

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8

Minutes

February 20, 2024

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 was held on **Tuesday, February 20, 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 7:00pm

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:

Fire Chief Tony Haden, DoA Lynnette Courtney, BC Matthew Montgomery, EMS Coordinator Clayton Blount, Firefighter Paige Bushnell, Firefighter Lane Hart, Lieutenant Cody Fojtik, Lieutenant Mike Barker, BC Wade Schmitzinsky, Firefighter Colin Gray

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 1/23/2024 Board meeting.

Debra Opdahl asked for any changes to the minutes of the 1/23/2024 Board meeting. If there were none, then a motion to approve was needed.

Charles Valadez moved to approve minutes from the 1/23/2024 Board meeting. Becky Wynn seconded the motion. The motion passed unanimously.

5. 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
- Aflac
- BCBS
- Dooley Tackaberry
- Dr. Tania Glenn
- FGMArchitects

- Flemings Holdings
- Humana
- Lake Travis Fire Rescue
- PEC
- TCDRS
- Teex
- The Lighthouse
- US Bankcorp

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 January 31, 2024, and approval of the financial report ending January 31, 2024. The motion was made by Charles Valadez and seconded by Becky Wynn. The motion passed unanimously.

c. Review and approve quarterly investment reports.

- None.

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.

No action.

Chief Haden reported that staff is continuing to work with Medack on the financial audit for FY 2023. The auditor has noted some coding issues and policies need to be defined and documented with delegated segregation of duties. Staff have identified the need for more training and some part-time help. No fraud, theft or malfeasance was found.

Debra Opdahl asked that both the ESD 8 and ESD 16 Board Presidents, as well as Commissioner Wynn, receive the training.

6. Discuss and take related action on Texas Comptroller Special Purpose District Financial and Tax Reporting Requirement.

DOA Lynnette Courtney reviewed report requirements.

Debra Opdahl moved to direct staff to work with our attorneys to submit the report to the Texas Comptroller. Charles Valadez seconded the motion. The motion passed unanimously.

7. Receive high level overview of Station 801 schematic design.

Chief Haden presented a high-level overview of the schematic design from FGMArchetics.

On the ground level:

- Adding one additional full-size bay
- Extending the dayroom/kitchen area
- Adjusting the size of the dorms and adding 1 more dorm
- Adding a flexible workspace/office

Admin Level:

- New bay with mezzanine that will include open and enclosed storage
 - Catwalk to the main part of the building
- Dedicated conference room
- 4 additional new offices

Bid Alternate:

- All the above plus:
- 2 additional offices plus a dedicated conference room
 - The previous conference room would change to a flexible work space with computers and desk

The Board asked staff to provide some data on restrooms and staffing limits.

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

- Department relations with district entities:
 - Chief Haden reported:
 - Thomas Ranch:
 - The design, General Manager, and the plotting team are all local
 - All meetings will now be in person
 - Travis Club:
 - We have reached out to the team and are scheduling a meeting for March
 - West Cypress HOA:
 - Former Chief Demming is on their Board. Chief Haden is scheduled to present a state of the department and vision casting presentation
 - Community Advisory Committee:
 - Chief Haden, Commissioner Valadez and Chief Abbott are working together to get this committee started
 - Utilize information sharing about the department
 - District development
 - Build relationships for future board members
 - ESDCC:
 - Commissioner Valadez and BC Montgomery attended. BC Montgomery filled in as the 2nd in command over the weekend.
 - Chief Haden will send notes from meeting to all the board members
 - Items discussed included:
 - Grants for radios, MDCs, and laptops (ESD8 was one of the first to turn in all required reimbursement request)
 - Eclipse regional planning
 - ATCEMS dispatching and billing issues
 - Legislative updates for the new sessions

- Legislative update.
 - None
- 9. Receive monthly Fire Chief report and consider taking appropriate actions.

Chief Haden gave a PowerPoint presentation which included:

- a. Emergency operations, response times, call volume.

January

- 101 Total Calls-56 medical
- Call volume is up 20% from last year in January
- Responses time 7.05 minutes

Significant events- Lieutenant Fojtik presented:

- 1/1/24 - Mutual Aid commercial structure fire. Many different departments worked together
- 1/3/24 - Vehicle extrication- 3 car collision with 2 entrapments. One patient was taken away to hospital via Starflight
- 1/14/24 - Vehicle Fire- fully engulfed travel trailer. Our teams connected the family with the Red Cross and our Firefighter Association donated funds to the family.

Chief Prange continues to look for more community outreach pathways for our community.

- Staff pushed in Engine 803
- Numerous probationary firefighter graduations
- Numerous staff certifications achieved
- Numerous staff members are teaching classes that are regional.

- b. Training.

BC Montgomery presented:

- Continuing CE tracking.
 - Added the westside 5 enterprise platform
 - Allows for collaboration and distribution of the same trainings
 - Allows for more external TCFP classes
 - First class is DPO scheduled for this summer
- Staff members have logged 530 hours of training this calendar year.
- Regional Training
 - Mayday training with students and instructor platforms.
 - 2 classes remaining
 - Great feedback with real life experiences
 - Fire Ground survival and Command of Mayday have been hosting training together, so each are interacting live
- Specialized Training
 - TEEX vehicle rescuer course 1, 2 and 3
 - Emergency Services Training Institute Conference
 - Leadership on calls, in the fire house, and hands-on training
 - Fire Ground survival hands-on training
 - Members continue to be students and instructors
- Upcoming events
 - MCDs with a wildland interface
 - New hire orientation
- Staff going to these trainings will be teaching our new members

c. Management activities, personnel, amendments to budget FY 2023/2024, and community impact.

Chief Haden presented:

- Preliminary audit findings identified gaps in and the need for additional administrative personnel
- Chief Haden proposed that we hire a contract employee that would report to the Board
 - They would review financial documents before the Board meeting and conduct a mini audit
 - This would be a temporary position
- Chief Haden proposed that we hire a part time employee finance employee
 - Part time, 20 hours max per week.
 - Report to DOA Courtney
 - Financial expert in government accounting and converting QuickBooks accounting to government accounting.
 - Allow for segregation of duties within the organization and defined in our policies
- Chief Haden proposed that we hire 3 full time firefighters this budget year
 - Current staffing is 5/4/4
 - Does not allow for PTO, training, or injury.
 - Lots of mandatory overtime thus creating chances for poor mental health and burn out
 - Goal for staffing is 1.25 people for each position
 - In the past 5 months:
 - \$242,485.90 in overtime
 - 7,395.5 total hours of people not at work
 - If we added 3 additional people, we could reduce that number by 3,000 hours thus \$100,000 (the cost of a new Full-time firefighter)
 - 95% of the time taken for PTO has resulted in overtime
 - Funds would come from the reduction of overtime and healthcare savings

The Board stated they support the recommendations by Chief Haden. Debra Opdahl stated the administrative position would be part time and no action is needed. This is a budgeted position already.

Debra Opdahl made a motion to amend the current budget and move funds from benefits to human resources in the amount of \$100,000. Becky Wynn second the motion. The motion passed unanimously.

Debra Opdahl made a motion to increase firefighter staffing by 3 full time personnel. Becky Wynn second the motion. The motion passed unanimously.

Debra Opdahl asked for a motion to authorize the Board President to sign a contract for an Administrative Financial advisor to report to the Board and not to exceed \$6,000. Becky Wynn made the motion. Charles Valadez seconded the motion. The motion passed unanimously.

d. Apparatus needs.

- All have been completed for apparatus
- Pump testing is in progress

- Graphics and lights for new command vehicles are being scheduled
- Squad 801 and Support 802 replacement
 - Staff is considering keeping squad 801 as another administrative vehicle
 - No action is needed from the Board
- Drone purchase is waiting on timeline of availability
- Brush truck replacement:
 - Originally the Board approved \$80,000 for a cab and chassis
 - Vendor does not recommend this
 - Doesn't save time or money
 - Could potentially make us liable and cost additional money
 - TIFMAS ready brush truck is approximately \$240,000
 - 12 month build time

Staff are recommending that we commit the \$80,000 already budgeted as brush truck replacement and then commit remaining funds in the upcoming budget year.

Debra Opdahl asked staff to consult with Carlton's office on the processes as well as Medack to ensure that funds movement and resolutions are executed correctly.

10. 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.

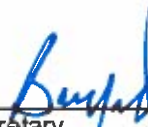
11. Receive monthly report from the District's attorney regarding pending litigation matters, contract issues, and legislative efforts and consider taking related actions.

None.

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

- Regular Board meeting will be held on March 26, 2024, at 7:00pm at 801 Bee Creek Road, Briarcliff Texas 78669.

13. Adjourned at 8:38pm.



 Secretary
 Travis County ESD #8