

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8

Minutes

January 23, 2024

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 was held on **Tuesday, January 23, 2024, 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 7:03pm

Board Present in Person:

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

Board Absent

Matt Coffel – Treasurer, Bruce Mills – Secretary

Also present in person:

FC Tony Haden, DoA Lynnette Courtney, AC Tye Prange, BC Matthew Montgomery, EMSC 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.

Administration

4. Approve and accept statements and oaths of office for appointment of Commissioners.

Becky Wynn signed her Statement of office for appointment as commissioner on the ESD 8 Board.

The statement was then signed and notarized.

Becky Wynn took her oath of office for appointment as commissioner on the ESD 8 Board.

The oath was then signed and notarized.

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

Debra Opdahl opened the floor for nominations for ESD 8 BOC Vice President.

Charles Valadez nominated Becky Wynn for ESD 8 BOC Vice President, no other nominations were received. Nominations were closed.

Debra Opdahl moved to approve Becky Wynn for ESD 8 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.

Debra Opdahl asked for any changes to the minutes of the 11/14/2023 Board meeting. If there were none, then a motion to approve was needed.

Charles Valadez moved to approve minutes from the 11/14/2023 Board meeting. Becky Wynn seconded the motion. The motion passed unanimously.

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

DoA Courtney reviewed:

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

- Amcheck
- Armard Advertising
- City of Austin Wireless
- FGMArchitects
- Galls
- Lake Travis Fire Rescue
- NAFECO
- Motorola
- Travis County Tax Assessor
- Travis Central Appraisal District
- Ubiquiti Storer USA
- TCDRS

- b. Approval of financial report.

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

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 December 31, 2023, and approval of the financial report ending December 31, 2023. The motion was made by Charles Valadez and seconded by Becky Wynn. The motion passed unanimously.

- c. Review and approve quarterly investment reports.

DoA Courtney reviewed the quarterly investment reports for the first quarter for October 1, 2023, through December 31, 2023.

- Texpool General Fund
 - Value of investment at the beginning and end of the quarter
 - Interest earned.
- Texpool Sales Tax Fund
 - Value of investment at the beginning and end of the quarter
 - Interest earned.

Charles Valadez made a motion to approve the quarterly investment reports for the quarter ending on December 31, 2023. Becky Wynn seconded the motion. The motion passed unanimously.

- d. Discuss and consider taking related action on refinancing station 801.

DoA Courtney stated that we do not have an update for the remodel project. We are continuing to work with FGM Architects.

The Board asked for a high-level overview of schematic design to be added to the next board meeting.

9. Discuss and consider approval of Resolution Authorizing Sale of Surplus Property for Used Apparatus:

- Squad 801: 2012 Chevrolet VIN# 1GNLC2E04CR194113
- Support 802: 2009 Chevrolet VIN# 1GNFK23019R283424
- Reserve Engine 803: Pierce VIN# 4P1CJ01A79A009357

Chief Haden presented to the Board that these items in our fleet are very old and need to be replaced. We have received the replacement for Engine 803. These apparatus should be sold and we could potentially use the funds to cover part of the cost of the new apparatus request to be discussed later in the presentation.

Debra Opdahl made a motion to approve the resolution to designate Surplus Property for used apparatus for sale to include:

- Squad 801: 2012 Chevrolet VIN# 1GNLC2E04CR194113
- Support 802: 2009 Chevrolet VIN# 1GNFK23019R283424
- Reserve Engine 803: Pierce VIN# 4P1CJ01A79A009357

The motion was seconded by Charles Valadez. The motion passed unanimously.

The resolution was then signed and notarized.

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

- Briarcliff ETJ Project.
 - Charles Valadez continues to work on items with Chief Haden and Mayor Hostetler of Briarcliff on this project.
- District Development Report.
 - Chief Haden and DoA Courtney have been working with Burnet County ESD 9, Travis County Fire Marshal's Office and the land development for Thomas Ranch. Most of these items are related to permitting. The department is continuing to foster a great relationship with our community partners.
- Options for Station 805.
 - Tabled.
- Records Management Program.
 - Tabled.
- Legislative update.
 - Tabled

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

Chief Prange gave a PowerPoint presentation which included:

a. Emergency operations, response times, call volume.

November

- 63 Total Calls-39 medical
- 802 is the most active station
- Responses time 5.37 minutes

December

- 81 Total Calls-42 medical
- 802 is the most active station
- Responses time 5.55 minutes

Chief Prange asked if the Board would like to see yearly totals for the calendar or fiscal year.

Calendar year is preferred.

The Board would also like to see some outreach regarding burn permits.

Charles Valadez asked if we could track the call volume of accidents that occur on Highway 71.

Significant events- a small fire was visibly seen on 12/19/2023 near station 801. Crews quickly went to investigate and extinguished the fire quickly with minimal damage.

Crews were dispatched to a small grass fire on 12/25/2023. Upon arrival they found an unresponsive person that was deceased upon arrival. DPS is investigating this incident.

Crews attended the Burnet County ESD 9 Christmas party along with Chief Prange and DoA Courtney.

b. Training.

Battalion Chief Montgomery presented:

- New CE platform- allows for:
 - Joint DCPE classes with neighboring agencies
 - Future TCFP courses
 - Specialized training which we cannot see locally
 - More user friendly
- Regional Training
 - Mayday training with students and instructor platforms
 - This increases our visibility and creditability. Adds great value to our brand, our personnel and our community
- Specialized Training
 - Participation continues to increase
 - 16 personnel are enrolled in a higher education program
 - 80% of our members have the training for their job and the one above them
- Upcoming events
 - Operations, Officers, and Chief Officer symposiums and conferences
 - Multi-agency trainings with the Westside 5
 - Command and operations training with our auto-aid partners

- c. Management activities, personnel, budget FY 2023/2024, and community impact; and
Chief Haden presented:

- The Department is currently conducting a hiring process.
- Testing will be held February 3, 2024.
- Application process closes January 26, 2024.
 - 54 candidates have expressed interest as of date.
 - A candidate outreach program has been formed with our recently graduated firefighters to start the building blocks to form relationships.

Becky Wynn asked how many positions are opened for hiring new personnel. Chief Haden stated 2 full-time positions are currently available and we will be looking to add to our part-time personnel.

- Chief Haden attended and presented at the Lakeway City council meeting on January 16, 2024.
 - Chief Haden continues to build those relationships with their council members.
- Chief Haden has also reached out to several BPOA and homeowners associations as an introduction to the Department and will give a presentation of the state of the department.
 - Chief Haden is using these contacts and opportunities for recruitment of potential present and future board members.
- As directed by the Board of Commissioners, Chief Haden has 2 meetings with potential board members this week and is working with Commissioner Howard's staff on the application process. After initial contact with potential board members, Chief Haden will refer viable candidates to the Board President for interviews.

The Board asked for the department to keep a running list of these important community connections.

- d. Apparatus needs.

- Engine 803 was placed into service by our staff on Saturday, January 20, 2024. The department is working on a community event to celebrate this milestone. More information to come.
- Boat 801 is back in the water and our mechanic is working on some issues that we have found.
- Our new Tender is in line. Sutphen has said the build process will be 24-30 months.
- Chief Haden presented that with the sale of surplus apparatus the Department should purchase replacements for those apparatus.
 - Staff proposed: selling of the 3 apparatus and purchasing:
 - A new administrative SUV for around \$38,000
 - A replacement Squad 801 with outfitting for \$76,000

Chief Haden requested that monies earned through the sale of surplus apparatus be used to replace sold apparatus. Any additional funds can come from our capital funds with Board approval.

Becky Wynn made a motion to authorize the Department to purchase a new squad 801 and an administrative SUV with the total price not to exceed \$116,000. Funds shall come from the sale of the surplus apparatus and any additional funds will come from capital funds with Board approval. Debra Opdahl second the motion. The motion passed unanimously.

Chief Haden presented that the Board approved tender pumper which is part of the replacement plan in the 2023-2024 budget has increased in pricing from \$950,000 to \$1,250,000. Chief Haden requested that the Board increase the funding allocation for the new tender pumper.

Charles Valadez made a motion to increase the previously approved tender pumper funds allocation from \$950,000 to \$1,250,000. Becky Wynn second the motion. The motion passed unanimously.

12. 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.

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

None.

14. 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 provided Carlton's office with a copy.

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

- Regular Board meeting will be held on February 20, 2024, at 7:00pm at 801 Bee Creek Road, Briarcliff Texas 78669.

16. Adjourn at 8:19pm.



Secretary
Travis County ESD #8