

TRAVIS COUNTY EMERGENCY SERVICE DISTRICT 16

MINUTES

DECEMBER 14, 2020

meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 was held via Tele-Conference) on **Monday, December 14, 2020 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, and Debra Opdahl – Asst. Secretary/Treasurer.

Board Present via Tele-Conference:

Kristy Quigley – Secretary, Rusty Jedlicka – Treasurer.

Also present in person:

Troy Wenzel and Sheila Prince.

Also present via Tele-Conference:

Jeff Hunt and 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 11-16-2020 Board Meeting;
Charles Valadez asked for any changes to the minutes from the 11-16-2020 Board Meeting. If there were none then a motion to approve was needed.
Debra Opdahl moved to approve minutes from the 11-16-2020 Board Meeting. Becky Wynn 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:

- Profit and Loss Report
- Transaction by Vendor report

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

Board discussed financial report format.

- b. Approval of financial report;
Tabled

6. Discuss and consider submitting required annual report to the Division of Emergency Management. Troy Wenzel reviewed information to be reported.

Charles Valadez called for a motion to approve report to the Division of Emergency Management be filed by Troy Wenzel or his designee. Debra Opdahl made the motion and Becky Wynn seconded. Motion passed unanimously.

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

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

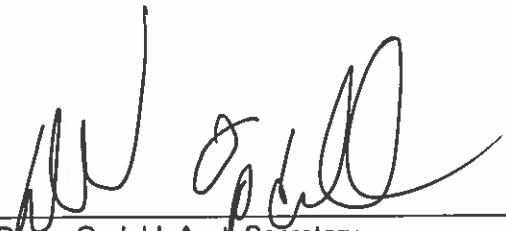
Chief Wenzel reviewed:

- Response times
- 97 total calls made
 - 29 calls were due to control burns now being logged into Dispatch.
- 37 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.
- Basic EMT Class location

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

- January 25, 2021 at 6 pm at 801 Bee Creek Road Briarcliff, TX

10. Adjourn. Meeting Adjourned at 6:19 pm.



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