

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 16

Minutes

March 26, 2024

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 was held on **Tuesday, March 26, 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, Bruce Mills- Secretary

Board Absent

Matt Coffel – Treasurer

Also present in person:

FC Tony Haden, Asst. Chief Tye Prange, DoA Lynnette Courtney, BC Matthew Montgomery, BC Chad Kubin, Paige Bushnell, Cody Fojtik, Anthony Peek, Marc Talamantez, Ryan Smith, William Banda, Craig Koenig, Thomas Maione, Charlotte Donnel, Scott Pargin, Boyd Baker

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.

Thomas Maione- Briarcliff Marina

Mr. Maione spoke regarding fire apparatus Boat 801.

Scott Pargin-

Mr. Pargin spoke regarding fire apparatus Boat 801.

Boyd Baker-Braircliff Resident

Mr. Baker spoke regarding fire apparatus Boat 801.

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 2/20/2024 Board Meeting.

Charles Valadez asked if there were any changes to the meeting minutes from the 2/20/2204 Board meeting. There were none. Debra Opdahl made a motion to approve the minutes. Becky Wynn seconded the motion. The motion passed unanimously.

The minutes were then signed.

5. 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.

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 February 2024. Bruce Mills seconded the motion. The motion passed unanimously.

- Review and approve quarterly investment report.
None.

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

Chief Prange presented:

- Emergency operations, response times, call volume.
February:
 - 36 Medical calls
 - Training
 - Crews completed Pediatric drowning training with DCPE.

7. Discuss and consider Order Establishing Records Management Program and approve or make changes as appropriate.

DOA Courtney and Debra Opdahl presented that a records management program was something that we learned at a seminar and that TCESD 16's needed to be revised and submitted to the Texas State Library and Archives for proper management of records. Debra Opdahl made a motion to approve the adoption of a records management program and file ours with the Texas State Library and Archives. Bruce Mills seconded the motion; the motion passed unanimously.

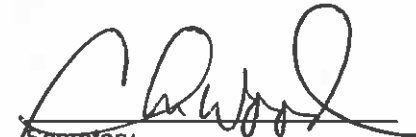
Debra Opdahl then called for a record vote for the resolution to establish a records management program, appoint a records management officer and appoint a public information coordinator. The motion passed unanimously.

The resolution along with the forms was then signed notarized.

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

- The next meeting will be held April 23, 2024, at 801 Bee Creek Road Briarcliff, Texas 78669 at 6:30pm.

9. Adjourn at 6:48 p.m.


Secretary
Travis County ESD #16