

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8

MINUTES

May 22, 2023

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 was held on **Monday May 22, 2023, at 6:30 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 6:31 pm.

Board Present in Person:

Debra Opdahl – President, Becky Wynn – Vice President, Matt Coffel – Treasurer, and Bruce Mills – Secretary

Board Absent

Charles Valadez – Asst. Secretary/Treasurer

Also present in person:

Tony Haden, Lynnette Courtney, Troy Wenzel, Matthew Montgomery, Wade Schmitzinsky Clayton Blount, Jared Mikeska, Chase Westerman, and Clay Hendon.

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 04/19/2023 and 5/3/2023 Board meetings.
Tabled to the next meeting. A quorum from those meetings was not present to vote on the minutes.

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.
 - ACI Specialty Benefits
 - All About You Heating
 - Amcheck
 - Austin Fire Department Dispatch
 - BCBS

- Carlton Law Firm
- Higginbotham
- TC Emergency Services
- TCDRS

Matt Coffel asked if the Dispatch and Blue Cross Blue Shield invoices were higher than normal. Chief Haden and Chief Wenzel explained that all the departments are in negotiations for dispatching services and that costs will more than likely continue to increase. Departments are working with the City of Austin on reasonable costs for services.

Matt Coffel also asked about the 801 remodel and its status. Chief Haden said there is an update with that in the Chief's report.

- b) Approval of financial report.
 - Revenue
 - Property Tax
 - Sales Tax
 - Expenses
 - Cash Accounts
 - Capital Assets
- c) Review and approve quarterly investment report; and
 - None
- d) Discuss and consider taking action to maintain a cash reserve.

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 April 30, 2023, and approval of the financial report ending April 30, 2023. A motion was made by Becky Wynn and seconded by Bruce Mills. The motion passed unanimously.

Debra Opdahl asked for a motion to approve the resolution to maintain a cash reserve fund. A motion was made by Becky Wynn and was seconded by Bruce Mills. The motion passed unanimously.

The resolution was then signed.

- 6. Discuss and consider taking action on jurisdictional options.

None. Debra Opdahl asked for this item to be removed as a recurring item from future agendas.
- 7. Identify, prioritize and consider taking action on strategic management activities, including:
 - Briarcliff ETJ Project. None
 - Options for Station 805. None
 - Records Management Program. No action taken.
 - Chief Wenzel reported that he and Chief Haden met with Castle Hills to introduce themselves to the new development manager. The Chiefs and the Travis County Fire Marshal's office will meet with Castle Hill on May 23 to discuss development. He also stated we have started conversations about acquiring land for a fire station in that area.
 - Legislative update.

Chief Haden reviewed:
 HB1775
 HB4922

HB4847
HB5047
HB 175
SB 1446

Debra Opdahl asked the Board to thank John Carlton and his team, Clay Avery, and SAFE-D for all their efforts and hard work during this legislative session.

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

Tony Haden reviewed:

- Emergency operations, response times, call volume
 - 70 Total Calls
 - Responses time 6.3 minutes
- Medical Calls
 - 38 medical calls
 - 11 calls were in the Lakeway area
- Training;
 - HR harassment training has been conducted for all but 3 members with Andrew Cantu from Higginbotham. The last 3 will receive training on May 23.
 - At the end of this month Geoff Tumlin will be conducting training for staff as the next phase of professional leadership, and how to keep the Department moving forward. Also included in this will be a health survey which will help us have measurable mile stones as we move forward as an organization.


The Board stated their support for training that moves the Department forward. Debra Opdahl is pleased the training includes measurable analytics. Becky Wynn said she likes to see the District being proactive not reactive. The Board does not want the first hint of a problem to be when there is a complaint filed by staff. Chief Haden stated that the District is reacting to a situation, but using this reaction as a catalyst to be proactive moving forward. The entire Board expressed appreciation for and full support of these efforts.

- 3 members went to the ACC recruitment and cadet graduation. Jared Mikeska, David Lackey, and Clayton Blount. The District will continue these to foster those relationships for recruitment. The Board thanked all members for this.
- Administration has been receiving budgets from various groups and will be incorporating those budgets into our plan for the Board's review.
 - Debra Opdahl suggested staff involve Matt Coffel in these early discussions.
- Station 803 Remodel update was discussed by Chase Westerman.
 - 90-95% complete, only small finishing touches remain. The station is 100% livable. Chase thanked all the members of the department for their hard work in helping complete this project and working to reduce costs. All staff was positive and put a lot of effort and hard work to show pride in this station. The staff would like to look at open house ideas.
 - The Board thanked the staff for their hard work. Chief Haden also stated that Miguel Campuzano and Chase Westerman will be presenting their station remodel at the Texas Fire Symposium in August.
- Chief Haden discussed the station 801 remodel. Chief Haden reported that the architectural contract will be reviewed with the ESD's attorney before being signed. Once the contract is signed the first set of drawings will begin along with the County's approval process and hiring of a general contractor.

- Engine 804 has been sold, the District is waiting for the bill of sale to be returned from our lawyer.
 - Engine 803 crew and the Battalion Chief attended the BCESD 9 truck push in on May 20.
 - Firefighter Hart and Firefighter Cannaday attended a forcible entry training. We received numerous compliments about the job well done by the two of them. The Board thanked both firefighters for their hard efforts and professionalism shown while representing the Department.
 - Jared Mikeska pointed out to the Board that Chief Haden just graduated with his Master's Degree and how proud the department was of him for his accomplishments.
 - Jared Mikeska also attended the National Fire Academy for an Advanced PIO class. With this training the District can now be the host of a JIC (Joint Information Center) for a large scale event. This will also help advance the District's public perception and ensuring the District is giving accurate and clear information. Mr. Mikeska is one of a few people in the area with this certification. Mr. Mikeska also informed the Board that NFA was all free except his meal ticket. NFA also offers leadership and other diversified classes and training for everyone. The Board thanked Mr. Mikeska for his initiative and congratulated him on a job well done.
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. 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 comment.
 11. Discuss and consider District Personnel Handbook and Policies. The Board specified that the Personnel Handbook and Polices needs to be reviewed.
 12. Review Resolution Regarding Public Participation at Open Meetings and make changes as appropriate.

The Open Meetings resolution was discussed. Debra Opdahl asked for a motion to sign the Resolution Regarding Public Participation at Open Meetings with no changes. Bruce Mills made the motion, Matt Coffel second the motion. The motion passed unanimously.
 13. Discuss agenda, time, and date for next meeting.

Debra Opdahl requested approval for the meeting minutes for the April 19, 2023 and May 3, 2023 meeting be moved to the next meeting on June 21st at 600pm.
 14. Adjourned at 8:00pm



 Bruce Mills, Secretary
 Travis County ESD #8