

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT 16

MINUTES

September 21, 2021

A meeting of the Board of Commissioners of Travis County Emergency Services District No.16 was held on Tuesday, September 21, 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; Called to order at 4:30 pm.

Board Present in Person:

Charles Valadez – President, Becky Wynn – Vice President, Matt Coffel – Treasurer, Debra Opdahl – Asst. Secretary/Treasurer.

Board Present via Zoom:

Kristy Quigley – Secretary

Also present in person:

Troy Wenzel, Jeff Hunt, Sheila Prince, Michael Teague, Matthew Brown, Randolph Ruiz.

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 7-20-2021 and 8-3-2021 Board Meetings;

Charles Valadez asked for any changes to the minutes from the 7-20-2021 and 8-3-2021 Board meetings. If there were none then a motion to approve was needed.

Becky Wynn moved to approve minutes from the 7-20-2021 and 8-3-2021 Board meeting. Debra Opdahl seconded. Motion passed unanimously.

Matt Coffel was absent for the vote.

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 List by vendor for the months of July and August
- Noted that No Expenses in July or August exceeded \$2,000.00

b) Approval of financial report;

Jeff Hunt reviewed:

- Revenue
- Property Tax
- Expenses
 - Contract payment to ESD 8
- Cash Accounts

Charles Valadez called for a motion to approve all expense items for the months of July and August, along with the approval of the financial report ending August 31, 2021. Motion made by Debra Opdahl and seconded by Becky Wynn. Motion passed unanimously.

Matt Coffel was absent for this vote.

6. Consider taking action regarding budget for fiscal year October 1, 2021 to September 30, 2022 (budget must be adopted before tax rate);

Chief Wenzel reviewed Budget for FY 2021 – 2022 which included:

- Tax Revenues
- Human Resources
- Notes and Mortgages
- Administrative
- Contract Services

Board discussed budget proposal.

Charles Valadez read resolution adopting Budget for FY 10/1/2021 through 9/30/2022 and asked for a motion to adopt proposed budget for FY 2021-2022. Motion was made by Debra Opdahl and seconded by Becky Wynn. Motion passed unanimously.

Matt Coffel was absent for this vote.

Resolution was then signed and notarized.

7. Conduct a Public Hearing on the proposal to increase property taxes:

Charles Valadez opened public hearing at 4:50 pm.

- Board received question by Mr. Ruiz and Mr. Teague concerning tax rate.
- Open discussion on tax rate was conducted.

Jeff Hunt reviewed:

- Categories
 - Exceeds the Voter/Approval Tax Rate
 - Exceeds No New Revenue Rate but NOT Voter Approval Rate
 - Does not exceed No new Revenue Rate or Voter Approval Rate

Charles Valadez closed public hearing at 4:58 pm.

8. Take a record vote on the District's 2021 tax rate, adopt an Order Levying Taxes, authorize filing the Order with the Travis County Tax Assessor/Collector; and

Charles Valadez asked for a motion to adopt tax rate.

Debra Opdahl read the motion to adopt tax rate:

"I move that the property tax rate be increased by the adoption of a tax rate of \$0.0880 per \$100, which is effectively a 7.5 percent increase in the tax rate."

Becky Wynn seconded the motion. A record vote was then taken.

Becky Wynn – Yes	Debra Opdahl – Yes
Matt Coffel – Yes	Charles Valadez – Yes
Kristy Quigley – Yes	

Motion passed unanimously.

The Order Levying Taxes was then signed and notarized.

9. Authorize posting of statement regarding adopted tax rate to home page of District website; or

Charles Valadez opened discussion on website posting.

Charles Valadez asked for a motion to authorize website posting that complies with legal requirements. Motion made by Debra Opdahl and seconded by Becky Wynn. Motion passed unanimously.

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

Tabled. No Action Taken.

11. Contract Provider Update regarding;

Troy Wenzel reviewed:

- a) Emergency operations, response times, call volume.

- July
 - 88 total calls
 - 33 medical – ALS used in 2 calls
- August
 - 128 total calls
 - 46 medical – ALS used in 1 call

Charles Valadez opened discussion on call volume and patient care protocol.

Mr. Ruiz reviewed patient care protocol and call volume with Board of Commissioners.

- b) Medical Calls

- See above

- c) Training

- AEMT Classes in planning stage.
- Certifications for previous AEMT are progressing.
- Paramedic Certification is complete and OMD clearance is pending.

- d) Management activities, personnel, budget FY 2022, community impact

- Hiring process is upcoming in October

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

Next Board Meeting will be held at 4:30 pm on Wednesday October 20, 2021 at 801 Bee Creek Road Briarcliff, Texas 78669.

13. Adjourn. Meeting adjourned at 5:30 pm.



Kristy Quigley, Secretary
Travis County Emergency Services District No. 16