

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8

MINUTES

February 21, 2023

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 was held on **Tuesday, February 21, 2023 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; Meeting called to order 5:32 pm.

Board Present in Person:

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

Board Absent:

Matt Coffel - Treasurer

Also present in person:

Troy Wenzel, Lynnette Courtney, Tony Haden, Bruce Perkins, Marc Talamantez, Matthew Montgomery, Michael Teague

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 1/17/2023 Board meeting.

Debra Opdahl asked for any changes to the minutes from the 1/17/2023 Board meeting. There being no corrections, Debra Opdahl asked for a motion to approve the minutes from 1/17/2023.

Charles Valadez moved to approve the minutes from the 1/17/2023 Board meeting. Bruce Mills seconded the motion. The motion passed unanimously.

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

Lynnette Courtney reviewed:

- a) Approval of monthly bills, invoices, and checks, including processing of payroll;

- Amcheck
- BCBS-TX
- Carlton Law Firm
- Fire King LLC
 - Troy Wenzel noted this was a budgeted item for Station 803 remodel
- Hartford
- Hgl Cabinets
 - Becky Wynn questioned the amount on cabinets
 - Michael Teague explained all the wood works for Station 803 remodel to include; cabinets in kitchen, beds in doors, desk, work stations, food pantries, personal lockers
- Humana
- The Lighthouse Restaurant
- Travis County Emergency Services
- TCDRS

b) Approval of financial report;

- Revenue
- Property Tax
- Sales Tax
- Cash Accounts

c) Review and approve quarterly investment report.

No action taken.

d) Discuss and take related action changing from current Wells Fargo Business account to a Wells Fargo Commercial Electronic Office account.

Debra Opdahl asked for a motion to approve all bills, invoices, checks, payroll, including all expenses exceeding \$2,000.00 for the month ending January 31, 2023, approval of the financial report ending January 31, 2023 and to change the current Wells Fargo Business account to a Wells Fargo Commercial Electronic Office account. A motion was made by Charles Valadez and seconded by Bruce Mills. The motion passed unanimously.

President Opdahl reminded the Board of Commissioners and meeting attendees that Total Cash reflected in the Monthly Business Report is not indicative of cash available. In addition to the Board's stated goal of maintaining funds for a six-month run rate, many of these funds have been earmarked for other projects. Debra Opdahl asked that an incumbent or slated cash balance of budgeted items be added to the financial report.

6. Discuss and consider taking action on jurisdictional options;

No action taken.

7. Discuss and consider taking related action on Employee Assistance Plan Contracts;

Chief Haden reported:

In 2004, representatives from several major fire service constituencies jointly developed and adopted the 16 Firefighter Life Safety Initiatives, with the intent that the Initiatives spread throughout the fire service. Initiative 13 is Psychological Support, and it calls for access to counseling and psychological support for firefighters and their families. In response to this need for support, Travis County ESD 8 explored several available options using a team of firefighters working with Assistant Chief Haden to

select the best option, and determined that the solution for our department is a two part plan. We will contract with All One Health who will handle a full Employee Assistance Program ("EAP"), accessible to employees and their families for five mental health sessions a year per incident. In addition, we will enter into a contract with Tania Glenn and Associates for traumatic mental health support that is specific to emergency services. These programs will be evaluated after one year to ensure that they meet the needs of our members in an anonymous manner.

Chief Haden asked the Board to approve \$12,000 towards the startup of the EAP program with the donation from the auxiliary.

Debra Opdahl asked for a motion to approve signing of the All in One Health and Tania Glenn EAP programs with an amount up to \$12,000 from the ESD and to accept the donation from the Auxiliary of \$10,000. Dr. Charles Valadez made the motion, and Bruce Mills seconded. The motion passed unanimously.

8. Identify, prioritize and consider taking action on strategic management activities, including:

- Briarcliff ETJ Project;
 - Troy Wenzel reported this is ongoing. Briarcliff is working on the next phase for annexation
- Options for Station 805;
 - This matter was not addressed
- Records Management Program; and
- This matter was not addressed Legislative update
Chief, Charles Valadez, and Debra Opdahl met with Troxiclar, Goodwinn, and Campbel's staff to make introductions and request meetings. They will continue to build those relationships, and will return to the Capital on March 21st. They invited all the Commissioners to join them. Any Board members wishing to attend must notify Chief Wenzel or Chief Haden before March 14th.

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

Troy Wenzel reviewed:

- Emergency operations, response times, call volume;
 - 106 Total Calls
 - 39 medical calls
 - Response time 6.08 minutes
 - YTD calls 426 total

• Training;

Tony Haden reviewed:

- Command and Control Course is in its second phase and Lt. Montgomery is an instructor
- Vehicle Rescue training Lt. Blount, ENG Listz and LaFour attended in Edinburgh. Class was a huge success. Positive feedback and great relationships formed from this.
- Paramedic classes are in clinical phase now.
- OMD Is working on mass casualty triage
- LT Fulbright is looking at different options for advanced level EMT classes
- Management activities, personnel, budget FY 2022/2023, and community impact;
Tony Haden reviewed management activities:

Tony Haden reported we conducted our 1st Officers meeting on January 27th. They discussed new goals, new hires for full and part time.

- Promotional Process
 - The written portion was conducted today 2/21/2023 and the interview portion will be conducted 2/23. We should have that list finalized by early next week.
- Personnel have been working with the Village of Briarcliff to remove brush from the right of way.
 - Personnel are providing this support during their days off.
 - The Village of Briarcliff is part of the disaster declaration and if Winter Storm Mara is declared ESD will recoup the cost of brush clearing.

Troy Wenzel reviewed:

- Discussed Station 801 remodel and next steps
 - We have gathered all the necessary information and FGMA will develop a fee proposal and schedule for the remodel. We will then schedule a site visit with the design team. Then receive schematics.
- Apparatus needs.
 - Engine 803 has a crack in the suspension and cab mount. Pierce has been contacted to see if they will warranty their previous repair work. We will hold off with moving further on the sale of 804 until we have more data.

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

This item was not addressed.

11. 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.

Michael Teague reported

- the association has reinstated the 501c3
 - The association has about 85-90% department participation
12. Discuss and take action on Texas Comptroller Special Purpose District Financial and Tax Reporting Requirement provided by The Carlton Law Firm.

No action taken.

13. Discuss and consider publishing notice of address of administrative office location.

No action taken.

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

Next meeting will be held on Wednesday, March 22, 2023 at 5:30 pm at 801 Bee Creek Road, Briarcliff Texas 78669.

15. Adjourn. Meeting adjourned at 6:48 pm.



Bruce Mills, Secretary
Travis County ESD 8