

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8

MINUTES

March 15, 2021

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 was held in person and via Tele-Conference on Monday, March 15, 2021 at 5:00 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 5:17 pm.

Board Present in Person:

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

Board Present via Tele-Conference:

Kristy Quigley – Secretary,

Board Members Absent

Rusty Jedlicka – Treasurer, Becky Wynn – Vice President

Also present in person:

Troy Wenzel, Jeff Hunt, James Medack, Melodi Oltmann, Matt Coffel, Justin O’Baugh, Lea Bertsch, Wayne Bertsch, David Stubbs, Tim Cardinal, Clayton Blount, Chase Brunnemann, Ryan Smith, Brian Storer and Sheila Prince.

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 -

4. Presentation of the Challenge Coin to Tim Cardinal.

Justin O’Baugh presented the Challenge Coin to Tim Cardinal stating:

I would like to take this opportunity to recognize Tim Cardinal as an outstanding citizen who went above and beyond to help Travis County ESD 8 and Austin Travis EMS to evacuate a patient from their home during the winter storm that affected the state of Texas along with emergency response. Mr. Cardinal provided the apparatus and drove it during the evacuation. Mr. Cardinal’s help was imperative to the patient’s evacuation to safety.

Chief Wenzel echoed Mr. O’Baugh’s sentiment thanking Mr. Cardinal, adding that Travis County ESD 8 greatly appreciated Mr. Cardinal’s aid and his service to the community.

Debra Opdahl thanked Mr. Cardinal on behalf for the entire Board of Commissioners adding that

the Board members are honored to have a dedicated person such as Mr. Cardinal working to benefit his neighbors and the community.

- **Item 8**
- **Debra Opdahl Changed the agenda order and introduced Item 8**

Debra Opdahl introduced Item 8: Receive Presentation from Medack & Oltmann, LLP concerning FY 2020 Audit and consider approval of audit and filing a copy of same with Travis County;

- Review Audit handout.

Melodi Oltmann reviewed Audit for ESD 8 which included:

- Independent Auditor's Report
- Management's Discussion and Analysis
- Basic Financial Statements
 - Governmental Funds Balance Sheet and Statement of Net Position
 - Governmental Fund Revenues, Expenditures, Fund Balances and Statement Activities
 - Notes on Basic Financial Statement

James Medack reviewed:

- Statement of Revenues, Expenditures, Changes in Fund Balance, Budget vs Actual for General Fund
- Audit Findings
- Management Response to findings
 - Reconciliation policy
 - Accounts Payable policy
 - Asset Capitalization policy

ESD 8 Board of Commissioners discussed Audit

Debra Opdahl called for a motion to approve the FY 2020 Audit and to instruct staff to file a copy of same with Travis County. Charles Valadez made motion, Kristy Quigley seconded. Motion passed unanimously.

Administrative

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

Chief Wenzel updated the Board of Commissioners, stating that Commissioner Howard is actively working on ESD appointments/reappointments and will be in contact with each ESD Commissioner before appointments are made.

No Action Taken.

6. Action regarding election of officers for Board of Commissioners;

No Action Taken.

Discussion/Action Items

7. Approval of Minutes from 1-25-2021 Board Meeting;

Debra Opdahl asked for any changes to the minutes from the 1-25-2021 Board Meeting. If there were none then a motion to approve was needed.

Charles Valadez moved to approve minutes from the 1-25-2021 Board Meeting. Kristy Quigley seconded. Motion passed unanimously

8. Receive Presentation from Medack & Oltmann, LLP concerning FY 2020 Audit and consider approval of audit and filing a copy of same with Travis County;

- Review Audit handout.

* See above minutes

9. 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 January expenses listed on Transaction by Vendor which included vendors with expenses above \$2,000.00 as listed below:

- Amcheck
- Bestline
- Blue Cross Blue Shield
- Dooley Tackaberry
- Hartford Life
- KS State Bank
- Lance's
- Lexipool
- MES
- Signs Express
- Travis County Emergency Services
- US Bancorp

Jeff Hunt reviewed all February expenses listed on Transaction by Vendor which included vendors with expenses above \$2,000.00 as listed below:

- Amcheck
- Bank of America
- Bestline
- Blue Cross Blue Shield
- Hartford Life
- KS State Bank
- Lance's
- McNeil & Co.
- RideNow
- Rogue Fitness
- Sales Tax Assurance

Debra Opdahl called for a motion to approve all expenses for January and February 2021 listed on Transaction by Vendor list with special note of expenditures listed on expense report for expenses above \$2,000.00. Motion was made by Charles Valdez and seconded by Kristy Quigley. Motion passed unanimously.

b) Approval of financial report;

Jeff Hunt review Financial Report for January 2021 including:

- **Revenue**
 - Property Tax
 - Sales Tax
 - Additional Income
 - Total Revenue
- **Expenses**
 - Human Resources
 - Notes/Mortgages
 - Administrative
 - Communications
 - Facilities
 - Total Expense
- **Actual vs Budget**
 - Texpool
 - General Fund
 - Operating

Jeff Hunt review Financial Report for February 2021 including:

- **Revenue**
 - Property Tax
 - Sales Tax
 - Additional Income
 - Total Revenue
- **Expenses**
 - Human Resources
 - Notes/Mortgages
 - Administrative
 - Communications
 - Facilities
 - Total Expense
- **Actual vs Budget**
 - Texpool
 - General Fund
 - Operating

Debra Opdahl called for a motion to approve financial reports for the months January and February 2021. Motion was made by Charles Valdez and seconded by Kristy Quigley. Motion passed unanimously.

c) Discuss and consider an asset capitalization policy.

Tabled. No Action Taken.

d) Discuss and consider a reconciliation policy.

Tabled. No Action Taken.

e) Discuss and consider an expense process policy.

Tabled. No Action Taken.

10. Discuss and consider taking action on jurisdictional options.

Tabled until later in the meeting. See below listed notes.

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

- Briarcliff ETJ Project
 - Charles Valadez reported this is ongoing
- Options for Former Station 805
 - Tabled. No Action Taken.
- Cost Recovery options
 - Chief Wenzel reports that he will instruct Lt. Storer to address this with Fire Recovery.
- ESD8 Personnel Manual Update
 - Debra Opdahl reports this is ongoing.
- Records Management Program
 - Jeff Hunt and Chief Wenzel reported that this is ongoing. Jeff Hunt will work with Brian Storer to review State Library Archive and research categories to organize records according to State recommendations.

12. 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:

January Calls

- 175 Total Calls
 - 106 Control Burns
 - 25 Medical calls
- Average Response time of 5 minutes 40 seconds

February Calls

- 139 Total Calls
 - 59 Control Burns
 - 24 Medical calls
- Average Response time of 4 minutes 56 seconds
- 2020 AEMT Class
 - 5 crew members have their AEMT certification.

- 1 crew member has finished state test and is awaiting COG clearance.
 - 3 crew members are in the process of testing
 - 2021 AEMT Class
 - In the planning process
13. Receive monthly report from the District's attorney regarding pending litigation matters, contract issues, and legislative efforts and consider taking related action;
 Tabled until later in the meeting. See below listed notes.
14. 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.
15. Discuss and consider taking action on Texas Tax Code 11.13d.
 Tabled. No Action Taken.
16. Action regarding obtaining or renewing Treasurer's bond.
 Jeff Hunt researching this and has contacted Higginbotham Insurance about present coverage.
17. Update on published notice of address of administrative office location.
 Jeff Hunt reported the address of Travis County ESD 8 has been published through Austin American Statesman.
18. Discuss and take action on Texas Comptroller Special Purpose District Financial and Tax Reporting Requirement.
 Jeff Hunt informed ESD Board he is currently working on report that is due on April 1st 2021.
19. Review Records Management Program and make changes as appropriate.
 Previously addressed.
20. Discuss agenda, time and date for next meeting; and
 Board members will review calendars and inform Sheila Prince of their availability.
 Date and time to be announced.

- **Item 13**
- **Debra Opdahl Changed the agenda order and introduced item 13**

Debra Opdahl introduced: Receive monthly report from the District's attorney regarding pending litigation matters, contract issues, and legislative efforts and consider taking related action

The ESD8 Board entered Executive Session at 6:42 to receive advice from the District's attorney under Items 10 and 13. The ESD8 Board exited regular session at 6:42

The ESD8 exited Executive session at 7:11 and returned to regular Board meeting at 7:11.

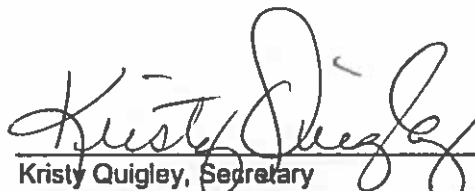
No Action Taken during executive session.

- **Item 10**
- **Debra Opdahl Changed the agenda order and introduced item 10**

Debra Opdahl introduced: Discuss and consider taking action on jurisdictional options.

In light of conversations with the City of Lakeway with respect to taxing jurisdictions, the ESD8 Board authorizes Board President Debra Opdahl and Chief Troy Wenzel to begin negotiations with the City of Lakeway for sales tax sharing agreements. Charles Valadez made the motion, Kristy Quigley seconded. All in favor.

21. Adjourn. Meeting Adjourned at 7:13 pm.



Kristy Quigley, Secretary
Travis County Emergency Services District No. 8