

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8

MINUTES

June 21, 2023

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 was held on **Wednesday June 21, 2023 at 7:00 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 7:04 pm.

Board Present in Person:

Debra Opdahl – President, Becky Wynn – Vice President, – Charles Valadez – Asst. Secretary/Treasurer and 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 the audit for ESD 8 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
 - Password control

ESD 8 Board of Commissioners discussed the FY 2022 audit.

Debra Opdahl called for a motion to approve the FY 2022 audit and to instruct staff to file a copy of same with Travis County. Charles Valadez made the motion; Bruce Mills 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, 5/3/2023 and 5/21/2023 Board meetings.

Debra Opdahl asked for any changes to the minutes from the 4/19/2023, 5/3/2023 and 5/21/2023 Board meetings. If there were none then a motion to approve was needed.

Charles Valadez moved to approve minutes from the 4/19/2023, 5/3/2023 and 5/21/2023 Board meetings. Bruce Mills seconded the motion. The motion passed unanimously.

6. 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
 - Bank of America
 - BCBS
 - Carlton Law Firm
 - Dooley Tackaberry
 - ESO
 - Hartford
 - Gear Cleaning Solutions
 - MES
 - PEC
 - Solutions Pro
 - TCDRS
- b) Approval of financial report.
 - Revenue
 - Property Tax
 - Sales Tax
 - Expenses
 - Cash Accounts
 - Capital Assets
- c) Review and approve quarterly investment report; and
 - None

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 May 31, 2023, and approval of the

financial report ending May 31, 2023. A motion was made by Bruce Mills and seconded by Charles Valadez. The motion passed unanimously.

7. 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 what the current tax rate was and if we could stay within that rate.

Debra Opdahl 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. Bruce Mills made the motion; Charles Valadez second the motion. The motion passed unanimously.

8. 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.

9. 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.

Debra Opdahl 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.

Charles Valadez made the motion, Bruce Mills seconded. The motion passed unanimously.

10. 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.
- Legislative update.

Chief Haden reviewed passed bills

HB1624

SB 1319

Bills that didn't go anywhere

HB1775

Charles Valadez asked if SAFE-D would reach out if any bills were brought up during special sessions. John Carlton stated that he would be doing a SAFE-D zoom on Monday June 26, 2023 at 6pm to review all legislative items for this session and encouraged everyone to zoom in.

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

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
- Training;
 - LT Matthew Montgomery's presentation was tabled to the July board meeting
 - A cadaver lab session has been booked for our new paramedics.
- Chief Wenzel reported that budget request is coming in. With where we sit now; we have allocated a \$3 differential rate increase that will be effective July 1st.

Becky Wynn asked if the budget would need to include future apparatus needs and the status of the new Engine 803.

Chief Haden stated that we are looking at future apparatus needs because the lead time for arrival of new orders is 3-4 years out. Our budget for this year will reflect those needs appropriately.

- Chief Wenzel reported that Lt. Mikeska was cleared by his physician and being evaluated by Frontline on 6/22/2023 and after that clearance he would return to the truck and Brian Store would return to his admin duties.
12. 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.
13. Receive monthly report from the District's attorney regarding pending litigation matters, contract issues, and legislative efforts and consider taking related action.

John Carlton reported that Kelli Carlton sat in on depositions of staff involved in providing first responder support to a commercial vehicle and that our staff did a great job providing testimony.

14. Receive reports and consider action regarding District employee training and team building programs;

Chief Haden gave a summary of the department health survey and the team building sessions with Geoff Tumlin through On-Demand Leadership.

- 100% survey participation; completed in 4 days; no one failed the attention getter question
- We have lots of proud members, the community loves us, we have lots of pride in what we do and are hopeful for the future.
- Employees felt that we do not have clear standards and work expectations and employees are not treated fairly and consistently.

The survey results were used in the team building sessions with Geoff. ESD 6 covered our service area so that all members could participate fully. Debra Opdahl and Charles Valadez also attended these sessions.

Debra Opdahl reported that it was a great training that was very open and honest. Members were not afraid to communicate issues on difficult topics. She stated it was clear that staff love this department, and everyone seems excited to move forward as was she.

The entire department came together, and all 3 shifts stated the same fix first: They want

accountability, expectations and clear standards throughout the department.

Chief Haden stated that we have organized a HIT team to help with this. Lynnette Courtney reported on the HIT team meaning and objectives and that the first meeting will be June 22, 2023. Everyone in the department is welcome to be on this team.

Charles Valadez added that everyone seemed enthusiastic to be at the training and were all working hard to make these changes moving forward.

15. Discuss and consider action regarding District Fire Chief performance, duties, and responsibilities.

The Board left open session and went into executive session at 8:13pm pursuant to section 551.074 of the Government Code.

The board left executive session and returned to open session at 9:32pm.

No action was taken during executive session.

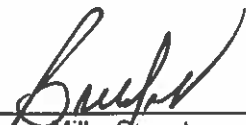
Debra Opdahl asked for a motion to put Chief Wenzel on paid administrative leave until the next Board meeting and to appoint Assistant Chief Haden to fulfil his duties until that time.

Charles Valadez made the motion and Bruce Mills seconded the motion. The motion passed unanimously.

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

Debra Opdahl stated the next board meeting be held on July 19th at 7pm.

17. Adjourned at 9:33pm



Bruce Mills, Secretary
Travis County ESD #8