

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 16

Minutes

October 20, 2021

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 was held on **Wednesday, October 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; Called to Order at 4:35 pm.

Board Present in Person:

Charles Valadez – President, Kristy Quigley – Secretary, Matt Coffel – Treasurer, Debra Opdahl – Asst. Secretary/Treasurer.

Board Absent from this meeting

Becky Wynn – Vice President

Also present in person:

Troy Wenzel, Jeff Hunt, Sheila Prince, Tyler Listz, Michael Teague, Cody Fojtik.

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 9-21-2021 Board Meeting;

Charles Valadez asked for any changes to the minutes from the 9-21-2021 Board meeting. If there were none then a motion to approve was needed.

Debra Opdahl moved to approve minutes from 9-21-2021 Board meeting. Kristy Quigley 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, invoices, and checks, including processing of payroll;

Jeff Hunt Reviewed:

Transaction by Vendor including expenses greater than \$2,000.00.

- Contract payment will be on next month's report
- Travis Central Appraisal District

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 including items greater than \$2,000.00 for the month of September, along with the approval of the financial report ending September 30, 2021. Motion made by Debra Opdahl and seconded by Kristy Quigley. Motion passed unanimously.

Matt Coffel was absent for this vote.

c) Review and approve quarterly investment report for 3rd quarter;

Jeff Hunt noted that there is a typographical error on Agenda, the Quarterly Investment report is for the 4th quarter.

Jeff Hunt reviewed:

Texpool General Fund Account

- Value of investment
- Interest earned
- Book and market value

Charles Valadez called for a motion to approve the 4th quarter investment report. Motion made by Debra Opdahl and seconded by Kristy Quigley. Motion passed unanimously

Matt Coffel was absent for the vote.

Investment report was then signed.

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

Tabled, no action taken.

7. Receive monthly Provider Update and consider taking appropriate actions;

Chief Wenzel reviewed:

- a) Emergency operations, response times, call volume.
 - 116 total calls
 - Squad pilot program is ongoing and is being conducted on A Shift only.
- b) Medical Calls
 - 49 medical calls
- c) Training
 - AEMT class to be held in 2022
- d) Management activities, personnel, budget FY 2022, and community impact
 - Hiring process has been delayed until November 2021.

8. Consider engagement of an auditor to perform following year audit;

This matter was previously addressed. No action taken.

9. Discuss required training hours for Commissioners;

Board of Commissioners reviewed training hours. No action taken

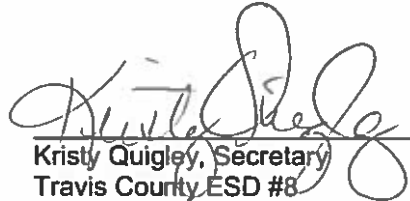
10. Consider attendance at Texas State Association of Fire and Emergency Services District (SAFE-D) Annual Conference in 1st Quarter of next year;

Board of Commissioners discussed attendance, will review individual calendars, and will contact Sheila Prince on needed accommodations and enrollment.

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

Next Board Meeting will be held at 4:30 pm on Thursday November 18, 2021 at 801 Bee Creek Road Briarcliff, Texas 78669.

12. Adjourn. Meeting adjourned at 4:52 pm.



Kristy Quigley, Secretary
Travis County ESD #8