

## TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8

### Minutes

December 14, 2022

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 was held on **Wednesday, December 14, 2022, 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; Called to order at 5:30 pm

**Board Present in Person:**

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

**Board attending via Zoom:**

Matt Coffel – Treasurer, Kristy Quigley – Secretary

**Also present via Zoom:**

Tony Haden

**Also present in person:**

Troy Wenzel, Lynnette Courtney, Sheila Prince, Cody Fojtik, Paige Bushnell, Colin Gray, Chad Kubin, Marc Talamantez

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 11/29/2022 Board meeting.

Debra Opdahl asked for any changes to the minutes from the 11/29/2022 Board meeting.

The Board discussed the minutes, noting one typographical error.

Charles Valadez moved to approve the minutes with the correction noted from the 11/29/2022 Board meeting. Becky Wynn seconded the motion. The motion passed unanimously.

5. Receive report from Business Manager and consider taking related action, including:

Lynnette Courtney reviewed:

- Approval of monthly bills, invoices, and checks, including processing of payroll;

- Amcheck
  - Bank of America
  - Austin American Statesman
  - Benchmark
  - Bestline
  - Bill Lewis
  - BCBS-TX
  - Heiman Fire Equip
  - Green Hills Construction
  - MES
  - Motorola
  - Print Shoppe
  - Sandstorm Signs
  - TC Emergency
  - VFIS
  - Zoll
- Approval of financial report.
    - Revenue
    - Property Tax
    - Sales Tax
    - Cash Accounts

Debra Opdahl asked for a motion to approve all bills, invoices, checks, payroll, including all expenses exceeding \$2,000.00 for the month ending November 30, 2022, and approval of the financial report ending November 30, 2022. A motion was made by Charles Valadez and seconded by Becky Wynn. The motion passed unanimously.

- Review and approve quarterly investment report;  
No action taken.
- TexPool resolution amending authorized representatives.

Debra Opdahl reviewed resolution

Debra Opdahl moved to approve the Texpool resolution amending authorized representatives designating Lynnette Courtney as primary signer to the account. Becky Wynn seconded the motion. The motion passed unanimously.

Resolution was then signed and notarized.

- General Board resolution granting Admin Manager Lynnette Courtney access to all bank accounts.

Debra Opdahl reviewed resolution.

Debra Opdahl moved to approve the General Board resolution granting Administrative Manager Lynnette Courtney access to all district bank accounts. Charles Valadez seconded motion. The motion passed unanimously.

Resolution was then signed and notarized.

6. Discuss and consider taking action on jurisdictional options;  
Item not addressed.

7. Identify, prioritize and consider taking action on strategic management projects, including:
  - Briarcliff ETJ Project

No action taken.

- Options for Station 805  
No action taken.
- Records Management Program  
No action taken.
- Station 801 Request for Qualifications  
Chief Haden reviewed submissions and progress.

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

Chief Wenzel reviewed:

- Emergency operations, response times, call volume;
  - 80 Total Runs
    - 33 Medical
    - 2 Structure Fires
    - 1 Extrication
    - Station 803 made 16 runs
    - Response time

• Training;

Chief Haden reviewed

- PIO Training
  - 3 crew members were sent to PIO Training in Georgetown
    - Lt. Mikeska, Lt. Fojtik and FF Campuzano
  - Projected PIO on each shift
    - Planning to have 2 designated PIO's on each shift
- Management activities, personnel, budget FY 2022/2023, and community impact;

Chief Wenzel welcomed Lynnette Courtney to the Travis County ESD8 team. The Board of Commissioners echoed Chief Wenzel's sentiment to Mrs. Courtney.

Chief Wenzel reviewed success in the community programs;

- Pancakes with Santa
  - Many of the community members attended
  - Engineer Lackey dressed as Santa
  - Starflight participated
- Santa Parade
  - Many of the community members participated
- Brown Santa Toy Drive
  - Many toys and can goods donated

Chief Wenzel reviewed remodel at Station 803

- 95% complete
- Certificates and Permits required
- Billing
- Apparatus needs.

Chad Kubin reviewed:

- New Engine 803 delivery date has been delayed until August 2023

- Engine 804 designation as surplus equipment for sale will be included on next ESD 8 Agenda.
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 action taken.
  11. Discuss and consider submitting required annual report to the Division of Emergency Management;  
Lynnette Courtney will submit the report and update the Board.
  12. Discuss agenda, time, and date for next meeting; and  
Next meeting will be held on Wednesday, January 17, 2023 at 5:30 pm at 801 Bee Creek Road, Briarcliff Texas 78669.
  13. Adjourn. Meeting adjourned at 6:12 pm.



Charles Valadez, Asst. Secretary  
Travis County ESD 8