

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8

Minutes

March 22, 2023

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 was held on **Wednesday, March 22, 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 at 5:30 pm.

Board Present in Person:

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

Note: Matt Coffel – Treasurer and Bruce Mills – Secretary joined the dais later in the meeting.

Also present in person:

Wade Schmidtzinsky, Lynnette Courtney, Sheila Prince, Mathew Montgomery.

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 02/21/2023 Board meeting.
Debra Opdahl asked for any changes to the minutes from the 02/21/2023 Board meeting. There being no corrections, Debra Opdahl asked for a motion to approve the minutes from 02/21/2023. Charles Valadez moved to approve the minutes from the 02/21/2023 Board meeting. Becky Wynn seconded the motion. The motion passed unanimously.

Matt Coffel joined the dais.

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
 - BOA
 - BCBS
 - Bound Tree

- Dell Technologies
- Elevated Fire Safety
- Fire King
- Hartford
- Hgl Gabinetes
- Humana
 - Typographical error was noted
- Iron Forge Systems
- PEC
- Travis County ESD 6
- TCDRS

Becky Wynn addressed a typographical error on the transaction report. Lynnette Courtney will enter corrections.

b) Approval of financial report.

- Revenue
- Property Tax
- Sales Tax
- Expenses
 - Budget vs Actual on Public Relations
 - Tablecloths were purchased
- Cash Accounts
- Capital Assets

Bruce Mills joined the dais.

c) Review and approve quarterly investment report.

No action taken.

d) Discuss and consider taking action to maintain a cash reserve amount equivalent to a 6 month run rate in the event of an emergency.

The Board discussed the need for maintaining a cash reserve including:

- Naming of the fund
- Industry standards
- 6 month run rate vs percentage of net

Board of Commissioners discussed needed changes to the resolution.

Debra Opdahl directed staff to contact The Carlton Law Firm and facilitate changes.

No action taken.

Debra Opdahl asked for a motion to approve all bills, invoices, checks, and payroll, including all expenses exceeding \$2,000.00 for the month ending February 28, 2023, and approval of the financial report ending February 28, 2023. A motion was made by Charles Valadez and seconded by Becky Wynn. The motion passed unanimously.

6. Discuss and consider taking action on jurisdictional options.

No action taken.

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

- Briarcliff ETJ Project;

- No action taken.
- Options for Station 805;
 - No action taken.
- Records Management Program; and
 - No action taken.
- Legislative update

Charles Valadez and Debra Opdahl reviewed:

 - HB 4275/SB 2470
 - HB 4878
 - HB 4922/SB 334
 - HB 1776/ SB 659
 - SB 175
 - SB 978

Board of Commissioners discussed these bills.

No action taken.

8. Receive monthly Fire Chief report and consider taking appropriate actions.

Battalion Chief Wade Schmitdzinsky reviewed:

- Emergency operations, response times, call volume;
 - 103 Total Calls
 - Hazardous condition calls were due to lines being down because of the February freeze.
 - 37 medical calls which is 40 % of total
 - 20 calls were in the Lakeway area
 - Responses time 6.53
 - YTD 519 calls
- Training;
- Management activities, personnel, budget FY 2022/2023, and community impact;
- Apparatus needs.

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

No action taken.

10. Discuss and consider taking action on an Interlocal Agreement with Lake Travis Fire Rescue for Fleet Services.

Debra Opdahl reviewed Fleet Service agreement, including:

- Agreement includes a reduced hourly rate from previous contractor from \$115.00 hourly rate to a \$100.00 hourly rate.
- Elimination of trip fees
- Value of parts
- Timely Service

The Board of Commissioners discussed the agreement.

Debra Opdahl moved for the Board of Commissioners to authorize President Opdahl to sign the

Interlocal Agreement with Lake Travis Fire Rescue for Fleet Services after additional discussion with Chief Wenzel and counsel. The motion was seconded by Becky Wynn and the motion passed unanimously.

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.

None present.

12. Discuss and take action on Texas Comptroller Special Purpose District Financial and Tax Reporting Requirement provided by The Carlton Law Firm;

Lynnette Courtney reviewed report.

Debra Opdahl moved to authorize staff to file report. The motion was seconded by Becky Wynn. The motion passed unanimously.


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

Debra Opdahl moved to authorize publication of the notice of address of administrative office location. The motion was seconded by Becky Wynn. The motion passed unanimously.

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

Next meeting will be held on Wednesday, April 19, 2023 at 5:30 pm at 801 Bee Creek Road, Briardcliff Texas 78669.

15. Adjourn. Meeting adjourned at 6:20 pm.



Bruce Mills, Secretary
Travis County ESD 8