

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8

Minutes

December 15, 2021

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 will be held on **Wednesday, December 15, 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; 5:00 PM.

Board Present in Person:

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

Debra Opdahl 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.

Charles Valadez moved to approve minutes from 11-18-2021 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

- Amcheck
- AFD ReSet
- Bestline
- BCBS
- Bound Tree
- Hartford

- KS State Bank
- ESD 6 ReSet
- MES
- Spicewood Plumbing
- TC Emergency Services
- VFIS/CAFCA

b) Approval of financial report.

Jeff Hunt reviewed:

- Revenue
- Property Tax
- Sales Tax
 - Sales Tax has increased 66% since last year.
 - Jeff Hunt to inquire if this a trend or an anomaly.
- Expenses
- Cash Accounts

Debra Opdahl called for a motion to approve all expense items including those that exceed \$2,000.00 for the month of November 2021 in the Transaction by vendor list and the financial report ending November 30, 2021. Motion made by Charles Valadez and seconded by Kristy Quigley. Motion passed unanimously.

c) FY 2020/2021 Budget adjustments, close out and finalize.

Jeff Hunt reviewed FY 2020/2021 Budge adjustments which included:

- Sales Tax
- Overtime (increase due to deployment)
- Payroll tax
- Cobra
- Notes and Mortgages (being researched, an extra note was automatically deducted)
- HdI Tax Assurance
- Tax Collector Fee
 - Becky Wynn asked why there was an increase.
 - Jeff Hunt to research the increase.

Board discussed adjustments.

Debra Opdahl called for a motion to approve budget adjustments, to close out and finalize Budget for FY 2020/2021. Motion made by Charles Valadez and seconded by Kristy Quigley. Motion passed unanimously.

d) Review and approve quarterly investment report;

Tabled, No action taken.

6. Discuss and consider taking action on jurisdictional options;

Tabled, No action taken.

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

- Briarcliff ETJ Project
- Options for Station 805

- Cost Recovery options
- ESD8 Personnel Manual Update
- Records Management Program

Tabled, No action taken.

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

a) Emergency operations, response times, call volume.

- 96 total calls.
- 34 Controlled Burns
- Response time 4.5 minutes.

b) Medical Calls

- 26 medical calls.

c) Training

Chief Wenzel asked Matt Montgomery to update the board on current certifications.

Matt Montgomery informed the Board:

- All firefighters as of the end of January will have completed their general rescuer certification.
- All engineers as of the end of January will have completed their instructor one (one higher certification than required of them through auto aid.)
- All lieutenants as of the end of January will have the minimum requirements according to our department policies including state required safety courses, Traffic Incident management and Courage to be Safe.

Debra Opdahl expressed the Board of Commissioners appreciation for the great work being done to keep Travis County ESD 8 crews and community safe.

Chief Wenzel Reviewed:

- 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.

- The Santa Parade was a success. Clay Blount played Santa, the community involvement was successful with toys being collected for the Brown Santa campaign. Toys have been picked up by Brown Santa volunteers.

Debra Opdahl expressed the Board of Commissioners appreciation to Mr. Blount for his involvement in making the Santa Parade and toy drive a success.

- Hiring process will be conducted in January 2022.
- The promotion process has been completed.
 - Chad Kubin has been promoted to Battalion Chief of Shift C beginning

January 6, 2022.

- Engine 802 delivery date is expected between May and June 2022.
- Chief Wenzel reported to the Board of Commissioners that he looked into purchasing a "Demo" Fire Engine from Stuphen but there is a 2 year wait list for the Demo Models.

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.

9. Discuss and consider taking action on retro fitting Boat 801.

Chief Wenzel reviewed the needed upgrades for Boat 801 and informed the Board of Commissions he is currently researching the cost and time line.

No Action Taken.

10. 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.

11. 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;

Randolph Ruiz updated the Board of Commission's on the Associations progress in reorganizing.

Mr. Ruiz offered the Association's help with anything the Board of Commissioners require.

Debra Opdahl thanked the Association and will reach out to the Association in the future.

12. 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.

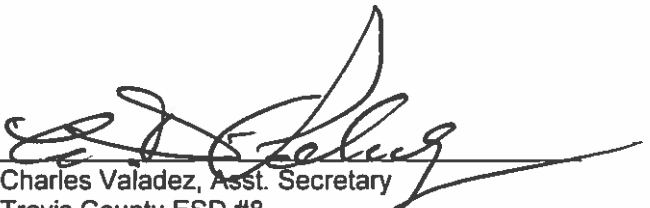
13. Discuss agenda, time and date for next meeting; and

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 5:00 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.

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



Charles Valadez, Asst. Secretary
Travis County ESD #8