

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8

Minutes

October 18, 2023

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 was held on **Wednesday, October 18, 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 7:07pm

Board Present in Person:

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

Board Present by virtual means:

Matt Coffel – Treasurer (Teams)

Board Absent

Becky Wynn – Vice President

Also present in person:

Tony Haden, Lynnette Courtney, Matthew Montgomery, Clayton Blount

Also present by virtual means:

Chase Westerman (Teams), Carlton Melton (Teams)

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 8/14/2023 and 8/21/2023 Board meetings.

Debra Opdahl asked for any changes to the minutes from the 8/14/2023 and 8/21/2023 Board meetings. If there were none, then a motion to approve was needed.

Charles Valadez moved to approve minutes from the 8/14/2023 and 8/21/2023 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
 - Armand Advertising
 - Austin Fire Department

- BCBS
- Bound Tree Medical
- Carlton Law Firm
- Frontline Mobile
- Hartford
- Lake Travis Fire Rescue
- Gall's
- MES
- PEC
- Pstrax
- TCDRS

b. Approval of financial report.

- Revenue
- Property Tax
- Sales Tax
- Expenses
- Cash Accounts
- Capital Assets

c. Lynnette Courtney reviewed budget amendments for:

Administration	Budgeted	Spent	Adjustment	
5051.0 Legal Fees	33418.35	86906.70	90000	Investigations
5051.7 HR Admin Fees	1000	18194.64	20000	Investigations
5052.1 Professional Services	0	3777.83	4000	Investigations/trainings
Communication				
5100.2 active 911	866.25	7942	8000	
5100.3 cell phones	9270	11449.65	12000	Added wireless routes for internet and new phones for engines
Public Relations				
5200.1 Annual Banquet	10500	28262.31	28262.31	
5200.2 Brown Santa	2575	4407.22	4407.22	
5200.5 travel/meetings	3000	3764.85	4000	
5200.06 Prevention	12600	13789.58	15789.58	
5200.07 Awards	4725	8836.45	8836.45	
Facilities				
5300.4 Station Repairs	639000	35423.42	39000	Make adjustment to not have the 600K add to next years budget
5300.8 Septic	4100	8193.60	9000	
Support Equipment				

5400.8 PPE	80000	87000	90000	Additional staff added and cost increases
5401.0 Repairs	13655.91	9020	14000	
5400.5 Marine	210609.00			Break out to right categories. 5401.00- Repairs/parts-\$77769.93 (New Command Vehicle) 5401.00- Repairs/parts-\$10,000-tint and other mics apparatus repairs Make adjustment to move remainder to next years budget. Brush truck cab and chassis, Boat upgrades.

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D. Review and approve quarterly investment report.

Lynnette Courtney reviewed:

- Texpool General fund
- Texpool Sales Tax fund

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 September 30, 2023, approval of the financial report ending September 30, and the quarterly investment report ending September 30, 2023. The motion was made by Bruce Mills and seconded by Charles Valadez. The motion passed unanimously.

Investment reports were then signed.

Debra Opdahl asked for a motion to approve the budget amendments for FY 2022-2023 as presented by Lynnette Courtney. Bruce Mills made a motion to approve the budget amendments, and Charles Valadez seconded the motion. The motion passed unanimously.

e. Discuss and consider taking related action on refinancing station 801.

Lynnette Courtney reviewed:

- Preliminary discussion of financing the remodel of station 801.

Debra Opdahl asked if Matt Coffel would assist the team on financing and cost estimates for this project.

f. Resolution for financing purchase of Engine 803 with Republic First National Corporation (KS State Bank).

Lynnette Courtney presented the financing package from KS State Bank for the new Engine 803. Bruce Mills made a motion to approve entering a government obligation contract for an amount not to exceed \$750,000.00 between the District and Elite Finance group, and its financial institution KS State Bank for the purchase of the fire truck Engine 803. Charles Valadez second the motion. The motion passed unanimously.

The resolution was then signed and notarized.

6. 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 met over a month ago. They are continuing to build that relationship and continuing to work towards the bridge to expand the ETJ of Briarcliff.
- District Development Report;
 - A meeting between the Thomas Ranch developer, Travis County ESD 8, and Spicewood Fire Department was held. The subjects discussed included:

- Building and land development.
 - Developing to serve their community.
 - Land clearing for fire wise community.
- Chief Haden met with the Lakeway Mayor and City Manager to aid in building a productive working relationship.
 - The City of Lakeway would like to be involved in our events which will enhance the working relationship with TCESD8 as a whole and with Chief Haden as Fire Chief.

The Board of Commissioners thanked Chief Haden for working towards building productive relationships with cities, organizations, and developers in ESD8's surrounding areas.

Debra Opdahl thanked the staff for all their hard work in creating a better and safer workplace, specifically staff helping clean up and de-clutter all stations.

- Options for Station 805.
 - Tabled.
- Records Management Program.
 - Tabled.
- Legislative update.
 - Tabled.

7. 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

August

- 77 Total Calls- 7 fires
- Responses time 6.41 minutes

September

- 72 Total Calls- 1 fire
- Response Time 5.24

b. Training.

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

Battalion Chief Montgomery presented a training update:

- Training Division Priorities
- Engine Ops Class MV Fire Rescue in Granit Shoals
 - First In Company Operations
 - Hose advancement
- TCFP Basic Wildland Firefighter Course
 - Developing wildland urban interface (WUI) firefighting skills
- Annual Training Plan Development
- Development of Command Level Training Courses
- Working with regional higher education institutions to develop degree paths

The Board of Commissioners thanked the Department for creating the opportunity for our crew members and staff to get these special certifications as they are needed not only for our citizens but as well as for our credibility with other departments across the region.

b. Management activities, personnel, budget FY 2022/2023, and community impact; and Chief Haden presented:

- Asst. Chief position has 4 applicants that are being considered for interviews. The Executive staff will be working on the finalist list and the panel to interview these applicants next week. The offer for the position of Assistant Chief should follow within the next 2 weeks.
- Firefighter Campazano was promoted to Engineer.
- Two officer meetings have been conducted. These included a plethora of leadership and management training.
- SOSA group that was created with Geoff Tumlin. Geoff Tumlin has worked to mitigate and create solutions for the items identified within the Tumlin training. They will start working on polices and some other items next.

c. Apparatus needs.

- The new Engine 803 delivery has been pushed up. Our team will be doing the final evaluation November 7th thru 9th, 2023 with delivery before the end of November.
- Boat 801 is being pulled out of the water for equipment upgrades and its yearly PM. We have coordinated with other lake task force to ensure emergency response will be met.
- We are researching a new tender pumper to replace our aging fleet. This will be a 3-year build.

8. 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.


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

None.

10. Discuss agenda, time, and date for next meeting; and

- Regular Board meeting will be held on November 14, 2023, at 7:00pm at 801 Bee Creek Road, Briarcliff Texas 78669.
 - Debra Opdahl reminded the Board that the promotional pinning ceremony will be held at 5:30pm before the Board meeting and encouraged the Board to attend.

11. Adjourn at 8:43pm.


Secretary
Travis County ESD #8