

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8

MINUTES

April 19, 2023

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 was held on **Wednesday, April 19, 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

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 Brunneemann, Paige Bushnell and Colin Gray, Chad Kubin.

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.

Debra Opdahl introduced Mr. Chuck Brotherton, an Executive with Travis County Emergency Services.

Mr. Brotherton addressed the Board of Commissioners and summarized how he works with the surrounding Emergency Services Districts (ESDs).

- EMS Districts
 - Working with Board of Commissioners and Fire Chiefs to verify District needs are met.
- Starflight and EMS
- Advocate for Division staff
- Communications
 - CTEC – 911 services
- Training
 - Team of colleagues comprised of Doctors and Nurses

The Board of Commissioners welcomed Mr. Brotherton and expressed appreciation that he attended a Board meeting and offered to come back in the future, if requested.

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.

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

Charles Valadez 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.
 - Amcheck
 - BCBS
 - City of Austin
 - Elevated Fire Safety
 - Humana
 - Lonestar Fire specialties
 - MES
 - Metro Fire
 - R&D Gothard Ent
 - Solutions Pro
 - TCDRS
- b) Approval of financial report.
 - Revenue
 - Property Tax
 - Sales Tax
 - Expenses
 - Budget vs Actual on public relations
 - Tablecloths were purchased
 - More public relation (PR) events are being held
 - Board of Commissioners discussed the need for a budget adjustment on public relations.
 - Lynnette Courtney will research the needed budgetary adjustment and inform the Board of Commissioners of her progress.
 - Debra Opdahl thanked Daniel Brewer and other members of this group for soliciting opportunities for Pedernales Fire Department (FD) to be more involved in the community. Commissioners Wynn and Valadez also agreed that expenses in this budget area can only benefit the Department.
 - Cash Accounts
 - Capital Assets
- c) Review and approve quarterly investment report.
 - General Fund
 - Value of investment at the beginning and end of the quarter
 - Interest earned
 - Sales Tax Fund
 - Value of investment at the beginning and end of the quarter
 - Interest earned

Debra Opdahl 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 reports for Texpool General Fund and Texpool Sales Tax fund. A motion was made by Charles Valadez and seconded by Becky Wynn. The motion passed unanimously.

Investment reports were then signed.

- d) Discuss and consider taking action to maintain a cash reserve fund.

Board of Commissioners discussed funding of account and considered the following:

- 6 month run rate vs percentage of net
- Industry standards
- Future needs

Lynnette Courtney will work with the District's attorney to finalize the language for the Reserve Fund Resolution with the goal of signing this document at the May regular board meeting.

Discussion held with no action taken.

- e) 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.

Debra Opdahl 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 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
- No action taken. Legislative update

Tony Haden reviewed the recent legislative session he attended with Commissioner Valadez

- Met with State Representatives and staff, including Representative Troxclair and Senator Goodwin

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

Chief Haden reviewed:

- Emergency operations, response times, call volume;
 - 73 Total Calls
 - 35 medical calls
 - 7 calls were in the Lakeway area

- Reponses time 6.7 minutes
- YTD 591 calls
- Training;
 - Big Rig training was held 3/27/2023-3/29/2023
 - Engineers Smith, Brewer, and Hamlett attended and recommended the class to the entire crew. Chief Haden shared plans of sending more crew members to this class in the future.
 - Lieutenants Barker, Mikeska, Fojtik, and Montgomery are currently enrolled in a class for Inspector 1 certification.
 - Human Resources training classes will be conducted for the entire department on:
 - Cultural, diversity, and inclusion
 - Harassment
 - Leadership
 - Management
 - Team building

Debra Opdahl thanked Chief Haden and Lynnette Courtney for their efforts in planning needed training for the department.

Debra Opdahl remarked that the Board of Commissioners desire for the culture at Travis County ESD 8 to be inclusive, supportive and promote learning to ensure that all crew members have the needed tools for career empowerment.

Commissioners Valadez and Wynn echoed Commissioner Opdahl's sentiment.

- Management activities, personnel, budget FY 2022/2023, and community impact; Tony Haden reviewed:
 - Upcoming hiring process
 - Chief Haden coordinated the graduation of the ACC Academy with upcoming hiring process
 - Chief Haden, Engineer Lackey and Firefighter Cannaday visited the ACC Academy to recruit cadets to apply for employment at Travis County ESD 8
 - 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. 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 speaker present, no action taken.
 11. Discuss agenda, time and date for next meeting; and
 - Special meeting will be held on Wednesday, May 3, 2023 at 7:00 pm at 801 Bee Creek Road, Briarcliff Texas 78669.
 - Next regular meeting is tentatively scheduled for Monday, May 22, 2023 at 6:00 pm at 801 Bee Creek Road, Briarcliff Texas 78669.
 12. Adjourn. Meeting adjourned at 6:38 pm.



Bruce Mills, Secretary
Travis County ESD 8