

## **TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8**

### **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 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 5:05 pm.

**Board Present in Person:**

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

**Board Present via Tele-Conference:**

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

Debra Opdahl 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.

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

Jeff Hunt reviewed:

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

- AMBU
- Amcheck
- Austin Fire Dispatch
- Bestline
- Fire Supply
- Hartford Life
- Medack & Oltmann
- McNeil & Co
- MES
- South Austin Marine
- Southside Wrecker
- TCAD
- Travis County Emergency

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

b) Approval of financial report.

- Revenue
  - Property Tax
  - Sales Tax
  - Total Revenue
- Expenses
  - Human Resources
  - 
  - Administrative
  - Communications
  - Facilities
    - Station 803 repairs
  - Training
    - Upcoming Basic EMT Class
    - Upcoming AEMT Classes
      - Chief Wenzel and Allen Fulbright reviewed the progress on planning an Advanced EMT class. The Board will be notified when the date is established.
  - Total Expense
- Actual vs Budget
  - General Fund
  - Operating

Debra Opdahl called for a motion to approve financial report for the Month of March 2021. Motion made by Becky Wynn and seconded by Kristy Quigley. Motion Passed unanimously.

c) Approval of Quarterly Investment Report.

Jeff Hunt reviewed quarterly investment report which included:

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

Debra Opdahl called for a motion to approve the 2<sup>nd</sup> Quarter investment report for Texpool General Fund and Texpool Sales Tax Fund. Motion made by Becky Wynn and seconded by Kristy Quigley. Motion passed unanimously.

The report was then signed by Jeff Hunt - Business Manager and Debra Opdahl - President.

- d) Discuss and consider TexPool resolution amending authorized representatives, removing Rusty Jedlicka as treasurer and adding Matt Coffel as Treasurer.

Jeff Hunt reviewed documentation of Texpool needed to remove Rusty Jedlicka and add Treasurer Matt Coffel to Texpool accounts.

Debra Opdahl called for a motion to approve resolution amending authorized representatives on Texpool accounts removing Rusty Jedlicka as Treasurer and adding Matt Coffel as Treasurer. Motion made by Becky Wynn and seconded by Kristy Quigley. Motion passed unanimously.

Texpool document was then signed by BOC President Debra Opdahl.

- e) Discuss and consider General BOD resolution formally granting BOD Treasurer Matt Coffel access to all bank accounts and credit card accounts.

Jeff Hunt and Debra Opdahl reviewed resolution granting BOD Treasurer access to all bank accounts. Becky Wynn suggested keeping resolution on record in its entirety for review availability.

Debra Opdahl called for a motion to approve General BOD resolution formally granting BOD Treasurer Matt Coffel access to all bank accounts and credit card accounts, noting a copy of the resolution will kept on record. Motion made by Becky Wynn and seconded by Kristy Quigley. Motion passed unanimously.

The resolution was then signed and notarized.

- f) Discuss and consider an asset capitalization policy.

Tabled with no action taken.

- g) Discuss and consider a reconciliation policy.

Tabled with no action taken.

- h) Discuss and consider an expense process policy.

Tabled with no action taken.

- i) Conduct annual review of investment policy and adopt resolution.

Jeff Hunt reviewed

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

Debra Opdahl 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 Becky Wynn and seconded by Kristy Quigley. Motion passed unanimously.

The resolution was then signed and notarized.

6. Discuss and consider taking action on jurisdictional options.  
No Action Taken.
7. Identify, prioritize and consider taking action on strategic management projects, including:
  - Briarcliff ETJ Project
    - Charles Valadez reviewed this ongoing project.
  - Options for Former Station 805
    - Tabled
  - Cost Recovery options
    - Tabled
  - ESD8 Personnel Manual Update
    - Becky Wynn and Debra Opdahl report this is ongoing and will keep Board updated on their progress.
  - Records Management Program
    - Tabled
8. Receive monthly report from the Fire Chief regarding:
  - a) Emergency operations, response times, call volume.
    - 108 Total Calls
      - 32 Control Burn
      - 76 Calls
        - 25 medical
    - Response times
  - b) Training
    - General Rescuer
    - Rope Tech
    - Driver/Operator
    - Incident Commander
    - AEMT
  - c) Management activities and personnel
    - Employee Evaluations were completed.
    - Management Evaluations from employees were received.
      - 13 crew members turned in Management Evaluations.
        - Concerns included:
          - Benefits.
            - ❖Benefit explanation spreadsheet created to distribute during upcoming Officer and Department meetings.
              - Debra Opdahl suggested salary increases beginning 2017 be included in spreadsheet.
          - Mandatory training
            - ❖Chief to review and update Board.
          - Value of Advanced EMT's
            - ❖Chief to review with staff.
          - Inclement weather policy
            - ❖Chief to review and create policy.
    - Squad Pilot Program

- Chief Wenzel reviewed Squad Pilot Program for Paramedic starting June 1, 2021.
- Chief Wenzel to hire one firefighter during this timeframe which will be reflected in an upcoming budget adjustment.

d) Apparatus needs

Chief Wenzel reviewed

- Status of New Engine 802 arrival in 2022.
- Need of a new Engine 803 in 2022/2023.

No Action Taken.

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

Jeff Hunt reviewed proposed addendum to our financing arrangement on consolidated debt to effectively allow swapping collateral due to total insured loss of engine 802.

Board discussed issue.

Debra Opdahl called for a motion to approved Addendum to Travis County ESD 8 financing agreement on consolidated debt to effectively allow swapping collateral due to total insured loss of Engine 802 with KS State Bank. Motion made by Becky Wynn and seconded by Kristy Quigley. A roll call vote was then taken. Motion passed unanimously

Debra Opdahl – Yes

Becky Wynn - Yes

Charles Valadez – Yes

Matt Coffel - Yes

Kristy Quigley – Yes

Paperwork will be signed by Debra Opdahl and Charles Valadez.

10. 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;

Troy Wenzel reported to Board that the Association contacted him and volunteered any help necessary with the Briarcliff ETJ project. Charles Valadez will contact the Association when help is needed.

11. Discuss and consider taking action on roadway access into and out of Pedernales Canyon Trail.

Matt Coffel updated the Board of Commissioner on roadway access into and out of Pedernales Canyon Trail.

Board discussed the issue.

No Action Taken.

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

Jeff Hunt reviewed requirement of a bond versus Indemnification of current umbrella policy.

No Action Taken.

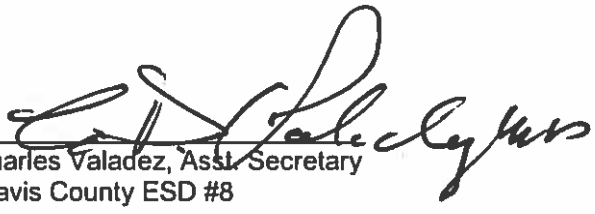
13. Discuss agenda, time and date for next meeting; and

Board discussed planning future meeting every 3<sup>rd</sup> Thursday of the month.

Next Board meeting will be held at 5:00 pm on May 19, 2021 at 801 Bee Creek Road Briarcliff,

Texas 78669.

14. Adjourn. Meeting adjourned 7:01 pm.



Charles Valadez, Asst. Secretary  
Travis County ESD #8