

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT 16

Minutes

July 20, 2021

A meeting of the Board of Commissioners of Travis County Emergency Services District No.16 was held in person and via Tele-Conference on **Tuesday, July 20, 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:

Becky Wynn – Vice President, Debra Opdahl – Asst. Secretary/Treasurer.

Board Members Present via Tele-Conference

Kristy Quigley – Secretary

Board Members Absent

Charles Valadez – President, Matt Coffel - Treasurer

Also present in person:

Troy Wenzel, Jeff Hunt, Sheila Prince, Greg Yancey, Chad Kubin, Carlton Melton, Cody Fojtik, Greg Yancey, Marc Talamantez, Allen Fulbright.

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 6-15-2021 Board Meetings;

Becky Wynn asked for any changes to the minutes from the 6-15-2021 Board meeting. If there were none then a motion to approve was needed.

Debra Opdahl moved to approve minutes from the 6-15-2021 Board meeting. Kristy Quigley 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:
- Transactions for June 2021 which included payments over \$2,000.00.
- TCAD
 - ESD 8 Contract payment
- Becky Wynn called for a motion to approve all expense items including payments over \$2,000.00. Motion made by Debra Opdahl and seconded Kristy Quigley. Motion passed unanimously.
- b. Approval of quarterly investment report for 3rd quarter; and
- Jeff Hunt reviewed quarterly investment report which included:
- Texpool General Fund
 - Value
 - Interest
- Becky Wynn called for a motion to approve the 3rd Quarter investment report. Motion made by Debra Opdahl and seconded by Kristy Quigley. Motion passed unanimously.
- The report was then signed by Debra Opdahl – Asst. Treasurer.
- c. Approval of financial report;
- Jeff Hunt reviewed:
- Revenue
 - Expense
 - Cash Account
- Becky Wynn called for a motion to approve the financial report. Motion made by Debra Opdahl and seconded by Kristy Quigley. Motion passed unanimously.
6. Discuss submission of Annual Tax Office Survey and Tax Plan.
- Jeff Hunt reviewed the submission.
- No Action Taken.
7. Discuss and consider taking action on signing the 2021 audit engagement letter for Medack and Oltmann CPA.
- Jeff Hunt reviewed the audit engagement letter.
- The Board of Commissioners discussed the issue.
- Becky Wynn called for a motion to approve and sign the 2021 audit engagement letter for Medack and Oltmann CPA. Motion made by Debra Opdahl and seconded by Kristy Quigley. Motion passed unanimously.
- The engagement letter was then signed by Becky Wynn.
8. Discuss and consider taking action on 2021 Tax Planning Calendar.
- Jeff Hunt reviewed:
- 2021 Tax Planning Calendar Categories

- Red - Exceeds the Voter/Approval Tax Rate
- Blue - Exceeds No New Revenue Rate but NOT Voter Approval Rate
- Green - Does not exceed No new Revenue Rate or Voter Approval Rate
- Preliminary appraisal roll numbers
- Special meeting requirements
- Deadline for Chief Appraiser to certify appraisal rolls

Board of Commissioners discussed information and meeting dates.

Becky Wynn reminded the Board of Commissioners the 2021 Tax Planning calendar was adopted on 6-15-2021 and the Special Meeting should be set.

- Special meeting will be held Tuesday, August 3, 2021 at 4:30 pm.

9. Discuss and consider taking action on 2021/2022 District Budget and potential tax rate.

Troy Wenzel reviewed the 2021/2022 District Budget including:

- Tax Revenues
- Addition Income
- Expenses
- Contract with ESD8

No Action Taken.

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

Tabled. No Action Taken.

11. Contract Provider Update regarding;

a. Emergency operations, response times, call volume.

- 84 Total Calls
- 17 Control Burns
- 67 Runs

b. Medical Calls

- 23 Medical Calls
 - 12 Responded by Squad 801

Chief Wenzel will keep the Board updated on progress of Squad 801.

c. Training

Lt. Fulbright reviewed planning of the AEMT Class:

- AEMT Class planning
- Will begin in January 2022

Lt. Fulbright will keep Chief Wenzel updated on progress of planning for AEMT classes.

d. Management activities, personnel, budget FY 2022, community impact

No updates at this time.

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

- Special Meeting will be held at 4:30 pm on Tuesday, August 3, 2021 at 801 Bee Creek Road Briarcliff, Texas 78669.
- Next Regular Board Meeting will be held at 4:30 pm on Wednesday, August 18, 2021 at 801 Bee Creek Road Briarcliff, Texas 78669.

13. Adjourn. Meeting at 5:18 pm.



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