

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8

MINUTES

January 25, 2021

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 was held via Tele-Conference on **Monday, January 25, 2021 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 6:52 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.

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 12-14-2020 Board Meetings;

Debra Opdahl 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.

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

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

- Aguirre
- Amcheck
- Blue Cross Blue Shield
- Dell EMC
- KS State Bank
- Lexipool
- McNeil
- HdL
- Security State Bank
- US Bancorp

Debra Opdahl called for a motion to approve all expenses listed on Transaction by Vendor list. Motion made by Charles Valdez and seconded by Becky Wynn. 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 Auditors will give their presentation to the Board on 2/22/2021.

Chief Wenzel reviewed Covid-19 protocol and will have a medical officer present to take temperatures and supervise room set up.

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

Jeff Hunt reviewed the Quarterly Investment Report

- Texpool General Fund
 - Value
 - Interest
 - Compliance
- Texpool Sales Tax Fund
 - Value
 - Interest
 - Compliance

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

Both quarterly reports were then signed by Assistant Treasurer Charles Valadez.

c. Discuss and consider an asset capitalization policy.

Jeff Hunt reported creation of policy is in progress.

6. Discuss and consider taking action on jurisdictional options.

Tabled. No Action Taken.

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

- Debt Consolidation
 - Jeff Hunt reported project completed.
- Briarcliff ETJ Project
 - Charles Valadez reported this is ongoing.

- Options for Former Station 805
 - Tabled. No Action Taken.
 - Cost Recovery options
 - Tabled. No Action Taken.
 - ESD8 Personnel Manual Update
 - Troy Wenzel reports project is ongoing.
 - Records Management Program
 - Tabled. No Action Taken.
8. Receive monthly report from the Fire Chief regarding emergency operations, response times, call volume, training, management activities and personnel and consider taking related action;

Decembers Calls

- 75 Total Calls
 - 29 Medical calls
 - Reviewed Structure Fire at Barton Creek
 - Response time
 - Protocol
 - Hydrants
 - Water usage
 - Reports
- Response times
- Equipment
 - Cardiac Monitors
- Annual Banquet
 - To Be Announced
- Administration
 - Reconciliation policy
- Management
 - Employee Review Process
 - Management Review Process
- PSTrax
 - Will go live on February 2, 2021

Chief Wenzel Review Year End Summary

- 953 Total Calls for the year 2020.
 - 419 Total calls were medical in nature.
 - 59 Fires
 - 7 Structure Fires
9. Discuss and consider taking action on apparatus needs;

Chief Wenzel reviewed equipment needs as it pertained to Engine 801:

- Engine 801 is in need of a new compliment of hose which includes:
 - 5 inch rubber covered supply hose: 12 sections of 100 ft. hose.
 - 3 inch double jacket hose, 18 sections of 50 ft. hose.
 - Expense of \$10,230.78
 - Engine 803 will receive used hose.

Debra Opdahl called for a motion to approve the expense of \$10,230.78 to purchase a

new compliment of hose for Engine 801. Charles Valadez made the motion and Becky Wynn seconded. Motion passed unanimously.

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

Tabled.

11. 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.

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

Chief Wenzel reported the submission has been completed.

13. 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.

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

Tabled.

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

Jeff Hunt to research.

16. Publish notice of address of administrative office location.

Sheila Prince to make inquiry.

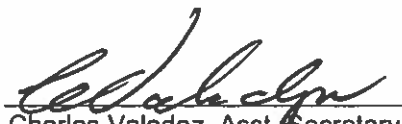
17. Review training requirements and compliance status for each Commissioner.

Previously completed.

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

February 22, 2021 at 5:00 pm at 801 Bee Creek Road Briarcliff, TX

19. Adjourn. Meeting Adjourned at 7:54 pm.



Charles Valadez, Asst. Secretary
Travis County ESD #8