

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

### **Minutes**

**October 19, 2022**

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 was held on **Wednesday, October 19, 2022, at 5:30 p.m.**, at Station 801, located at 801 Bee Creek Road, Spicewood, Texas 78669, for the following purposes:

1. Call meeting to order; 5:31 pm.

Board Present in Person:

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

Also present in Person:

Troy Wenzel, Tony Haden, Sheila Prince, Jeff Hunt, Brian Storer, Bruce Perkins,  
Allen Fulbright, Caleb Gay, Charlie Newton and Jaden Cannaday.

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 8/16/2022, 9/20/2022 and 9/27/2022 Board Meetings;

Debra Opdahl asked for any changes to the 8/16/2022, 9/20/2022 and 9/27/2022 Board Meeting minutes.

There being none, Charles Valadez moved to approve minutes from 8/16/2022 Board meeting. Becky Wynn seconded the motion. The motion passed unanimously.

Kristy Quigley abstained from vote due to absence at the 8/16/2022 meeting.

Matt Coffel was off of the Dias for this vote.

There being none, Charles Valadez moved to approve minutes from 9/20/2022 Board meeting. Becky Wynn seconded the motion. The motion passed unanimously.

Debra Opdahl abstained from vote due to absence at the 9/20/2022 meeting.

Matt Coffel was off of the Dias for this vote.

There being none, Charles Valadez moved to approve minutes from 9/27/2022 Board meeting. Becky Wynn seconded the motion. The motion passed unanimously.

Charles Valadez abstained from vote due to absence at the 9/27/2022 meeting.

Matt Coffel was off of the Dias for this vote.

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;

- Amcheck
- Armand Advertising
- Austin Fire Dept Dispatch
  - Board discussed price increase.
- Bestline
- BCBS
- Dell
- Frontline
- Fuelman
- Hartford
- Honey Dipper
- Humana
- Lake Travis Fire and Rescue
- Lances
  - Board questioned ENG 801 charges as it should be under warranty.
  - S. Prince will review and inform Chief Wenzel on charges.
- PEC
- Richardson Apparatus
- Station Automation
- Travis Central Appraisal

b) Approval of financial report.

- Revenue
- Property Tax
- Sales Tax
- Expenses
  - Jeff Hunt reviewed category 5300 - Facilities
    - 5300 received an adjustment from \$134,000.00 to \$226,199.00 due to approved remodel of Station 803. Remodel is in progress at this time.

c) Review and approve quarterly investment report;

- General Fund
  - Value of investment at the beginning and end of 4<sup>th</sup> Quarter
  - Interest earned
- Sales Tax Fund
  - Value of investment at the beginning and end of 4<sup>th</sup> Quarter
  - Interest earned

Matt Coffel questioned investment options. Jeff Hunt to review with Texpool and research other options.

Board questioned Jeff Hunt on paying off loan for Station 801.

Jeff Hunt reviewed balance of loan, prepayment penalty and is researching other options.

Debra Opdahl asked for a motion to approve all bills, invoices, checks, payroll, including all expenses exceeding \$2,000.00 for the month ending September 30, 2022, approval of the financial report ending September 30, 2022 with the adjustment of category 5300 from \$134,000.00 to \$226,199.00 and approval of the 4<sup>th</sup> quarter investment reports for General fund and Sales Tax Fund. A motion was made by Charles Valadez and seconded by Becky Wynn. The motion passed unanimously.

Investment reports were then signed.

6. Discuss and consider taking action on Medack and Oltmann engagement letter for FY 2022 audit services.

Debra Opdahl reviewed engagement letter of Medack and Oltmann then asked for a motion to approve the Board president signing the Medack and Oltmann engagement letter for FY2022 audit services. Motion made Charles Valadez and Becky Wynn seconded the motion. The motion passed unanimously.

The engagement letter was then signed.

7. Receive presentation on the updated Travis County ESD 8 employee manual, discuss and consider taking related action.

Tony Haden reviewed updated Travis County ESD 8 employee manual and Guiding Statement.

Board of commissioners discussed update manual and thanked Chief Haden on his excellent work.

Debra Opdahl asked for a motion to approve the updated Travis County ESD 8 employee manual. A motion was made by Charles Valadez, Kristy Quigley seconded the motion. The motion passed unanimously.

8. Discuss and consider taking action on jurisdictional options;

Tabled. No action taken.

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

- Briarcliff ETJ Project
  - Chief Wenzel reports project is ongoing
- Options for Station 805
  - Tabled. No action taken
- ESD8 Personnel Manual Update
  - Completed
- Records Management Program
  - Tabled. No action taken

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

Chief Wenzel reviewed:

- Emergency operations, response times, call volume;
  - Total Calls 138
    - 38 were controlled burns
  - Total runs 100
    - 35 were medical in nature
  - Response time 5.57 minutes
- Training;

Chief Haden reviewed:

- Storer and Prince were sent to the TIFMAS symposium
  - Storer gathered information on deployments
  - Prince gathered information to aid in deployment reimbursement
- S130 and S190 class
  - Brunnemann, Campuzano and LaFour attended
- ICS 400 class
  - Mikeska, Westerman, Montgomery and Perkins attended
- Command of Multiple Alarms
  - Montgomery, Westerman and Schmitzinsky attended
  - Lt. Montgomery will be a regional instructor for this class
- Oak Hill pump simulation – Train the Trainer
  - Melton and Henry attended and will become instructors for other crew members
- ReSet – Rescue Swimmer
  - Hendon, Teague and Brunnemann attended
  - Engineer LaFour instructed class
- Texas Fire Chief Academy
  - Chief Haden attended. Chief Haden recommends this class for other officers.

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

Chief Wenzel reviewed:

- Chief Wenzel reported that he conducted a meeting with each shift to review the budget and received positive feedback
- A meet and greet will be held on November 1, 2022 for the Administrative Manager candidates. Time and place to be announced
- Interviews for the Administrative manager position to be held on November 2, 2022
  - Administrative Manager to begin work in December 2022
- The PFD Auxiliary's Firehouse Feast fundraiser was a great success

Becky Wynn reported a community CPR class will be conducted on 10/29/2022 at Barton Creek Lakeside and will be instructed by Travis County ESD 8 crew members

- Apparatus needs.
  - Engine 802 is now in service
  - New Engine 804 will be received within the next couple of weeks
  - New Engine 803 will be delivered July 2023

11. Receive monthly report from the District's attorney regarding pending litigation matters, contract issues, and legislative efforts and consider taking related action;

Debra Opdahl reported she will ask John Carlton to attend a future BOC meeting to address any 2023 legislation affecting the Emergency Service Districts

12. 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;

Tabled. None present.

At 6:32 pm Board of Commissioners entered into Executive Session to discuss personnel matters.

At 6:57 pm Board of Commissioners exited executive session and returned to regular session.

No action was taken during Executive Session

13. Discuss and consider taking action on Chief Wenzel's compensation package;

The Board of Commissioners discussed a 10% salary increase for Chief Wenzel for FY 2022/2023 retroactive to current payroll period.

Debra Opdahl called for a motion to increase Chief Wenzel's salary by 10% for FY 2022/2023, retroactive to current payroll period. Motion by Charles Valadez and seconded by Becky Wynn. Motion passed unanimously.

14. Discuss required training hours for Commissioners;

Board of Commissioners discussed needed training hours

15. Consider attendance at Texas State Association of Fire and Emergency Services District (SAFE-D) Annual Conference February 2-4, 2023 at the Kalahari Convention Center in Round Rock;

Board of Commissioners discussed attending the SAFE-D conference for 2023.

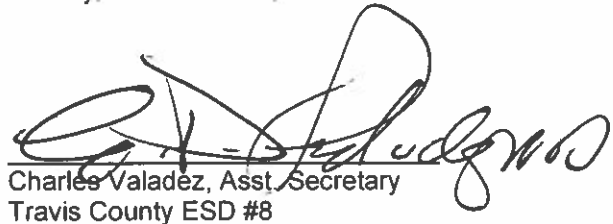
Charles Valadez, Becky Wynn, Debra Opdahl, Chief Haden and Chief Wenzel will attend.

Kristy Quigley will try to attend.

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

- Next Board Meeting will be held at 5:30 pm on Thursday, November 17, 2022 at 801 Bee Creek Road Briarcliff, Texas 78669.

17. Adjourn. Meeting adjourned at 7:02 pm.



Charles Valadez, Asst. Secretary  
Travis County ESD #8