

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8

Minutes

March 26, 2024

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 was held on **Tuesday, March 26, 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 7:03 p.m.

Board Present in Person:

Debra Opdahl – President, Charles Valadez – 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, Bruce Goodhart, Chris Wood

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 2/20/2024 Board meeting.

Debra Opdahl asked for any changes to the minutes of the 2/20/2024 Board meeting. If there were none, then a motion to approve was needed.

Bruce Mills moved to approve minutes from the 2/20/2024 Board meeting. Charles Valadez 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
- Buck's Construction

- FGM Architects
- Frontline Mobile Health
- Hartford
- Humana
- GS Apparel
- Mac Haik
- Motorola
- NAFCEO
- PEC
- TCDRS
- Print Shoppe
- Spicewood Plumbing
- Travis County Emergency Services
- Webstaurant Store

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 February 29, 2024, and approval of the financial report ending February 29, 2024. The motion was made by Charles Valadez and seconded by Bruce Mills. 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 FGMArchitects.

No action taken.

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

- Department relations with district entities:
 - Chief Haden reported:
 - The District is still continuing to work with our developers. We continue to work on our processes with their leadership.
- Legislative update.
 - Becky Wynn asked that the District be aware of the Fire Code email from Commissioner Howard's office.
 - Chief Haden replied that we are monitoring this and have a great working relationship with the Travis County Fire Marhsal's office. Chief Callaway has retired, and Chief Howell has moved into the role. Our relationship with him is strong and will continue to foster that strong relationship. The District will continue to monitor the situation and be strategic with our options based on the community's needs.

7. 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.

February

- 71 Total Calls
 - 36 Medical Calls
- Call volume is up 14% from last year in January
- Responses 6.10 minutes

Significant events- Lieutenant Fojtik presented:

- 2/22/2024 - Vehicle extrication
 - 1 car collision with an entrapment. The extraction time was 4 minutes.

b. Training.

BC Montgomery presented:

- 297 hours of training
 - LT. Fojtik Incident Safety Officer
 - Engineer Melton Officer 1
 - Firefighter Abbott Driver Operator Pumper
 - Firefighter Gonzales Instructor 1
- Crew source training
 - Instructor development. Our personnel are being sent to training and will teach the class to their peers upon their return.
- Multi-agency scenarios training
- Community Risk Reduction program development
- SAFE-D
- Hosting a Parks and Wildlife Boaters Safety Course

Several members of the department thanked the Board for their support in our training efforts. Each training that they attend improves themselves and in turn our community.

The Board also thanked each member for their dedication to improving themselves and finding ways to utilize what we have on hand in new and inventive ways.

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

- Chief Haden presented:
 - 3 new firefighters to the Board. Firefighter Anthony Peek, Firefighter, Craig Koenig, Firefighter Billy Banda.

Chief Haden stated that our last hiring process was very successful and is true testimony to our methods and recruitment. He thanked everyone for their efforts.

Debra Opdahl asked the 2 potential Board Members to introduce themselves to the group.

- Chris Wood
- Bruce Goodhart

Both the Board and the Staff thanked Mr. Wood and Mr. Goodhart for coming to the meeting and their interest in serving our community.

8. 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.

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

None.

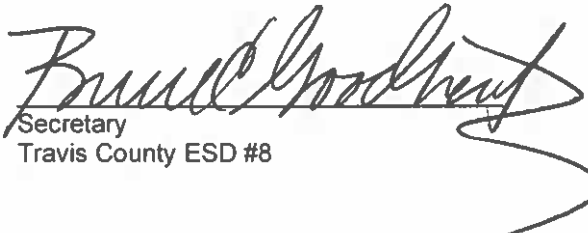
10. Discuss and consider Order Establishing Records Management Program and approve or make changes as appropriate.

DOA Courtney and Debra Opdahl presented that a records management program was something that we learned at a seminar and that TCESD 8'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, and 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.

11. Discuss agenda, time, and date for next meeting; and
 - Regular Board meeting will be held on April 23, 2024, at 7:00pm at 801 Bee Creek Road, Briarcliff Texas 78669.
12. Adjourned at 7:39pm.


Secretary
Travis County ESD #8