

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 16

Minutes

June 21, 2023

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 was held on **Wednesday June 21, 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 6:30 pm.

Board Present in Person:

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

Board Absent

Treasurer, Matt Coffel

Also present in person:

Tony Haden, Lynnette Courtney, Troy Wenzel, Matthew Montgomery, Wade Schmitzinsky
James Medack

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. Receive presentation from Medack & Oltmann, LLP concerning FY 2022 audit, consider approval of audit and filing a copy of the same with Travis County;

- Review audit handout.

James Medack reviewed audit for ESD 16 which included:

- Independent Auditor's Report
- Management's discussion and analysis
- Basic Financial Statements
 - Governmental Funds Balance Sheet and Statement of Net Position
 - Governmental Fund Revenues, Expenditures, Fund Balances and Statement Activities
 - Notes on Basic Financial Statement

- Statement of Revenues, Expenditures, Changes in Fund Balance, Budget vs Actual for General Fund
- Findings Report
 - Separation of duties
 - Accounting

ESD 16 Board of Commissioner's discussed the FY 2022 audit.

Charles Valadez called for a motion to approve the FY 2022 audit and to instruct staff to file a copy of same with Travis County. Debra Opdahl made motion; Becky Wynn seconded. The motion passed unanimously.

James Medack expressed his appreciation to the Board of Commissioners for being open to their assessments of the organization which adds an advantageous atmosphere in which to work.

5. Approval of Minutes from the 04/19/2023 and 5/21/2023 Board meetings.

Charles Valadez asked for any changes to the minutes from the 4/19/2023 and 5/21/2023 Board meetings.

Debra Opdahl moved to approve minutes from the 4/19/2023 and 5/21/2023 Board meetings. Becky Wynn seconded the motion. The motion passed unanimously.

6. Lynnette Courtney reviewed:

- a) Approval of monthly bills, invoices, and checks, including processing of payroll;
 - Carlton Law Firm
- b) Approval of financial report
 - Revenue
 - Property Tax
 - Sales Tax
 - Expenses
 - Cash Account
 - Capital Assets

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

7. Receive monthly Fire Chief report and consider taking appropriate action.

Chief Wenzel reviewed:

- Emergency operations, response times, call volume
 - 89 Total Calls
 - Responses time 6.32 minutes
 - 7 calls were hazardous conditions which included;
 - 3 gas leaks
 - 2 trash trucks leaking unidentified gases
- Medical Calls
 - 47 medical calls
 - 0 calls were in the Lakeway area

Charles Valadez asked if there were any complex medical calls in the Lakeway area.

Chief Wenzel reported that the District has had meetings with the medical director and will continue to have more meetings about our upcoming new paramedics and will be working on establishing a training plan to keep their skills up to date.

Chief Wenzel reported that the lead in the OMDs office is leaving but we do not expect changes in service or relationships.

- Training;
 - 3 personnel are 30 days from paramedic class completion and 1 is 90 days from completion.
 - Clearance from OMD will take approximately 1 year.
 - The District will be meeting with Bill Hanson and other members about our EMS coordinator and what that program will look like.

8. Discuss and consider adoption of the tax and budget planning calendar for 2023, authorize payment of tax process publications, and take any related action;

The Board discussed the tax and budget planning calendar for 2023.

Becky Wynn asked if there were any legislative items that might affect our budget.

Becky Wynn asked what the current tax rate was and if we could stay within that rate.

Charles Valadez asked for a motion to approve the tax and budget planning calendar for 2023 and authorize payment of tax process publications with any other related action. Debra Opdahl made the motion and Bruce Mills seconded the motion. The motion passed unanimously.

9. Schedule budget meetings/workshops.

The Board discussed budget meetings/workshop dates. The Board tentatively slated July 29th from 9am-1pm for the budget meetings/workshops.

10. Discuss and consider District website status, accessibility, and posting requirements and take any related action.


Lynnette Courtney reported that new open meeting requirements allowed for the District to post on the District's webpage and at the location of the open meeting.

Charles Valadez asked for a motion to allow the District's website status, accessibility, and postings for open meetings to be reflective of the new requirements as long as all standards are met. Debra Opdahl made the motion and Bruce Mills seconded. The motion passed unanimously.

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

Charles Valadez stated the next board meeting will be held on July 19, 2023 at 6pm.

12. Adjourn at 7:02 pm.



Bruce Mills, Secretary
Travis County ESD #16