

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 16

MINUTES

January 19, 2022

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 was held on **Wednesday, January 19, 2022 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;

Board Members Present in Person:

Charles Valadez – President, Becky Wynn – Vice President, Debra Opdahl – Asst. Secretary/Treasurer

Board Members Present via Tele-Conference

Kristy Quigley – Secretary

Board Members Absent

Matt Coffel – Treasurer

Also present in person:

Troy Wenzel, Jeff Hunt, Sheila Prince, Brian Storer, Chad Kubin

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 –

Administrative

4. Approve and accept statements and oaths of office for reappointed Commissioner Becky Wynn;

Becky Wynn signed her statement of office for appointment as commissioner on the ESD16 Board. The statement was signed and notarized.

Becky Wynn took her oath of office for appointment as commissioner on the ESD16 Board. The oath was signed and notarized.

Charles Valadez asked for a motion to approve and accept Ms. Wynn's reappointment. Motion made by Debra Opdahl and seconded by Kristy Quigley. Motion passed unanimously.

5. Action regarding election of officers for Board of Commissioners;

Charles Valadez asked for a motion to elect Ms. Wynn to her previously elected position of Vice President. Motion made by Debra Opdahl and seconded by Kristy Quigley. Motion passed unanimously.

Discussion/Action Items

6. Approval of Minutes from 12-15-2021 Board Meeting;

Charles Valadez asked for any changes to the minutes from the 12-15-2021 Board meeting. If there were none then a motion to approve was needed.

Becky Wynn moved to approve minutes from 12-15-2021 Board meeting. Kristy Quigley seconded. Motion passed unanimously.

7. 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 December 2021

- ESD 8 Contract payment
- Travis County Central Appraisal District
- Tax Assessor Collector

b. Approval of financial report.

Jeff Hunt reviewed:

- Revenue
- Property Tax
- Expenses
 - Becky Wynn requested Jeff Hunt to research Tax Assessor fee's as it pertains to the budget. Jeff Hunt will update Board of Commissioners on his progress.
- Cash Accounts

Charles Valadez called for a motion to approve monthly bills, invoices, all expensed included in the transaction by vendor along with the financial report ending December 31, 2021. Motion made by Debra Opdahl and seconded by Becky Wynn. Motion passed unanimously.

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

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

- Revenue
- Human Resources
- Administrative
- Board discussed adjustments.

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

d. Review and approve quarterly investment report;

Jeff Hunt reviewed:

- Type of investment
- Value
- Interest

Charles Valadez called for a motion to approve the 1st quarter investment report. Motion made by Debra Opdahl and seconded by Becky Wynn. Motion passed unanimously.

Investment report was then signed.

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

Tabled. No Action Taken.

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

Troy Wenzel reviewed:

- a) Emergency operations, response times, call volume.
 - 96 total calls.
 - 17 Control Burns
 - 79 Actual Calls
 - Response time 5.47 minutes.
- b) Medical Calls
 - 37 medical calls.
- c) Training
 - 3 crew members are in the process of getting OMD clearance for Advanced EMT certification.
 - AEMT class to be held July/August time frame
 - 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.
 - Pedernales Fire Department continues to take precautions against Covid-19.
 - Daily decontamination for stations and apparatus are being conducted.
 - The Department has been affected by crew members absent due to Covid-19 although our crew members are covering for those off due to illness.

10. Publish notice of address of administrative office location.

Charles Valadez instructed staff to take the necessary steps to ensure compliance.

11. Review training requirements and compliance status for each commissioner.


Addressed in previous meetings. No Action Taken

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

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

February 22, 2022 - Regular Board Meeting will be held at 4:30 pm at 801 Bee Creek Road Briarcliff, Texas 78669.

13. Adjourn. Meeting adjourned at 4:57 pm.


Becky Wynn, Vice President
Travis County ESD #16