expenses listed on Vender transaction.

Charles Valadez called for a motion to approve all expenses listed on Vender transaction. Debra Opdahl made the motion and Becky Wynn seconded. Motion passed unanimously.

- Approval of financial report;
  - Discuss and consider taking action on budget adjustments;  
Tabled. No Action Taken
  - Consider and/or approve budget adjustments, closing the books for 2019-2020 fiscal year, and upcoming audit.  
Tabled. No Action Taken

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

Tabled. No Action Taken

7. Discuss required training hours for Commissioners;

All commissioners will send Sheila Prince their certificates.

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

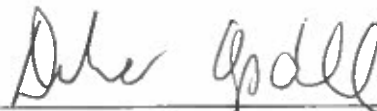
Tobe Cozby gave report:

- Total Calls 82
- 38 Medical Calls
- Update on AEMT Classes

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

- November 16, 2020 at 6 pm at 801 Bee Creek Road Briarcliff, TX
- December 14, 2020 at 6 pm at 801 Bee Creek Road Briarcliff, TX

10. Adjourn. Meeting Adjourned at 6:20 pm.



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