

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8

Minutes

DECEMBER 14, 2020

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 was held via Tele-Conference on **Monday, December 14, 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 6:30 pm.

Board present in person:

Debra Opdahl – President, Becky Wynn – Vice President, Charles Valadez – 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 11-16-2020 Board Meetings;

Debra Opdahl 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.

Charles Valadez 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, invoices, and checks, including processing of payroll;

Jeff Hunt reviewed all expenses listed on Transaction by Vendor which included:

- Aguirrie
- Payroll
- Benchmark Insurance
- Dell EMC
- KS State Bank: Notes and Mortgages
- Lexipol
- McNeil and Company
- US Bankcorp: Credit from debt consolidation

Jeff Hunt reviewed the Profit and Loss Report.

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

b. Approval of financial report;

- Consider and/or approve budget adjustments, closing the books for 2019-2020 fiscal year, and ongoing audit.

Jeff Hunt reported the audit is ongoing and will keep the Board updated.

Tabled. No Action Taken.

c. Discuss and consider an asset capitalization policy.

Jeff Hunt reviewed the asset capitalization policy noting it is recommended by the auditor.

Board discussed policy and requested more research by Jeff Hunt before proceeding.

Tabled. No Action Taken.

d. Discuss and consider taking required action on the refinancing of Station 801.

Jeff Hunt reviewed options to refinance Station 801.

Board of Commissioners discussed options presented.

Board of Commissioners will not move forward at this time.

No Action Taken.

e. Discuss, consider and approve paying the HDL invoice.

Jeff Hunt reviewed invoice and reported that amount is correct which includes

- Quarterly retainer payment
- Commission fees for collected funds.

Debra Opdahl called for a motion to approve payment on the HDL invoice number SIN004612 for the amount of \$34,129.00. Motion made by Charles Valadez, Becky Wynn seconded. Motion passed unanimously.

6. Discuss and consider taking action on jurisdictional options.

No Action Taken.

7. Discuss and consider taking action on Station 803 improvements.

Troy Wenzel reviewed station 803 improvement which included:

- Hanging Propane Heater in bay area
- Installation of Heater and gas lines needed
- Gas stove possibilities
- Quotes for heater and installation
- Request for approval of \$10,000.00 for this project.

Debra Opdahl called for a motion to approve expenditure of up to \$10,000.00 for purchase and installation of Hanging Propane heater, Installation, accessories, needed plumbing and gas lines. Charles Valadez made motion, seconded by Becky Wynn. Motion passed unanimously.

8. Discuss, consider and approve funding workout equipment for District stations.

Troy Wenzel reviewed needs of all three stations to have an equal opportunity/access/equipment for crew fitness which included:

- Equipment needs
- 2019/2020 budgeted item
- Donations

Debra Opdahl called for a motion to approve expenditure up to \$12,000.00 for workout equipment for district stations. Motion made by Becky Wynn, seconded by Charles Valadez. Motion passed unanimously.

9. Identify, prioritize and consider taking action on strategic management projects, including:

- Debt Consolidation
 - Jeff Hunt reported this project is currently ongoing.
- Briarcliff ETJ Project
 - Charles Valadez reported this project is ongoing.
- Options for Station 805
 - Troy Wenzel reported that a Real Estate agent has been contacted and options of sell or lease are currently being researched.
- Cost Recovery options.
 - Troy Wenzel reported he has assigned Brian Storer to research options. Brian Storer has obtained a pricing schedule and is currently reviewing/researching options.
- ESD8 Personnel Manual Update
 - Debra Opdahl reported this project is ongoing.
- Records Management Program
 - Tabled

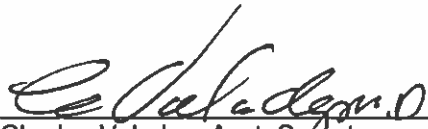
10. Receive monthly report from the Fire Chief regarding emergency operations, response times, call volume, training, management activities and personnel and consider taking related action;

Chief Wenzel reviewed:

- Response times

- 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
 - Covid-19 exposure circumstance/possibility
 - PPE
 - Evaluation policy
 - Evaluations will commence January 2021.
 - Suspensions without pay
 - Dispensary action taken due to incompleteness of reports in the allowed time frame.
11. Discuss and consider taking action on apparatus needs;
- Tabled. No action taken.
12. Receive monthly report from the District's attorney regarding pending litigation matters, contract issues, and legislative efforts and consider taking related action;
- Tabled. None present.
13. 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. None present.
14. Discuss and consider submitting required annual report to the Division of Emergency Management;
- Troy Wenzel reviewed information to be reported.
- Debra Opdahl called for a motion to approve report to the Division of Emergency Management be filed by Troy Wenzel or his designee. Becky Wynn made the motion and Charles Valadez seconded. Motion passed unanimously.
15. Discuss and consider Travis Central Appraisal District's Notice of Motion to Correct Hearing;
- Troy Wenzel reviewed response from Carlton Law firm on this topic which included
- The letters are notices to the Districts that those properties are still in the appraisal review process and the amount of tax they will pay has not yet been decided. There is nothing for the Districts to do at this time.
- No Action Taken.
16. Discuss and consider resolution permitting employees of Travis County ESD #8 act as signatories on District accounts;
- Previously approved. No Action Taken.
17. Discuss agenda, time and date for next meeting; and

- January 25, 2021 at 6:30 pm at 801 Bee Creek Road Briarcliff, TX
18. Adjourn. Meeting Adjourned at 8:08 pm.



Charles Valadez, Asst. Secretary
Travis County ESD #8