

## **TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8**

### **Minutes**

**May 18, 2022**

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 was held on **Wednesday, May 18, 2022, 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; Meeting called to order 5:00 pm.

#### **Board Present in Person:**

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

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 the 4/19/2022 Board Meeting;

Debra Opdahl 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.

Charles Valadez moved to approve minutes from the 4/19/2022 Board meeting. Becky Wynn seconded the motion. The motion passed unanimously.

5. Receive presentation from Medack & Oltmann, LLP concerning FY 2021 audit, consider approval of audit and filing a copy of the same with Travis County;

- Review Audit handout.

James Medack reviewed Audit for ESD 8 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
- Findings Report
  - Separation of duties
  - Accounting
  - Password control

ESD 8 Board of Commissioner's discussed Audit.

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

Debra Opdahl spoke on behalf of the Board of Commissioners thanking Medack & Oltmann for all their efforts and hard work which resulted in an unbiased assessment of organization health for ESD 8. Ms. Opdahl added Medack & Oltmann's audits help the Board of Commissioners be good stewards to their district's constituents.

James Medack expressed his appreciation to the Board of Commissioners for being open to their assessments of the organization which adds an advantageous atmosphere in which to work.

Kristy Quigley left the dais for the evening.

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; Transaction by vender list including items exceeding \$2,000.00
  - 1<sup>st</sup> Fire Safety
  - Amcheck
  - ReSet activity
  - Austin Fire Dispatch
  - Bestline
  - Blue Cross Blue Shield
  - DH Pace
    - Brian Storer reviewed the repair of Station 801 bay doors
  - DS Diesel and auto
  - Geargird
  - Hartford
  - Lexipool
  - Lances
  - Mission Critical
  - Motorola

Chief Wenzel reported to the Board of Commissioners that he is researching a new employment attorney due to the current attorney stepping back her practice.

- b) Approval of financial report.
  - Revenue
  - Property Tax
  - Sales Tax
  - Expenses
  - Cash Accounts
- c) Review and approve quarterly investment report; No Action taken.

Debra Opdahl 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 made by Charles Valadez and seconded by Becky Wynn. The motion passed unanimously.

Chief Wenzel introduced Faye Crossett to the Board of commissioners informing them that Ms. Crossett will be filling the Business Manager's position for ESD 8.

Chief Wenzel thanked Jeff Hunt for his past work as the Business Manager for the district. Adding Mr. Hunt aided the district greatly by his hard work as Business Manager which included many special projects which promoted growth of the district during his tenor.

The Board of Commissioners echoed Chief Wenzel's gratitude of Mr. Hunt along with his work and welcomed Ms. Crossett to the Department.

Jeff Hunt expressed his appreciation of the Board of Commissioners along with the Department and offered his assistance whenever he is needed in the future.

Debra Opdahl changed the order of the Agenda moving to item 8
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- Item 8 tabled with no action taken

7. Discuss and consider taking action on liquidation of surplus equipment.

Brian Storer reviewed surplus radio's capabilities adding these radios will be phased out for use in 2 years' time due to our dispatching system advancing to a full digital encryption. Surplus radios do not have these capabilities.

Debra Opdahl asked for a motion to approve the resolution for the liquidation of surplus equipment. Motion made by Charles Valadez and seconded by Becky Wynn. The motion passed unanimously.

The resolution was then signed and notarized.

8. Discuss and consider taking action on jurisdictional options;

See above.

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

- Briarcliff ETJ Project
  - Charles Valadez reviewed efforts being made.
  - Chief Wenzel added preparations are in progress for community interaction.
    - The Firefighters Association will aide in this project.
- Options for Station 805
  - Board of Commissioners discussed options
  - No Action Taken.
- ESD8 Personnel Manual Update
  - No Action taken
- Records Management Program
  - No Action taken

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

Chief Wenzel reviewed:

- Emergency operations, response times, call volume
  - 87 Total Calls
  - 79 Actual calls
  - 23 Medical Calls
  - 4 Structure fires
  - Response time 5.59 minutes

Chief Wenzel informed the Board of Commissioners that Austin Fire Dispatch is estimating a 30% increase of the current \$29.04 per call rate. Chief Wenzel has not signed the ILA (Interlocal Agreement) due to his and other ESD Fire Department Chiefs concerns on the current policy of possible duplication of charges. A letter outlining concerns has been crafted and sent to the Assistant City Manager and the Travis County Emergency Management Coordinator.

Board of Commissioners discussed the possible increase in rate.

Chief Wenzel will keep the Board of Commissioners updated on this matter.

- Training;

Chief Wenzel reviewed:

- 2 crew members will be sitting for AEMT certifications this week
- AEMT class are set to begin in August

Chief Haden reviewed:

- 4 crew members from the A Shift has been sent to the TEEX Leadership Symposium in San Marcos and plans to send members of other shifts to Leadership Symposiums in the future. The Symposiums are free of charge to those attending and is an excellent source of information for the Department.

Chief Wenzel informed the Board of Commissioner that Chief Haden will be attending the Fire-Rescue International conference held in San Antonio on August 24<sup>th</sup> thru 26<sup>th</sup> 2022 as a guest speaker and New Engine 802 will be on display during the conference. New Engine 802 will be delivered after the conference.

- Management activities, personnel, budget FY 2022/2023, and community impact;

Chief Wenzel reviewed:

- A hiring process is being conducted
- Testing will be held on May 21,2022
- The Department has 6 crew member positions to fill.
  - 30 plus applications have been accepted.

Chief Wenzel expressed his appreciation to Chief Haden for Chief Haden's progressive actions of bringing the Pedernales Fire Department to the attention of prospective applicants. Chief Haden has visited fire schools promoting the Department's hiring process. Chief Wenzel informed the Board of Commissioners that Chief Haden was the guest speaker at the Austin Community College graduation for firefighters.

Chief Haden expressed his gratitude for the recognition of his efforts. Chief Haden reminded the Board of Commissioner that he did not accomplish this alone. Chief Haden recognized Lt. Montgomery, Firefighter Bushnell, Firefighter Henry and other crew member's efforts in making the hiring process a success.

The Board of Commissioners expressed their gratitude to all involved.

Chief Wenzel reviewed Travis Central Appraisal District's evaluation of taxable value of ESD 8's jurisdiction.

- Apparatus needs.

- The Department will accept delivery of New Engine 802 after the Fire-Rescue International conference.
- New Command apparatus is being customized and expected delivery will be in approximately 2 weeks.

11. 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.

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

Tabled. No Action Taken.


13. 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;

No Action Taken.

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

The next regular Board of Commissioners meeting will be held Tuesday, June 14, 2022, at 5:00 pm at 801 Bee Creek Road Briarcliff, Texas 78669

15. Adjourn. Meeting adjourned at 6:37 pm.



Debra Opdahl, President  
Travis County ESD #8