

# TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 16

## Minutes

April 23, 2024

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

**Also present in person:**

FC Tony Haden, Asst. Chief Tye Prange, DoA Lynnette Courtney, BC Bruce Perkins, Chris Wood, Bruce Goodhartz, Allen Fulbright, Joel Hawkes, Michael Barker, Kim Ehrlich, Jaden Cannaday, CJ Melton, James Medack CPA.

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 Commissioner;
  - Chris Wood read his Statement of office for appointment as commissioner on the ESD 16 Board.  
The statement was signed and notarized.
  - Chris Wood took his oath of office for appointment as commissioner on the ESD 16 Board.  
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 Board Members.
  - Debra Opdahl nominated:
    - Becky Wynn for ESD 16 Treasurer
    - Bruce Mills for Vice President
    - Chris Wood for Secretary with the two remaining offices being unchanged.
  - Nominations were then closed.

Debra Opdahl moved to approve Becky Wynn for ESD 16 Treasurer, Bruce Mills for Vice President, and Chris Wood for Secretary with two remaining offices being unchanged.

Charles Valadez seconded the motion. The motion passed unanimously.

### **Discussion/Action Items**

6. Receive presentation from Medack & Oltmann, LLP concerning FY 2023 audit and consider approval of audit and filing a copy of the same with Travis County.

- Review Audit handout.

James Medack reviewed Audit for ESD 16 which included:

- Independent Auditor's Report
- Management's Discussion and Analysis
- Basic Financial Statements
  - Governmental Funds Balance Sheet and Statement of Net Position
  - Governmental Fund Revenues, Expenditures, Fund Balances and Statement Activities
  - Notes on Basic Financial Statement
- Statement of Revenues, Expenditures, Changes in Fund Balance, Budget vs Actual for General Fund
- Findings Report
  - Separation of duties
  - Accounting
  - Unmodified opinion- highest opinion that can be given

ESD 16 Board of Commissioners discussed Audit.

- Charles Valadez called for a motion to approve the FY 2023 Audit and to instruct staff to file a copy of the same with Travis County. Debra Opdahl made motion; Becky Wynn seconded. The motion passed unanimously.
- James Medack expressed his appreciation to the Board of Commissioners for being open to their assessments of the organization which adds an advantageous atmosphere in which to work.
- The Board thanked James Medack and his team and expressed their dedication to being good stewards of taxpayer money. The Board also expressed their dedication to implementing changes to our segregation of duties and polices.

7. Approval of minutes from the 03/26/2024 Board Meeting.

Charles Valadez asked if there were any changes to the meeting minutes from the 03/26/2024 Board meeting. There were none. Debra Opdahl made a motion to approve the 03/26/2024 Board minutes. Bruce Mills 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:

DoA Courtney reviewed:

- Approval of monthly bills, invoices, and checks, including processing of payroll.
  - Travis Central Appraisal District
  - Carlton Law Firm
- Approval of financial report.
- Review and approve quarterly investment report.

- 2<sup>nd</sup> quarter investment report for Texpool General Fund was reviewed

No questions were asked. Bruce Mills made a motion to approve the monthly bills, invoices, checks including processing of payroll and the financial report for March 2024 and the quarterly investment report. Becky Wynn seconded the motion. The motion passed unanimously.

Investment report was then signed.

- Discuss and consider General BOD resolution removing all previous Commissioners including Rusty Jedlicka and Kristy Quigley from all bank accounts. Discuss and consider General BOD resolution adding Board member Debra Opdahl and Executive Assistant Sheila Prince to all bank accounts.

Charles Valadez reviewed the resolution.

Debra Opdahl moved to approve the resolution removing all former board members from all district accounts and add Becky Wynn, Debra Opdahl and Shiela Prince. Charles Valadez seconded motion. The motion passed unanimously.

Resolution was then signed and notarized

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

Chief Prange presented:

- Emergency operations, response times, call volume.

March:

- 37 Medical calls
- Training
  - 4 New CPR Instructors
  - New hire orientation
  - STAR Flight training.
- Chief Prange has been working with Austin Travis County EMS and dispatch on expedited dispatching for lower priority Fire and EMS calls. He will continue to work on this project and give updates when available.

10. Action regarding annual review of investment policy and investment strategies and adopt resolution.

DoA Courtney reviewed investment policy

- Industry standards
- Rules and regulations
- Investment policy approval date

Board of Commissioners discussed policy.

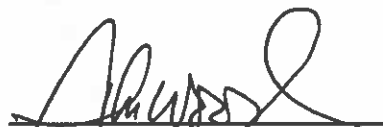
Charles Valadez asked for a motion to approve the Investment policy, strategies and to adopt and sign the resolution. Debra Opdahl made a motion. Becky Wynn seconded the motion. The motion passed unanimously.

The resolution was then signed and notarized.

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

- The next meeting will be held Tuesday, May 21<sup>st</sup>, 2024, at 801 Bee Creek Road Briarcliff, Texas 78669 at 6:30pm.

12. Meeting adjourn at 7:37 p.m.

  
Chris Wood, Secretary  
Travis County ESD #16