

TRAVIS COUNTY EMERGENCY SERVICE DISTRICT 16

Minutes

NOVEMBER 16, 2020

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 was held (via Tele-Conference) on **Monday, November 16 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 6:03 pm.

Board Present in Person:

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

Board Present via Tele-Conference:

Becky Wynn – Vice President, Kristy Quigley – Secretary.

Board Members absent

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 the 10-19-2020 Board Meeting;

Charles Valadez 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.

Debra Opdahl moved to approve minutes from the 10-19-2020 Board Meeting. Kristy Quigley 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 all expenses listed on Vender transaction.

Jeff Hunt reviewed the invoice from Bruce Elfant's office (Tax Assessor and Collector of Travis County) total of \$12,560.70 along with payment options and accounting procedures.

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

Charles Valadez called for a motion to approve all expenses listed on Vender transaction and to approve payment of \$12,560.70 to Bruce Elfant Tax Assessor Collector of Travis County. Debra Opdahl made the motion and Becky Wynn seconded. Motion passed unanimously.

- b. Approval of financial report;
 - Discuss and consider taking action on budget adjustments;
 - Jeff Hunt reviewed budget and informed board that no adjustments were needed.
 - Consider and/or approve budget adjustments, closing the books for 2019-2020 fiscal year, and upcoming audit.
 - No Action needed.

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

Tabled. No Action Taken.

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

Chief Wenzel reviewed:

- Response times
- 86 total calls made
- 38 medical calls
- 1 Auto-Aide call
 - Chief Wenzel informed the Board that he will assign an individual to create protocol and procedures for cost recovery.

8. 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.

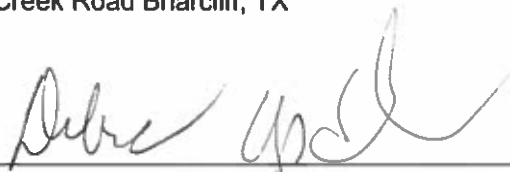
9. Discuss and consider Commissioners' terms of office expiring at year end;

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 16 Board commissioners will remain in their elected positions until reviewed by Ann Howard and approved by Travis County Commissioners Court.

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

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

11. Adjourn. Meeting Adjourned at 6:31 pm.



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