

TRAVIS COUNTY EMERGENCY SERVICE DISTRICT 16

Minutes

January 25, 2021

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 was held via Tele-Conference on **Monday, January 25, 2021 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,

Board Members Absent

Rusty Jedlicka – Treasurer.

Also present in person:

Troy Wenzel, Jeff Hunt and 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 12-14-2020 Board Meeting;

Charles Valadez asked for any changes to the minutes from the 12-14-2020 Board Meeting. If there were none then a motion to approve was needed.

Debra Opdahl moved to approve minutes from the 12-14-2020 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:

- Transaction by Vendor
- All expenses were within authorized limits.

- b. Approval of financial report;

Jeff Hunt Reviewed:

- Revenue
- Expenses
- TexPool General Fund
- Plains Capital Operating Account

Charles Valadez called for a motion to approve financial report. Debra Opdahl made the motion and Becky Wynn seconded. Motion passed unanimously.

- c. Review and approve District investments and quarterly investment report.

Jeff Hunt reviewed the Quarterly Investment Report

- Texpool General Fund
- Value
- Interest
- Compliance

Charles Valadez called for a motion to approve Quarterly Investment Report. Debra Opdahl made the motion and Becky Wynn seconded. Motion passed unanimously.

The Report was then signed by Assistant Treasurer Debra Opdahl.

6. Update on submission of required annual report to the Division of Emergency Management.

Chief Wenzel reported the submission has been completed.

7. Discuss and consider taking action on Travis County tax rates as it relates to seniors on fixed income.

Jeff Hunt reviewed Texas Tax Code 11.13d. Jeff Hunt will continue to research the financial impact to the district and providing needed services to the community.

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

Tabled.

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

Chief Wenzel reviewed:

Decembers Calls

- 75 Total Calls
- 29 Medical calls
- Response times
- Equipment
 - Cardiac Monitors
- 2020 AEMT Class
 - 5 crew members of Travis County ESD 8 has taken the class

- 1 has passed National Registry
- 4 are in the process of testing
- Ride alongs are in the process

Chief Wenzel Review Year End Summary

- 953 Total Calls for the year 2020
- 419 Total calls were medical in nature.

10. Approve and accept statements and oaths of office for appointed/reappointed Commissioners.

Tabled.

11. Action regarding obtaining or renewing Treasurer's bond.

Jeff Hunt to research.

12. Publish notice of address of administrative office location.

Sheila Prince to inquire.

13. Review training requirements and compliance status for each Commissioner.

Previously completed

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

- February 22, 2021 at 4:30 pm at 801 Bee Creek Road Briarcliff, TX

15. Adjourn. Meeting Adjourned at 6:50 pm



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