

**TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 16**

**MINUTES**

**April 19, 2023**

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 was held on **Wednesday, April 19, 2023, at 6:00 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 at 6:45 pm.

**Board Present in Person:**

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

**Board Absent**

Matt Coffel – Treasurer, and Bruce Mills – Secretary

**Also present in person:**

Tony Haden, Lynnette Courtney, Sheila Prince, Cody Fojtik, Kim Ehrlich, Chuck Brotherton, Chase Brunnemann, Chad Kubin, Paige Bushnell and Colin Gray.

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 03/22/2023 Board meeting;

Charles Valadez asked for any changes to the minutes from the 03/22/2023 Board meeting. There being no corrections, Charles Valadez asked for a motion to approve the minutes from 03/22/2023.

Debra Opdahl moved to approve the minutes from the 03/22/2023 Board meeting. Becky Wynn 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;
  - ESD 8 Contract 2<sup>nd</sup> quarter payment
  - Travis County Tax Assessor
  - Travis CAD

b) Approval of financial report;

- Revenue
- Property Tax
- Sales Tax
- Expenses
- Cash Account
- Capital Assets

c) Review and approve quarterly investment report;

- General Fund
  - Value of investment at the beginning and end of the quarter
  - Interest earned

Charles Valadez asked for a motion to approve all bills, invoices, checks, payroll, all expenses exceeding \$2,000.00 for the month ending March 31, 2023, approval of the financial report ending March 31, 2023 and the approval of the quarterly investment report for Texpool General Fund. A motion was made by Charles Valadez and seconded by Becky Wynn. The motion passed unanimously.

Investment reports were then signed.

d) Conduct annual review of investment policy and investment strategies and adopt resolution;

Lynnette Courtney reviewed investment policy

- Industry standards
- Rules and regulations
- Investment policy approval date

Board of Commissioners discussed policy.

Charles Valadez asked for a motion to approve the Investment policy, strategies and to adopt and sign the resolution, noting Secretary Bruce Mills will sign resolution at a later date. The motion was made by Debra Opdahl and seconded by Becky Wynn. The motion passed unanimously.

6. Receive monthly Fire Chief report and consider taking appropriate action;

Tony Haden reviewed:

- Emergency operations, response times, call volume
  - 73 Total Calls
  - Responses time 6.7 minutes
- Medical Calls
  - 35 medical calls
    - 7 calls were in the Lakeway area
- Training
  - Tony Haden and Chuck Brotherton with Travis County Emergency Services reviewed new technology software called OD Maps
    - This software helps track overdoses that are effecting the community
    - Software tracks where overdoses occur

Becky Wynn asked if the software can track what drug was involved.

Chief Haden will research.

Becky Wynn asked if the software can track overdose deaths.

Mr. Brotherton explained that the software is confined by HIPAA. The deaths can be tracked by the Medical Examiner's annual report.

Becky Wynn asked about a Community Paramedic program.

Mr. Brotherton used the Austin Travis County EMS program as an example explaining that the Community Paramedic program is beneficial to the community.

Chief Haden will continue researching the Community Paramedic program for the future.

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

- Next regular meeting is tentatively scheduled for Monday, May 22, 2023 at 6:00 pm at 801 Bee Creek Road, Briarcliff Texas 78669.

8. Adjourn. Meeting adjourned at 7:15 pm.

A packet containing all supportive documentation for this agenda is available for inspection at 801 Bee Creek Road, Spicewood, Texas 78669, between the hours of 8:00 a.m. and 5:00 p.m.



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Bruce Mills, Secretary  
Travis County ESD 16