

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 16

Minutes

December 15, 2021

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 was held on **Wednesday, December 15, 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; 4:30 pm

Board Present in Person:

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

Also present in person:

Troy Wenzel, Jeff Hunt, Sheila Prince, David Lackey, Randolph Ruiz, Paige Bushnell, Wade Schmitzinsky, Matt Montgomery, Clayton Blount, Ryan Smith, Chase Brunnemann, 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;

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 11-18-2021 Board Meeting;

Charles Valadez asked for any changes to the minutes from the 11-18-2021 Board meeting. If there were none then a motion to approve was needed.

Debra Opdahl moved to approve minutes from 11-18-2021 Board meeting. Kristy Quigley seconded. Motion passed unanimously.

Matt Coffel was off the dais for this 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 expenses for the month of November 2021

- No expenses greater than \$2,000.00

- b) Approval of financial report.

Jeff Hunt reviewed:

- Revenue

- Property Tax
- Expenses
- Cash Accounts

Charles Valadez called for a motion to approve monthly bills, invoices, all expensed included in the transaction by vender along with the financial report ending November 30, 2021. Motion made by Debra Opdahl and seconded by Kristy Quigley. Motion passed unanimously.

Matt Coffel was off the dais for this vote.

- c) Review and approve quarterly investment report;
Tabled no action taken.
6. Review Records Management Program and make changes as appropriate;
Tabled, No Action Taken.
7. Receive monthly Provider Update and consider taking appropriate actions;
- a) Emergency operations, response times, call volume.
 - 96 total calls.
 - Response time 4.5 minutes.
 - b) Medical Calls
 - 26 medical calls.
 - c) Training
 - 3 crew members are in the process of getting OMD clearance for Advanced EMT certification.
 - AEMT class to be held in 2022
 - Squad 801 continues to operate on shift A.
 - Chief Wenzel will keep Board updated on the pilot program.
 - d) Management activities, personnel, budget FY 2022, and community impact.
 - Hiring process will be conducted in January 2022.
- Chief Wenzel updated Board on upcoming actives:
- January 18, 2022 – A meet and greet will be held for Board of Commissioners to meet applicants for the Assistant Chief position. The meeting will be held at 101 Lakeway Dr. Lakeway, Texas in the Lakeway Resort and Spa, the time will be announced when plans have been solidified.
 - January 19, 2022 – Regular Board of Commissioners meeting
 - January 29, 2022 – Annual Banquet to be held at 5700 Pace Bend Road, Spicewood Texas, in Girl Scout Dinning Hall at Camp Texlake from 6:00 pm to 10 pm. Invitations have been sent out.
8. Discuss and consider submitting required annual report to the Division of Emergency Management.
Chief Wenzel will submit this report before the end of the year.


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

January 18, 2022 – A meet and greet will be held for Board of Commissioners to meet applicants for the Assistant Chief position. The meeting will be held at 101 Lakeway Dr. Lakeway, Texas in the Lakeway Resort and Spa, the time will be announced when plans have been solidified.

January 19, 2022 – Regular Board Meeting will be held at 4:30 pm on Wednesday, January 19, 2022 at 801 Bee Creek Road Briarcliff, Texas 78669.

January 29, 2022 – Annual Banquet to be held at 5700 Pace Bend Road, Spicewood Texas, in Girl Scout Dinning Hall at Camp Texlake from 6:00 pm to 10 pm.

10. Adjourn. Meeting Adjourned at 4:48 pm.



Debra Opdahl, Asst. Secretary
Travis County ESD #16