

## TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 16

### Minutes

May 18, 2022

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 was held on **Wednesday, May 18, 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:**

Troy Wenzel, Tony Haden, Jeff Hunt, Sheila Prince, Brian Storer, Chad Kubin, Faye Crossett, Melodi Oltman, James Medack, Paige Bushnell, Chase Brunnemann, Scott Wegner, 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;

Chief Wenzel introduced Faye Crossett to the Board of Commissioners informing them of Ms. Crossett's new position as Business Manager for Travis County ESD 8 and ESD 16.

The Board of Commissioners welcomed Ms. Crossett.

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 4/19/2022 Board Meeting;

Charles Valadez asked for any changes to the minutes from the 4/19/2022 Board meeting. If there were none then a motion to approve was needed.

Debra Opdahl moved to approve minutes from the 4/19/2022 Board meeting. Kristy Quigley seconded the motion and the motion passed unanimously.

5. Presentation from Medack & Oltmann, LLP concerning FY 2021 audit and consider approval of audit and filing a copy of the same with Travis County;
  - Review Audit handout.

James Medack reviewed Audit for ESD 16 which included:

- Independent Auditor's Report
- Management's Discussion and Analysis
- Basic Financial Statements
  - Governmental Funds Balance Sheet and Statement of Net Position
  - Governmental Fund Revenues, Expenditures, Fund Balances and Statement Activities
  - Notes on Basic Financial Statement
- Statement of Revenues, Expenditures, Changes in Fund Balance, Budget vs Actual for General Fund

ESD 16 Board of Commissioner's discussed Audit.

Charles Valadez called for a motion to approve the FY 2021 Audit and to instruct staff to file a copy of same with Travis County. Debra Opdahl made motion, Kristy Quigley seconded. The motion passed unanimously.

6. 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;
  - Carlton Law Firm
- b. Approval of financial report.
  - Revenue
  - Property Tax
  - Expenses.
  - Cash Accounts

Chief Wenzel asked that Jeff Hunt review his records on payments to Travis County Appraisal District concerning quarterly payments.

- c. Review and approve quarterly investment report;

No Action Taken.

Charles Valadez asked for a motion to approve all bills, invoices, checks, payroll, including all expenses exceeding \$2,000.00 for the month ending April 30, 2022, and approval of the financial report ending April 30, 2022. A motion was made by Debra Opdahl and seconded by Kristy Quigley. The motion passed unanimously.

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

Tabled. No Action Taken.

8. Review Resolution Regarding Public Participation at Open Meetings and make changes as appropriate;

Tabled. No Action Taken.

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

Chief Wenzel reviewed:

- Emergency operations, response times, call volume
  - 87 Total Calls


- 79 Actual calls
- Response time 5.59 minutes
- Medical Calls
  - 23
- Training
  - 2 crew members will be sitting for AEMT certifications this week
  - AEMT class are set to begin in August
    - Selection process for students is ongoing
    - Lt. Storer will keep board updated on process
- Management activities, personnel, budget FY 2022, and community impact.

Chief Wenzel reviewed Travis Central Appraisal District's evaluation of taxable value of ESD 16's jurisdiction.

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

The next regular Board of Commissioners meeting will be held Tuesday, June 14, 2022, at 4:30 pm at 801 Bee Creek Road Briarcliff, Texas 78669.

11. Adjourn. Meeting adjourned at 4:59 pm.



Debra Opdahl, Asst. Secretary  
Travis County ESD #16