

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8

Minutes

August 14, 2023

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 was held on **Monday August 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 at 7:03 p.m.

Board Present in Person:

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

Board Absent

Matt Coffel – Treasurer

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 7/19/2023, 7/29/2023, and 8/07/2023 Board meetings;

Debra Opdahl asked for any changes to the minutes from the 7/19/2023, 7/29/2023, and 8/07/2023 Board meetings. If there were none then a motion to approve was needed.

Charles Valadez moved to approve minutes from the 7/19/2023, 7/29/2023, and 8/07/2023 Board meetings. Bruce Mills 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

- Brindlee Mountain Fire Apparatus
- Carlton Law Firm
- Dooley Tackaberry
- Frontline Mobile
- Hartford
- Lake Travis Fire Rescue
- Maxwell Dodge
- Mullen Firm
- PEC
- Print Shoppe
- School of EMS
- TCDRS

b. Approval of financial report.

- Revenue
- Property Tax
- Sales Tax
- Expenses
- Cash Accounts
- 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.

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 July 31, 2023, approval of the financial report ending June 30, 2023. The motion was made by Charles Valadez and seconded by Bruce Mills. The motion passed unanimously.

6. Discuss and consider taking related action on the FY 2024 Budget and tax planning;

Debra Opdahl stated that we will follow the red tax planning calendar this year. Our next meeting will consist of approving the budget, conducting a public hearing, and approving the tax rate for FY 2024.

Chief Haden stated that the administration team will have the budget finalized with:

- Pay scale for employees with comparisons.
- Long term goals
 1. Longevity
 2. Rank differentials – already enacted.
 3. Comparison with other departments in our area
 4. Incentive pay
 - Increasing existing incentives
 5. Long term professional development

The Board expressed their enthusiasm for the progressive steps to remain competitive with other departments.

A special board meeting to adopt the budget, conduct a public hearing and setting the tax rate will be held on August 21st, 2023 at 10:15 am at 801 Bee Creek Road Briarcliff, Texas 78654.

7. Identify, prioritize and consider taking action on strategic management activities, including:

- Briarcliff ETJ Project;
 - Charles Valadez, Lynnette Courtney, Chief Haden, and the Mayor of Briarcliff will be meeting with the Castle Hills Developer on August 28th.
- District Development Report;
 - Chief Haden reports building a good working relationship with the Thomas Ranch developer.
 - Bruce Mills will share contacts with Chief Haden to aid him in building the relationship with Thomas Ranch developers.
- Options for Station 805.
 - Tabled
- Records Management Program.
 - Tabled
- Legislative update.
 - Tabled

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

Chief Haden gave a power point presentation which included:

- a. Emergency operations, response times, call volume
 - 85 Total Calls
 - Responses time 6.53 minutes
 - Medical Calls
 - 58 medical calls
 - 8 calls were in the Lakeway area.
- b. Training

Chief Haden introduced Lt. Montgomery to present an update on training.

Lt. Montgomery reviewed:

- Multicompany Drills with the Westside 5.
 - More departments are joining our drills.
 - The last training ran 250 firefighters through the drill.
 - It contained multiple incidents and required all personnel to think outside the box to address all needs.

Lt. Montgomery presented that the master training plan for the department is a work in progress. It will address what we have now, where we are going, and where we want to go. This will be specialized for us and each person within our organization.

The Board thanked LT. Montgomery for all his efforts. The plan is being tailored to individuals and challenges and motivates our people's growth and career. It also demonstrates the department's investment in our personnel for the long term.

c. Management activities, personnel, budget FY 2022/2023, and community impact.

Chief Haden presented:

- Focusing on the budget and tax planning
- Moving forward with the staff Battalion Chief and the EMS coordinator
- Asst. Chief job posting, and process is moving forward
- SOSA team has worked through the job descriptions and identified that the path to the next level to help our personnel have a road map for their career

d. Apparatus needs.

- Purchased the new command 801 which is a Jeep Wagoneer.
- New decals are coming for it as well as to rebrand our older fleet.

9. 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;

None.

10. Receive monthly report from the District's attorney regarding pending litigation matters, contract issues, and legislative efforts and consider taking related actions;

None.

11. Discuss and consider taking related action on Chief Haden's compensation package.

- The Board left regular session at 7:51 p.m. and entered executive session.
- The Board left the executive session at 8:17 p.m. and reentered regular session.
- No action was taken during executive session.

Debra asked for a motion in regard to Chief Haden's compensation package. Bruce Mills made a motion to increase the base salary of Chief Haden by 10% and to include reimbursement for medical coverage effective immediately. Becky Wynn seconded the motion. The motion passed unanimously.

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

- Special Meeting will be held on August 21, 2023, at 10:15am at 801 Bee Creek Road, Briarcliff Texas 78669.
- Regular board meeting will be held on September 19, 2023, at 7:00pm at 801 Bee Creek Road, Briarcliff Texas 78669.

13. Adjourn at 8:19 p.m.

Bruce Mills, Secretary
Travis County ESD #8