

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 16

Minutes

January 23, 2024

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 was held on **Tuesday, January 23, 2024, 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. The pledge of allegiance was said.

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:

Chief Tony Haden, DoA Lynnette Courtney, Chief Tye Prange, Matthew Montgomery, Clayton Blount, Jude Henry

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.

Administration

4. Approve and accept statements and oaths of office for appointment of Commissioners.
 - o Becky Wynn signed her Statement of office for appointment as commissioner on the ESD 16 Board.
 - o The statement was signed and notarized.
 - o Becky Wynn took her oath of office for appointment as commissioner on the ESD 16 Board.
 - o The oath was signed and notarized.

5. Action regarding election of officers for Board of Commissioners.

- Charles Valadez opened the floor for nominations for ESD 16 BOC Vice President.
- Debra Opdahl nominated Becky Wynn for ESD 16 BOC Vice President, no other nominations were received. Nominations were closed.

Debra Opdahl moved to approve Becky Wynn for ESD 16 BOC Vice President. Charles Valadez seconded the motion. The motion passed unanimously.

6. Action regarding legal notice of administrative office location.

Debra Opdahl made a motion authorizing the legal notice of posting of the administrative office locations. Charles Valadez second the motion. The motion passed unanimously.

Discussion/Action Items

7. Approval of minutes from the 11/14/2023 Board Meeting.

Charles Valadez asked if there were any changes to the meeting minutes from the 11/14/2023 Board meeting. There were none. Debra Opdahl made a motion to approve the minutes. Charles Valadez seconded the motion. The motion passed unanimously.

The minutes were then signed.

8. Receive report from Director of Administration and consider taking related action, including:

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

DoA Courtney reviewed the monthly expenses and financial report.

Becky Wynn asked that the ESD 8 contract be updated in the supplemental documents that DoA Courtney provides. No other questions were asked. Debra Opdahl made a motion to approve the monthly bills, invoices, checks including processing of payroll and the financial report for December 2023. Becky Wynn seconded the motion. The motion passed unanimously.

- Review and approve quarterly investment report.

DoA Courtney reviewed the quarterly investment report. No questions were asked. Debra Opdahl made the motion to approve the quarterly investment report October 1, 2023, through December 31, 2023. Becky Wynn seconded the motion. The motion passed unanimously.

The investment report was then signed.

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

Chief Haden turned the presentation over to EMS Coordinator Clayton Blount

Clayton Blount reviewed:

- Emergency operations, response times, call volume.
 - November
 - 39 medical calls
 - 2 cardiac arrest that resulted in clinical resuscitation.
 - December
 - 47 Medical calls
 - No significant medical calls
 - Training
 - All paramedics attended the EMS conference.
- A new Continuing Education platform was added to our Vector Solutions platform.

Coordinator Blount introduced Jude Henry.

Firefighter- Paramedic Jude Henry spoke about his paramedic journey:

- Began paramedic school in August 2022 then ended in July of 2023 as a licensed paramedic.
- Worked toward his credentials for an Advanced EMT "pretty quick."
- Experienced several intense "ride outs" with high level skills.
- FF Henry is currently working toward finishing his paramedic credentialing.

The Board thanked Jude Henry for his continued learning and commitment to the department's medical mission.

10. Discuss and consider submitting the required annual report to the Division of Emergency Management.

DoA Courtney submitted the annual report to the Texas Division of Emergency Management and to Carlton's office.

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

- The next meeting will be held February 20, 2024, at 801 Bee Creek Road Briarcliff, Texas 78669 at 6:30pm.

12. Adjourn at 7:00 p.m.



Secretary
Travis County ESD #16