

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8

MINUTES

September 21, 2021

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 was held on Tuesday, September 21, 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; Called to order at 5:32 pm.

Board Present in Person:

Debra Opdahl – President, Becky Wynn – Vice President, Matt Coffel – Treasurer, Charles Valadez – 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 7-20-2021, 7-24-2021 and 8-3-2021 Board Meetings;

Debra Opdahl asked for any changes to the minutes from the 7-20-2021, 7-24-2021 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, 7-24-2021 and 8-3-2021 Board meetings. Charles Valadez seconded. Motion passed unanimously.

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 List by Vendor for the month of July which included expenses greater than \$2,000.00.
 - Amcheck
 - Bestline

- BCBS
- Bound Tree Medical
- Cardio Partners – Payment authorized in previous meeting
- Fast and Friendly Promotions
- Hartford
- KS State Bank – Pierce Engines Loan now paid off
- McNeil Insurance
- Travis County Emergency Services
- Transaction List by Vendor for the month of August which included expenses greater than \$2,000.00.
 - Amcheck
 - Bank of America
 - Bestline
 - BCBS
 - Bound Tree Medical
 - Hartford
 - Lance Fire Truck
 - TML – Workman's Comp audit premium adjustment.
 - Jeff Hunt informed Board of Commissioner audit process.

Debra Opdahl called for a motion to approve all expense items for the months of July and August included in the Transaction by vendor lists. Motion made by Becky Wynn and seconded by Charles Valadez. Motion passed unanimously.

b) Approval of financial report.

Jeff Hunt reviewed:

- Revenue
- Property Tax
- Expenses
 - Chief Wenzel updated Board of Commissioners on the progress of updating sprinkler system for Station 801 discussed in previous Board Meeting.
 - Chief Wenzel to obtain quote for the next Board Meeting.
- Cash Accounts

Debra Opdahl called for a motion to approve the financial report ending August 31, 2021. Motion made by Becky Wynn and seconded by Charles Valadez. Motion passed unanimously.

6. Consider taking action regarding budget for fiscal year October 1, 2021 to September 30, 2022;

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

- Tax Revenues
 - Property Tax
 - Sales Tax
- Income
- Human Resources
 - Pay raise for crew (Base 6%)
 - Debra Opdahl opened discussion
 - Troy Wenzel reviewed benefits plan and upcoming benefits plan as they pertain to salary.
 - Board of Commissioners will revisit pay and benefits opportunities throughout the coming fiscal year.

- Education Incentive Pay
- PTO buyback
- Benefits
 - Debra Opdahl opened discussion on the need for an Employee Assistance Program for crew members.
 - Chief Wenzel asked Jeff Hunt and Sheila Prince to look into current healthcare program and possible additional coverage needed.
 - Board of Commissioners will revisit this issue, keeping the proposed listed budget item at this time.
- Notes and Mortgages
- Administrative
 - Property and Liability Insurance is being renewed.
 - Jeff Hunt updated Board of Commissioners on required driver training.
 - Jeff Hunt and Sheila Prince will obtain website and log on information.
- Communications
- Public Relations
 - Annual Banquet
 - Sheila Prince to contact Daniel Brewer and discuss invitation for Rusty Jedlicka and the creation of a plaque to thank him for his service.
- Facilities
 - Troy Wenzel reviewed the need for a generator at Station 803, adding that propane has been added to that station for heating and cooking needs in the event of loss of electrical power.
 - Board of Commissioners asked Chief Wenzel to research the cost of a generator.
- Training
- Fleet

Chief Wenzel informed Board of Commissioners there is a surplus of \$90,541.65 that can be placed into the maintenance deferral category for additional needs such as Apparatus or equipment needs.

Board discussed budget proposal.

Board of Commissioners directed Chief Wenzel to place surplus into the maintenance deferral category.

Debra Opdahl 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 Charles Valadez and seconded by Becky Wynn. Motion passed unanimously.

Resolution was then signed and notarized.

Debra Opdahl announced a session break at 7:40 pm
Debra Opdahl call session back to order at 7:49 pm.

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

Debra Opdahl opened public hearing at 7:50 pm.

- No Comments were heard.

Debra Opdahl closed public hearing at 7:51 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

Debra Opdahl asked for a motion to adopt tax rate.

Becky Wynn read the motion to adopt tax rate:

"I move that the property tax rate be increased by the adoption of a tax rate of \$0.097 per \$100, which is effectively a 6.9696 percent increase in the tax rate."

Matt Coffel 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;

Debra Opdahl opened discussion on website posting.

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

10. Discuss and consider adoption of automatic aid agreement;

Chief Wenzel reviewed new automatic aid agreement.

Board of Commissioners discussed information.

Debra Opdahl asked for a motion authorizing Chief Wenzel to sign new automatic aid agreement. Motion made by Becky Wynn and seconded by Matt Coffel. Motion passed unanimously.

11. Discuss and consider taking action on jurisdictional options;

Tabled. No Action Taken.

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

- Briarcliff ETJ Project
 - Charles Valadez updated Board of Commissioners of progress.
 - Mr. Ruiz offered the Board of Commissioners the help of the Association.
 - Charles Valadez will be in contact with the Association as needed.
- Options for Station 805
 - Tabled
- Cost Recovery options
 - Tabled
- ESD8 Personnel Manual Update
 - Tabled
- Records Management Program
 - Tabled

13. Discuss and consider taking action on approval of hiring process for the position of Assistant Chief.

Chief Wenzel Reviewed:

- Hiring Process using employment firm.
- Firms contacted and qualifications pertaining to Department needs.
- Firm Selected
- Pricing \$19,500.00

Board of Commissioners had open discussion.

Troy Wenzel to review the following before signing contract:

- Is the position to be offered in Texas only or Nationwide?
- Bruce Ure will be the person performing the services.
- Payment Options.

Debra Opdahl asked for a motion to authorize Troy Wenzel to engage Bruce Ure for the hiring process for the position of Assistant Chief. Motion made by Becky Wynn and seconded by Charles Valadez. Motion passed unanimously.

14. Receive monthly Fire Chief report and consider taking appropriate actions;

a) Emergency operations, response times, call volume.

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

b) Training

- Driver training required by property/liability insurance.
- Relief driver training ongoing
- Harassment training to commence in October.
- AEMT Class planning in progress

c) Management activities, personnel, budget FY 2022, and community impact

- Troy Wenzel reviewed ongoing research into a Texas County & District Retirement System.
- Upcoming Firehouse feast 9/25/2021.

d) Apparatus needs

- Need for new Engine
 - Board of Commissioners asked Chief Wenzel to obtain a quote and submit it at next board meeting.
 - After responding to brush fire, one Brush Truck will need 4 new replacement tires, running \$400.00 each.

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

None present. No Action Taken.

16. 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;

Mr. Ruiz updated the Board of Commissioners:

- Reorganization of the Pedernales Association of Firefighters
- New projects for the Association, including ongoing research into a feasibility study on opportunities to merge any western Travis County ESDs.

Board of Commissioners had an open discussion.

No Action Taken.

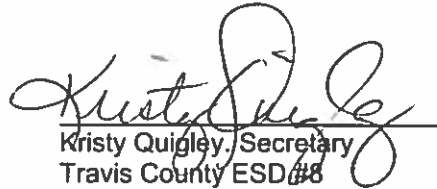
17. Discuss and consider taking action on Chief Wenzel's performance evaluation and salary;

Tabled. No Action Taken.

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

Next Board Meeting will be held at 5:00 pm on Wednesday October 20, 2021 at 801 Bee Creek Road Briarcliff, Texas 78669.

19. Adjourn. Meeting adjourned at 8:51 pm.


Kristy Quigley, Secretary
Travis County ESD #8