

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT 16

MINUTES

April 29, 2021

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 was held via Tele-Conference on **Thursday, April 29, 2021 at 4:30 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 4:30 pm.

Board Present in Person:

Charles Valadez – President, Becky Wynn – Vice President, Debra Opdahl – Asst. Secretary/Treasurer, Kristy Quigley – Secretary

Board Members Absent

Matt Coffel – Treasurer

Also present in person:

Troy Wenzel, Jeff Hunt, Sheila Prince, Allen Fulbright, and Micheal Hamlett.

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 3-15-2021 and 3-25-2021 Board Meetings;

Charles Valadez asked for any changes to the minutes from the 3-15-2021 and 3-25-2021 Board Meetings. If there were none then a motion to approve was needed.

Debra Opdahl moved to approve minutes from the 3-15-2021 and 3-25-2021 Board Meetings.

Kristy Quigley seconded. Motion passed unanimously with Becky Wynn abstaining from minutes of 3-15-2021 as she did not attend meeting.

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 for March 2021 which included payments over \$2,000.00.

- Travis County Appraisal District
- Travis County ESD 8 contract payment

Charles Valadez called for a motion to approve all items on the Transaction by Vendor List. Motion made by Debra Opdahl and seconded by Kristy Quigley. Motion passed unanimously.

b. Approval of financial report;

Jeff Hunt Reviewed:

- Revenue
- Expenses
 - Previously approved Budget Adjustment.
- Cash Account
 - Jeff Hunt informed board of commissioners that the cash balance is now \$1,506,073.00 due to the contract payment to Travis County ESD 8.

Charles Valadez called for a motion to approve the financial report making note of the current cash account balance. Debra Opdahl made the motion and Kristy Quigley seconded. Motion passed unanimously.

c. Review and approve quarterly investment report for second quarter.

Jeff Hunt reviewed quarterly investment report which included:

- Texpool General Fund
- Value
- Interest

Charles Valadez called for a motion to approve the 2nd Quarter investment report. Motion made by Debra Opdahl and seconded by Kristy Quigley. Motion passed unanimously.

The report was then signed by Jeff Hunt - Business Manager and Charles Valadez - President.

Jeff Hunt informed the Board that he was concluding the Texpool documentation to remove Rusty Jedlicka and add Treasurer Matt Coffel which was previously approved by the Board of Commissioners.

Texpool document was then signed by BOC President Charles Valadez.

d. Conduct annual review of investment policy and investment strategies and adopt resolutions.

Jeff Hunt reviewed

- Investment policy
- Investment strategies
- Resolution of review
- Investment Officer
 - Resolution updated investment officer removing Rusty Jedlicka and adding Treasurer Matt Coffel.

Charles Valadez called for a motion to adopt the resolution confirming annual review of district investment policy, strategies, guidelines and management practices which included assigning Matt Coffel as the districts investment officer. Motion made by Debra Opdahl and seconded by Kristy Quigley. Motion passed unanimously.

The resolution was then signed and notarized.

6. Review Records Management Program and make changes as appropriate.

Tabled with no action taken.

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

Chief Wenzel reviewed:

- 108 Total Calls
 - 32 Control Burns
 - 25 Medical calls
- 2021 AEMT Class
 - In the planning process

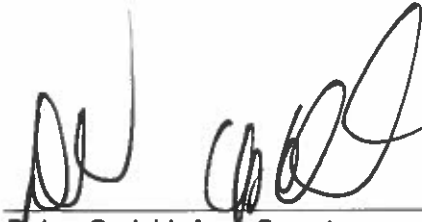
Chief Wenzel reports he discussed with the Office of Medical Director protocols dealing with discovery of DOA patients upon the arrival of crew members responding to a call.

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

Board discussed planning future meeting every 3rd Wednesday or Thursday of the month.

Next Board meeting will be held at 4:30 pm on May 19, 2021 at 801 Bee Creek Road Briarcliff, Texas 78669.

9. Adjourn. Meeting adjourned at 5:03 pm.



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