

## TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8

### Minutes June 18, 2025

1. A meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 was held on **Wednesday, June 18, 2025, at 5:15 p.m.**, at Station 801, located at 801 Bee Creek Road, Spicewood, Texas 78669, for the following purposes:

Call meeting to order at 5:15 p.m.

**Board Present in Person:**

Debra Opdahl – President, Charles Valadez – Asst. Secretary/Treasurer, Bruce Goodhartz-Secretary, Bruce Mills – Vice President, Becky Wynn – Treasurer

**Also present in person:** Chief Tony Haden, Assistant Chief Tye Prange, Director of Administration (DoA) Lynnette Courtney, Battalion Chief Matthew Montgomery, Chris Wood, Sharon Smith, Brian Storer, Craig Koenig, Jaden Cannaday, Jared Mikeska

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 the Board consideration of the 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 of the 5/28/2025 Board meeting;  
Commissioner Opdahl asked if there were any changes to the meeting minutes from the 5/28/2025 Board meeting. There being none, Commissioner Valadez made a motion to approve the 5/28/2025 Board meeting minutes. Commissioner Mills seconded the motion. The motion passed unanimously.  
The meeting minutes were then signed.
5. Receive report from the Director of Administration and consider taking related action, including:  
DoA Courtney reviewed the following:
  - Approval of monthly bills, invoices, and checks, including processing of payroll.
    - Blue Cross Blue Shield for the month of April
    - Aflac
    - Amcheck
    - August Industries
    - AT&T
    - Bank of America
    - Blue Cross Blue Shield
    - Capital Marine
    - ESO Solutions
    - Five Trumpet Advisors
    - FGMA
    - Humana
    - Hartford
    - Impact Promotional Services
    - Medack & Oltman, LLP

- MES
- NAFECO
- Sales Tax Assurance
- Total Safety US Ince
- Southwest Corp
- PEC
- TCDRS
- Vector Solutions
- Approval of financial report.
  - Revenue
  - Property Tax
  - Sales Tax
  - Expenses
  - Cash Accounts
  - Capital Assets
- Review and approve quarterly investment reports.  
None.

Commissioner Opdahl asked for a motion to approve the Blue Cross Blue Shield invoice for April 2025 and all bills, invoices, checks, and payroll, including all expenses exceeding \$2,000.00 for the month ending May 31, 2025, and approval of the financial report ending May 2025. The motion was made by Commissioner Mills and seconded by Commissioner Valadez. The motion passed unanimously.

- Discuss and consider taking related action on refinancing station 801.
  - Resolution for financing purchase of station 801 with Republic First National Corporation (KS State Bank).
  - Discuss and consider taking related action on debt service rate.

Tabled- no update.

6. Review, discuss and consider taking action on special projects.

- Explorer Post
  - Chief Haden reported that we are still assisting with this process, and the post is expected to be official at the start of the next school year.
- Briarcliff ETJ Project
  - Chief Haden reported meeting with Village of Briarcliff Mayor Hostetler and is assisting in formulating a plan to assist interested community members with the ETJ project.

**Commissioner Opdahl changed the order of agenda items and moved to item 9.**

9. Update, Discuss and/or take appropriate action on Strategic Planning

- Chief Haden stated that the District received 4 submittals. The Committee met and evaluated them and unanimously recommended CityGate.
- ESD 16 Commissioner Wood stated that this company stood out above the rest due to the following:
  - Their staff and resumes were exceptional;
  - They have lots of Texas experience; and
  - They utilized great visuals for both the ESD and the citizens at different levels.

Commissioner Wood further stated that he believes this is the Gold Standard of companies for Strategic Plans.

- Commissioner Goodhartz stated that this company was selected due to the following:
  - They shined with experience especially fire service experience;
  - Their references stood out over everyone else's;
  - They understood the fire service and the central Texas demographics;
  - They were not the cheapest company but not the most expensive; and
  - They presented themselves with a valued partnership in this project.
- Commissioner Mills asked if the company was local. DoA Courtney responded that they have an office in Fort Worth, Texas.
- Commissioner Opdahl thanked the two Commissioners for all their hard work and dedication on this project and stated that she looked forward to hearing more updates.
- Commissioner Mills made a motion to direct staff to enter into a contract for strategic planning services with Citygate and negotiate scope and cost as determined by the committee. Commissioner Wynn seconded the motion. The motion passed unanimously.

**10. Receive report and consider taking appropriate action on 10-year financial plan.**

Chief Haden presented the 10-year Financial and Capital Improvement Plan. Each year this Plan will be updated and presented with the budget. The Plan featured the following:

- Help with project funding and CIP;
- Partnership with TCESD 6 to complete;
- Revenue projections;
- Vehicle and Apparatus Replacement schedule;
- Capital Improvement Plan; and
- Summary bringing all sheets together with expected cost for each FY with reserve balances.

The Board was given a copy to review. President Opdahl stated this is a tool for budgeting and Strategic planning.

Commissioner Wynn made a motion to approve the 10-year Financial and Capital Improvement Plan as presented. Commissioner Mills seconded the motion. The motion passed unanimously.

Chief Haden thanked ESD6 CFO Sharon Smith for her hard work and dedication to this project, commenting that this is another example of shared services and great working relationships with our neighbors.

**Commissioner Opdahl moved to item 7.**

**7. Receive monthly President's report and consider taking actions.**

Commissioner Opdahl asked that during agenda item #8, the Board focus on what Lt. Jared Mikeska was saying and direct questions to him based on his report. If Commissioners have non-related questions for management, they should be directed to Chief Haden or staff via email or at a later time.

**8. Update, Discuss and/or take appropriate action on merging with other ESD's.**

- Includes quarterly update from ESD employees.

Chief Haden stated that staff continues to work with consultants on pension options. We are meeting with our attorney on 7/8 to discuss the impact to our department.

Lt. Mikeska presented:

- Pension continues to be the biggest topic and focus at this time. Both Associations are working hard to make sure that all options are received and heard.
- Once the 10-year Financial and Capital Improvement Plan is complete, TCESD 6

Association will meet with their CFO to review.

- Local 4820 is committed to representing all employees within the ESD not just Association members. BC Matthew Montgomery has been brought on as a trusted agent representing neutral ground to reach all members.
- A survey has been sent out to all members asking questions about the merger

Commissioner Mills asked if there was a consensus from the employees on whether the merger concept was a good thing or a bad thing for employees. Lt. Mikeska replied that everyone is open and waiting to see what comes of the pension options.

Employees are continuing to work with Administration on a list of no-go's that they will present to the Board.

Commissioner Valadez asked if employees felt comfortable speaking up on this matter. Lt. Mikeska stated that they were.

The Board thanked Lt. Mikeska and Battallion Chief Montgomery as well as the other members of the department for being open and willing to speak up on this matter, reminding the department that transparency is key in this project.

Chief Montgomery stated that he is excited to represent both sides of this discussion and looks forward to building relationships.

Chief Haden stated that both ESDs are trying to be as transparent as possible. We are attending each other's department meetings to help understand how each Department operates.

11. Discuss and consider taking appropriate action on an item regarding the sale of Pierce Engine 803.

Chief Haden presented that management was notified by the buyer, Juda Fire Department, that damaged pump components were identified at some point after shipment. They have requested reimbursement for the cost of repairs. Chief Haden requested the authority to work with the District's attorney to negotiate and execute an agreement with Juda Fire Department to settle the dispute over the condition of the vehicle.

Commissioner Opdahl made a motion to authorize staff to work with the District's attorney to negotiate and execute an agreement with Juda Fire Department to settle the dispute over the condition of the Pierce Engine 803. Commissioner Mills seconded the motion. The motion passed unanimously.

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

Chief Haden reported:

- Oak Hill Fire Academy
  - 14 candidates will be riding out with Station 802 over the next month.
- Legislative
  - Monitoring trends for the next legislative session;
  - Continuing to build relationships outside of the session; and
  - Will be inviting our representatives to events in our area.

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

- Emergency operations, response times, call volume;
- Training;
- Management activities, personnel, amendments to budget FY 2024/2025, and community impact, 801 remodel updates; and
- Apparatus needs.

Assistant Chief Prange gave a PowerPoint presentation which included:

- Emergency operations, response times, call volume.
  - May 2025
    - 71 Total Calls.
      - 41 Medical Calls
      - Station 802 responded to most calls this month
    - Response time on non-EMS call of 7:37 minutes.
    - 1 Fire- Water storage supply.

NFIRS (National Fire Incident Reporting System) will be changing to NERIS (National Emergency Response Information System). It has been around since the 1980's but the new system will account for other items not covered in the NFIRS coding system. More Firefighter friendly.

- Training. BC Montgomery presented:
  - 6 TCFP course completions
  - 2 Conferences attended
    - Managing disciplinary issues- Chief Prange, Chief Montgomery, and Association President Mikeska
    - TCFA BC Academy
  - Over 600 hours of training logged.
  - MCDs next with LTFR. Joint instructional efforts by both ESDs.
- Management activities, personnel, amendments to budget FY 2023/2024, community impact, 801 remodel updates; and
  - Management:
    - ISO Site visit. All the information has been submitted. They are reviewing and will be giving us our rating soon
    - Geoff Tumlin wrapped up for the 2025-year last Friday.
    - Updates for the employee manual.
  - Personnel
    - Hiring process has 39 RSVPs to the testing and physical agility on Friday. Interviews will be conducted next week.
    - Promotional process for Engineer had 4 applicants. Written will be held next week.
- Community Impact
  - Received the State Farm Smoke Detector Grant
    - Provide smoke detectors to those in need in our community
    - Grant was applied for by Engineer Talamantez
    - The Board thanked Engineer Talamantez for seeking out this great asset for our community.
  - Station 801
    - Meeting with Structural Engineers tomorrow.
  - Budget Adjustments
    - None.
- Apparatus needs
  - No update.

Chief Haden presented the June 2025 update to the Employee manual which includes:

- Updated cover page with the June 2025 date
- Updated letter from the Chief, Chief Haden

- Updated organizational chart that has been in use for over a year
- Updated date on the acknowledgement page that members sign

Chief Haden stated that no other changes were made in the manual but told the Board that more changes will be coming in a complete update that will be a joint effort from staff, Local 4820, and the District's HR Attorney.

Commissioner Wynn made a motion to approve updates to the employee handbook as presented by Chief Haden. Commissioner Mills second the motion. The motion passed unanimously.

14. 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.
  - Association President Jared Mikeska presented that the Association has been working hard with staff on merger discussions as well as changes to the employee handbook. Budget requests have also been at the forefront of discussions. Lt. Mikeska stated that the Association has a great working relationship with management but if the need ever arises that they would be willing to reevaluate the CAB.
  - Commissioner Opdahl agreed that there didn't seem to be a need for a CAB process to be used today but asked to have management and the Association work together to update the terms and conditions of the CAB document so that it is ready if the need arises.
  - Staff will work with the Association to make these changes and bring them to the Board.
15. Receive monthly report from the District's attorney regarding pending litigation matters, contract issues, and legislative efforts and consider taking related actions; None.

**President Opdahl moved item 16 to the end of the agenda.**

17. Discuss and consider adoption of the tax and budget planning calendar for 2025, authorize payment of tax process publications, and take any related action;
 

DoA Courtney reviewed the tax planning calendar. She advised the Board that we would be presenting the purple calendar.

Commissioner Opdahl requested that staff ensure that all the dates were accurate.

No action was taken.
18. Discuss and consider scheduling budget meetings/workshops;
 

The Budget Workshop will be held on July 30<sup>th</sup>, 2025, at 10 am at 801 Bee Creek Road Briarcliff Texas 78669.
19. Discuss and consider District website status, accessibility, and posting requirements and take any related action.
 

DoA Courtney reviewed the rules and regulations for postings to the District's website. No changes were made.

Commissioner Mills made a motion to direct staff to make necessary postings for budget, tax rate notices, and other legal requirements to the District's website ensuring that all postings comply with the legal requirements. Commissioner Goodhartz second the motion. The motion passed unanimously.
20. Discuss agenda, time, and date for next meeting; and

The next regular meeting will be held on July 23<sup>rd</sup>, 2025 at 5:15 pm at 801 Bee Creek Road Spicewood Texas 78669.

A budget workshop will be held on July 30<sup>th</sup>, 2025 at 10 am at 801 Bee Creek Road Spicewood Texas 78669.

16. Discuss and consider taking action regarding the annual review of the Fire Chief and compensation package.

***The Board left regular session at 6:54 pm. The Board entered executive session at 7:10 pm under Texas Government Code Section 551.074. The Board reentered regular session at 7:40pm.***

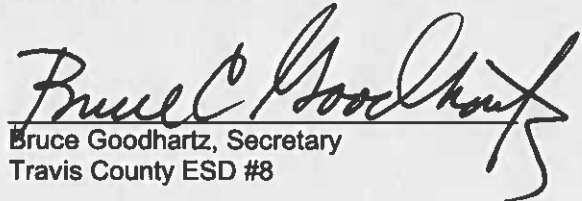
No action was taken in executive session.

Commissioner Mills made a motion to increase the Fire Chief's pay by 6% at the base salary and retroactive to May 1<sup>st</sup> 2025. Commissioner Valadez seconded the motion. The motion passed unanimously.

The Board thanked Chief Haden for his hard work and dedication to our employees and community.

Chief Haden thanked the Board for their hard work and dedication as well.

21. Adjourn. The meeting was adjourned at 7:43 p.m.

  
Bruce Goodhart, Secretary  
Travis County ESD #8