

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

**Minutes**

**NOVEMBER 16, 2020**

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 was held via Tele-Conference on **Monday, November 16, 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 6:32 pm.

**Board present in person:**

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

**Board Present via Tele-Conference:**

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

**Also present in person:**

Troy Wenzel, Jeff Hunt, Sheila Prince

**Also present via Tele-Conference:**

Matt Coffel

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 -

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 -

**Discussion/Action Items**

4. Approval of Minutes from 10-19-2020 Board Meeting;

Debra Opdahl asked for any changes to the minutes from the 10-19-2020 Board Meeting. If there were none then a motion to approve was needed.

Charles Valadez moved to approve minutes from the 10-19-2020 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.

- Benchmark Insurance: Workman's Comp
- BCBS: Health Insurance
- Fringesport Inc. credit of \$4,000.00: Gym equipment not received and account was credited
- Frontline; New hire physicals
- KS State Bank: Notes and Mortgages
- Motorola Solutions: Budgeted MDC Radios
- Sales Tax Assurance: \$34,129.00 (bill for FY 2019/2020 that was received late)
  - Jeff Hunt reported to the Board he is currently researching this invoice and possible budget accrual to FY 2020/2021.

Jeff Hunt reviewed the invoice from Bruce Elfant's office (Tax Assessor and Collector of Travis County) total of \$14,657.06 along with payment options and accounting procedures.

- Board of Commissioners discussed options as it pertained to accounting and future audits.

Debra Opdahl called for a motion to approve all expenses listed on Vender transaction with following exclusion:

- Sales Tax Assurance: \$34,129.00 (bill for 2019/2020 that was received late)

And to approve payment of \$14,657.06 to Bruce Elfant Tax Assessor Collector of Travis County. Motion made by Rusty Jedlicka and seconded by Kristy Quigley. Motion passed. Charles Valadez was off dais during this vote.

- Approval of financial report;
  - Consider and/or approve budget adjustments, closing the books for 2019-2020 fiscal year, and upcoming audit.

Jeff Hunt reviewed FY 2019/2020 budget adjustments.

Rusty Jedlicka discussed needed budget adjustments to following categories:

- Increase in communications of \$7,023
- Increase in administration of \$18,142.00 to be accrued for FY 2020/2021 due to the Sales Tax Assurance invoice.

Debra Opdahl called for motion to approved budget adjustments as follows:

- Increase in communications of \$7,023
- Increase in administration of \$18,142.00 to be accrued for FY 2020/2021

Motion made by Charles Valadez and seconded by Kristy Quigley. Motion passed unanimously.

6. Discuss and consider taking action to allow the creation of bank accounts and credit cards through Plains Capital Bank.

Jeff Hunt reviewed:

The creation of four bank accounts and five credit cards through Plains Capital Bank.

- Bank accounts will be for operations and payroll and debt services.
  - Signors operations:

- Debra Opdahl –President
- Becky Wynn – Vice President
- Charles Valadez – Asst. Treasurer/Secretary
- Kristy Quigley – Secretary
- Rusty Jedlicka - Treasurer
- Jeff Hunt – District Manager
- Sheila Prince – Admin Assistant
- Signors Debt Services:
  - Debra Opdahl –President
  - Becky Wynn – Vice President
  - Charles Valadez – Asst. Treasurer/Secretary
  - Kristy Quigley – Secretary
  - Rusty Jedlicka - Treasurer
  - Jeff Hunt – District Manager
  - Sheila Prince – Admin Assistant
- Signors payroll:
  - Debra Opdahl –President
  - Becky Wynn – Vice President
  - Charles Valadez – Asst. Treasurer/Secretary
  - Kristy Quigley – Secretary
  - Rusty Jedlicka - Treasurer
  - Jeff Hunt – District Manager
  - Sheila Prince – Admin Assistant
- ReSet Training bank account:
  - Signors:
    - Debra Opdahl –President
    - Becky Wynn – Vice President
    - Charles Valadez – Asst. Treasurer/Secretary
    - Kristy Quigley – Secretary
    - Rusty Jedlicka - Treasurer
    - Jeff Hunt – District Manager
    - Sheila Prince – Admin Assistant
- The credit cards will be issued as follows:
  - Fire Chief Troy Wenzel;
  - Battalion Chiefs
    - Wade Schmitzinsky,
    - Bruce Perkins, and
    - Tobe Cozby;
  - Administrative, one card to be shared as follows:
    - Jeff Hunt
    - Sheila Prince
    - Brian Storer

Debra Opdahl reviewed the Resolution Authorizing Account Signers with the Board, Ms. Opdahl called for a motion to approve the creation of bank accounts and credit cards through Plains Capital Bank. Motion made by Charles Valadez, Kristy Quigley seconded. Motion passed unanimously.

**Resolution was then signed and notarized.**

7. Discuss and consider the approval of spending \$3,000.00 on purchasing new office equipment.  
Chief Wenzel reviewed the need of updated computers and monitors (current computers will become obsolete with fiber optics) these monies will come from the station maintenance deferral category.

Debra Opdahl called for a motion to approve the expense of \$3,000.00 for new office equipment. Charles Valadez made motion, Kristy Quigley seconded. Motion passed unanimously.

8. Discuss and consider taking action on jurisdictional options.

No Action Taken.

9. Identify and prioritize strategic management projects, including:

- Debt Consolidation Opportunities
  - Jeff Hunt reported this project is currently ongoing.
- Briarcliff ETJ Project
  - Charles Valadez reported he is currently working with the Briarcliff Mayor on this project and will keep Board updated.
- Options for former Station 802
  - Chief Wenzel informed the Board former Station 802 has been renamed to Station 805 and options of sell or lease are currently being researched.
- Cost Recovery options
  - Chief Wenzel informed the Board that he will assign an individual to create protocol and procedures for cost recovery.
- ESD8 Personnel Manual Update
  - Chief Wenzel will contact the 4820 President and inquire if/when they along with a non-association representative will be available to meet with himself, Becky Wynn and Debra Opdahl after Thanksgiving.
- Asset Capitalization
  - Jeff Hunt reported he is researching protocols for this project.
- Records Management Program
  - Low Priority at this time.

10. Discuss and consider taking action on Cost Recovery options.

Chief Wenzel informed the Board that he will assign an individual to create protocol and procedures for cost recovery.

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

Tabled. No Action Taken.

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;

Chief Wenzel Reviewed:

- Response times.
- 86 total calls made.
- 38 medical calls.
- AEMT classes for 2021
  - ESD 6 will host AEMT class under the direction of the Office of the Medical Director

Dr. Kempema M.D.

- New hires are now on shift and will be given the opportunity to complete a survey about their two weeks of orientation.
- Employee Evaluation process

13. Discuss and consider taking action on apparatus needs;

Tabled. No Action Taken.

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

Tabled. No Action Taken.

15. 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. No Action Taken.

16. Consider attendance at Texas State Association of Fire and Emergency Services District (SAFE-D) Annual Conference in 1st Quarter of next year.

- Board Discussed attendance.
- No Action Taken

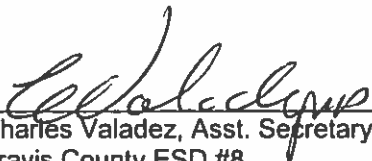
17. Discuss and consider Commissioners' terms of office expiring at year end.

Debra Opdahl reported that Gerald Daugherty on the Travis County Commissioners Court will be retiring and will be replaced by Ann Howard. During the transition Travis County ESD 8 Board commissioners will remain in their elected positions until their new terms and/or new commissioners are reviewed by Ann Howard and approved by Travis County Commissioners Court.

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

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

19. Adjourn. Meeting Adjourned at 7:57 pm.

  
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Charles Valadez, Asst. Secretary  
Travis County ESD #8