

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

**Minutes**

**August 14, 2023**

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 was held on **Monday August 14, 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 p.m.

**Board Present in Person:**

Charles Valadez – President - Becky Wynn – Vice President (arrived at 6:47pm), Debra Opdahl – Asst. Secretary/Treasurer, Bruce Mills- Secretary

**Board Absent**

Treasurer, Matt Coffel

**Also present in person:**

Tony Haden, Lynnette Courtney, Wade Schmitzinsky, Matthew Montgomery, Clayton Blount

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 07/19/2023, 7/29/2023, and 08/07/2023 Board Meeting;

Charles Valadez asked for any changes to the minutes from the 07/19/2023, 7/29/2023, and 08/07/2023 Board meeting.

Bruce Mills moved to approve minutes from the 07/19/2023, 7/29/2023, and 08/07/2023 Board meetings. Debra Opdahl seconded the motion. The motion passed unanimously.

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

Lynnette Reviewed:

- a) Approval of monthly bills, invoices, and checks, including processing of payroll;
  - Medack
  - Austin American Statesman

- ESD 16 Contract
- b) Approval of financial report;
- Revenue
  - Property Tax
  - Sales Tax
  - Expenses
  - Cash Account
  - Capital Assets
- c) Review and approve quarterly investment report.

No action taken.

Debra Opdahl directed staff to place the 2023/2024 engagement letters with Medack on the Agenda for October 2023.

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 July 31, 2023, and approval of the financial report ending July 31, 2023. The motion was made by Debra Opdahl and seconded by Bruce Mills. The motion passed unanimously.

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

Chief Haden introduced Engineer Clayton Blount as the presenter.

- Engineer Blount directed the Board to his presentation.
  - 85 Total Calls
  - 58 medical calls
    - These calls include calls that could possibly evolve into a medical call.
    - 8 EMS calls were in the Lakeway area. The 6-month average for those calls is 12 calls per month.
  - Responses time 6.53 minutes
- Training

Clayton Blount reviewed:

- 3 paramedics have officially graduated from EMS school.
  - Jude Henry is now a National Registry Paramedic.

Clayton Blount explained the next steps for our new paramedics and the new EMS coordinator which included:

- Credentialling with the DCFE
- On the job training and responses including other ESDs to gain experience
- An Isimulate was purchased to help train our personnel in skills that they might not gain with our call volume.

All these items plus the EMS coordinator will bring value to our department as well as our community.

The Board thanked Clayton Blount for his hard work and dedication to our medical mission. The Board is excited to utilize these opportunities and add value to our department and take the Department to the next level. These steps encourage our employees to expand their knowledge base and skill level propelling them to the next level in their careers.