

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 16

Minutes

November 14, 2023

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 was held on **Tuesday, November 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 6:34 p.m.

Board Present in Person:

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

Board Absent

Bruce Mills- Secretary- Matt Coffel – Treasurer

Also present in person:

Tony Haden, Lynnette Courtney, Tye Prange, Matthew Montgomery, Clayton Blount, Chad Kubin, Jaden Cannaday, Joel Hawkes

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 10/18/2023 Board Meeting.

Charles Valadez asked if there were any changes to the meeting minutes from the 10/18/2023 Board meeting. There were none. Charles Valadez made a motion to approve the minutes, and Debra Opdahl seconded the motion. The motion passed unanimously.

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

- a. Approval of monthly bills, invoices, and checks, including processing of payroll.
- b. Approval of financial report.

Lynnette Courtney reviewed the monthly expenses and financial report.

No questions were asked. Debra Opdahl made a motion to approve the monthly bills, invoices, checks including processing of payroll and the financial report for October 2023. Becky Wynn seconded the motion. The motion passed unanimously.

- c. Review and approve quarterly investment report.
None.
6. Discuss and consider taking related action on Medack and Oltmann engagement letter for FY 2023 audit services.

Charles Valadez stated that the agreement has not changed from previous years. The Board had no other questions. Debra Opdahl made the motion to direct Chief Tony Haden or Director Lynnette Courtney to proceed with actions necessary to engage Medack and Oltmann for the 2023 audit. Becky Wynn seconded the motion. The motion passed unanimously.

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

Chief Haden stated we are always looking for ways to improve and add to our Board meetings. Charles Valadez suggested we add the pledge of allegiance to the beginning of whatever Board meeting happens first. Chief Haden also recommended adding this. All Board members agreed with this suggestion.

Chief Haden turned the presentation over to EMS Coordinator Clayton Blount

Clayton Blount reviewed:

- a. Emergency operations, response times, call volume
 - 79 calls
 - b. Medical Calls
 - October 44 medical calls
 - 7 medical assists
 - 2 rescues
 - 6 public assists
 - 4 medical calls were out of the district.
 - There were no overdose calls this month.
 - c. Training
 - Community outreach was conducted on November 4th with a friends and family CPR. 16 community members attended.
 - More events are being planned to include a Stop the Bleed class. We are also exploring health and wellness checkups.
 - Our new paramedics are working on field credentialing.
 - New paramedics will be attending the EMS conference next week along with Clayton Blount.
 - 2 new CPR instructors were added to the department.
8. Discuss required training hours for Commissioners.

Lynnette reviewed the Commissioners required continuing education hours (CE's) and the CE's the Department had on file for each Board Member.
9. Consider attendance at the Texas State Association of Fire and Emergency Services District (SAFE-D) Annual Conference in 1st Quarter of next year.


All members present stated they would like to attend SAFE-D.
10. Discuss and consider Commissioners' terms of office expiring at year end.

Becky Wynn's term expires at the end of the 2023 year. Becky Wynn stated she would renew her term and directed Chief Haden and Lynnette Courtney to take the necessary steps to renew her term.

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

The next meeting will be held December 5, 2023, at 801 Bee Creek Road Briarcliff, Texas 78669 at 6:00pm.

12. Adjourn at 7:04 p.m.



Secretary
Travis County ESD #16