

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 16

Minutes

April 19, 2022

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 was held on **Tuesday, April 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; Meeting Called to order 4:34 pm.

Board Present in Person:

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

Board Members Absent:

Matt Coffel – Treasurer

Also present in person:

Tony Haden, Jeff Hunt, Sheila Prince, Brian Storer, Chad Kubin, Clay Hendon, Scott Wegner, Jared Mikeska, Paige Bushnell, Michael Hamlett, Matt Brown, Lane Hart, 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 3-30-2022 Board Meeting;

Charles Valadez asked for any changes to the minutes from the 3/30/2022 Board meeting. If there were none then a motion to approve was needed.

Debra Opdahl moved to approve minutes from the 3/30/2022 Board meeting. Kristy Quigley seconded the motion and the motion passed unanimously.

5. Receive report from Business Manager and consider taking related action, including:

Jeff Hunt reviewed:

- a. Approval of monthly bills, invoices, and checks, including processing of payroll;
 - Travis Central Appraisal District

- b. Approval of financial report.
 - Revenue
 - Property Tax
 - Expenses.
 - Cash Accounts
- c. Review and approve quarterly investment report;
 - General Fund Account
 - Type
 - Value
 - Interest

Charles Valadez asked for a motion to approve all bills, invoices, checks, payroll, including all expenses exceeding \$2,000.00 for the month ending March 31, 2022, approval of the financial report ending March 31, 2022 and to approve Quarterly Investment reports for the ESD 16 2nd quarter. A motion made by Debra Opdahl and seconded by Becky Wynn. The motion passed unanimously.

The Investment report was then signed.

- 6. Review Records Management Program and make changes as appropriate; Tabled. No action was taken.

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

Chief Haden reviewed:

- a. Emergency operations, response times, call volume
 - 72 Total Calls
 - 1 call for assistance with Forest Service Control Burn
 - Response time 7.52 minutes
- b. Medical Calls
 - 36
- c. Training
 - OMD class on wound packing was conducted for all shifts.
 - D/O class complete
 - Lt. Westerman completed his AEMT class.
- d. Management activities, personnel, budget FY 2022, and community impact.
 - A Crawfish boil with be held on 4/30/2022 given by PFD Auxiliary as a fund raiser.

- 8. Conduct annual review of investment policy and investment strategies and adopt resolution;

Jeff Hunt reviewed:

- Investment policy
- Criteria
- Statute
- Liquidity
- Yield
- Texpool

The Board of Commissioners discussed investment policy, strategies and resolution.

Charles Valadez asked for a motion to adopt the resolution confirming annual review of the


district investment policy, strategies, guidelines, and management practices. A motion made by Debra Opdahl and seconded by Kristy Quigley. The motion passed unanimously.

The Resolution Confirming Annual Review of the District Investment Policy was then signed and notarized.

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

The next regular Board of Commissioners meeting will be held Wednesday, May 18, 2022, at 4:30 pm at 801 Bee Creek Road Briarcliff, Texas 78669.

10. Adjourn. Meeting adjourned at 4:46 pm.

A handwritten signature in black ink, appearing to read "Kristy Quigley", written over a horizontal line.

Kristy Quigley, Secretary

Travis County ESD 16