

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8

Minutes

October 20, 2021

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 was held on **Wednesday, October 20, 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 5:00 pm.

Board Present in Person:

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

Board Absent:

Becky Wynn – Vice President

Also present in person:

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

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;

Tyler Listz addressed the Board of Commissioners on the topic of Travis County ESD 8 retirement plan, requesting regular updates on planning/progress of implementing a system such as Texas County and District Retirement System.

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;

Debra Opdahl 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.

Charles Valadez moved to approve minutes from 9-21-2021 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, invoices, and checks, including processing of payroll;

Jeff Hunt reviewed;

Transaction by vender list including items exceeding \$2,000.00

- Amchek

- Austin Fire Dispatch
- Bestline
- BCBS
- Boundtree Medical
- Dell
- Front line Mobile
- Gear Cleaning
- Hartford
- Lances Fire Truck
- Security State Bank
- Spicewood plumbing
- Station Automation
- TDO Cabinets
- TCAD
- Zoll

Debra Opdahl called for a motion to approve all expense items including those that exceed \$2,000.00 for the month of September 2021 in the Transaction by vendor list. Motion made by Charles Valadez and seconded by Kristy Quigley. Motion passed unanimously.

b) Approval of financial report.

Jeff Hunt reviewed:

- Revenue
- Property Tax
- Expenses
- Cash Accounts
- Jeff Hunt noted that the reimbursements from deployment have been received and allocated back to payroll.

Debra Opdahl called for a motion to approve the financial report ending September 30, 2021. Motion made by Charles Valadez and seconded by Kristy Quigley. Motion passed unanimously.

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

Texpool Sales Tax Account

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

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

Investment reports were then signed.

- Item 8: Discuss and consider taking action on purchasing a new fire engine.

Debra Opdahl changed the agenda order and introduced item 8

Debra Opdahl introduced item 8;

Discuss and consider taking action on purchasing a new fire engine;

Troy Wenzel reviewed Stuphen Proposal for new engine:

- Cost \$703,489.52
- Size, configurations, equipment
- Delivery date will be in March of 2023
- Reviewed maintenance expense on current engines
- Jeff Hunt reviewed debt analysis

Board of Commissioners discussed purchase of new engine.

Debra Opdahl called for a motion to grant Troy Wenzel the authority to purchase a new engine. Motion made by Matt Coffel and seconded by Kristy Quigley. Motion passed unanimously.

6. Discuss and consider taking action on updating sprinkler system for Station 801;

Brian Storer and Chief Wenzel reviewed the proposal for updating sprinkler system at station 801;

- Cost \$31,700.00
- Scope of work
- Timeframe

Debra Opdahl called for a motion to grant Troy Wenzel the authority to implement the purchase of updated sprinkler system for station 801. Motion made by Charles Valadez and seconded by Kristy Quigley. Motion passed unanimously.

7. Discuss and consider taking action on purchasing a generator for Station 803;

Brian Storer reported this is being researched.

No action taken.

8. Discuss and consider taking action on purchasing a new fire engine;

See above.

9. Discuss and consider taking action on personnel issues;

Tabled. No action taken.

10. Discuss and consider taking action on jurisdictional options;

No action taken.

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

Previously addressed. No action taken.

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

- Briarcliff ETJ Project
 - Charles Valadez reported this is ongoing.
- Options for Station 805
 - Tabled
- Cost Recovery options

- Tabled
- ESD8 Personnel Manual Update
 - Troy Wenzel reported this is ongoing.
- Records Management Program
 - Tabled

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

Chief Wenzel reviewed:

- a) Emergency operations, response times, call volume.
 - 116 total calls
 - Response times
 - Squad pilot program is ongoing and is being conducted on A Shift only.
 - 49 medical calls
- b) Training
 - AEMT class to be held in 2022.
 - HR Training in Discrimination/Harassment/Civility is currently occurring as a mandatory class for all employees.
- c) Management activities, personnel, budget FY 2022, and community impact
 - Hiring process for Assistant Chief position is on going
 - 11 applications have been received.
 - Posting for position will remain up until position is filled.
 - All internal applicants will proceed throughout process.
 - Hiring process for firefighter positions have been delayed until November 2021.

d) Apparatus needs

No action taken.

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

Tabled. No action taken.

15. 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;

Tyler Listz reported to the Board of Commissioners that the association will be holding elections for their Board of Commissioners in the upcoming weeks.

No action taken.

Item 17 and 18

Debra Opdahl changed the agenda order and introduced items 17 and 18

Debra Opdahl introduced item 17 and 18;

Discuss required training hours for Commissioners;

Board of Commissioners reviewed training hours. Board was asked to get with Sheila Prince for a list of required classes or to update training hours for classes previously taken. No

action taken.

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. No action taken.

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

At 5:51 pm Board of Commissioners entered into Executive Session to discuss personnel matters.

At 7:30 pm Board of Commissioners exited executive session and returned to regular session.

No motions were made and no action was taken during Executive Session.

The Board of Commissioners reviewed Chief Wenzel's Evaluation with Chief Wenzel.

Kristy Quigley called for a motion to give Debra Opdahl the authority to sign Chief Wenzel's evaluation on behalf of the Board of Commissioners. Motion by Debra Opdahl and seconded by Charles Valadez. Motion passed unanimously.

The Board of Commissioners discussed a 10% salary increase for Chief Wenzel for FY2022, retroactive to October 2021.

Kristy Quigley called for a motion to increase Chief Wenzel's salary by 10% for FY 2022, retroactive to October 2021. Motion by Debra Opdahl and seconded by Charles Valadez. Motion passed unanimously.

17. Discuss required training hours for Commissioners;

See above.

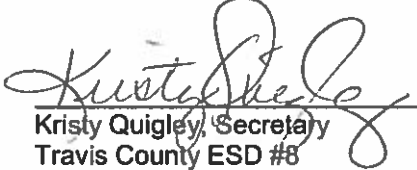
18. Consider attendance at Texas State Association of Fire and Emergency Services District (SAFE-D) Annual Conference in 1st Quarter of next year;

See above.

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

Next Board Meeting will be held at 5:00 pm on Thursday, November 18, 2021 at 801 Bee Creek Road Briarcliff, Texas 78669.

20. Adjourn. Meeting adjourned at 7:32 pm.


Kristy Quigley, Secretary
Travis County ESD #8