

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 16

Minutes July 23, 2025

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 was held on **Wednesday, July 23, 2025, at 5:00 p.m.**, at Station 801, located at 801 Bee Creek Road, Spicewood, Texas 78669, for the following purposes:

1. Call meeting to order. Pledge of Allegiance. The meeting was called to order at 5:18 p.m. The pledge of allegiance was said.

Board Members Present:

Charles Valadez – President, Debra Opdahl – Asst. Secretary/Treasurer, Chris Wood- Secretary, Becky Wynn – Treasurer,

Board Members Absent:

Bruce Mills- Vice President

Also present in person:

Chief Tony Haden, Director of Administration Lynnette Courtney, Assistant Chief Tye Prange, Battalion Chief Matthew Montgomery, EMS Coordinator Clayton Blount, Bruce Goodhartz, Brian Storer, Craig Koenig, Jaden Cannaday, Kaleb Thomas, Executive Asst. Sheila Prince

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 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 meetings.

None.

Discussion/Action Items

4. Approval of minutes from the 6/18/2025 Board meeting;
President Valadez asked if there were any changes to the meeting minutes from the 6/18/2025 Board meeting. There were none. Commissioner Wynn made a motion to approve the 6/18/2025 Board meeting minutes. Commissioner Wood seconded the motion. The motion passed unanimously.
5. Receive report from Director of Administration and consider taking related action, including:

Director Courtney reviewed:

- a. Approval of monthly bills, invoices, and checks, including processing of payroll.
 - Travis County Appraisal 3rd Qtr. fees
 - ESD 8 Contract payment
 - Medack & Oltmann payment for FY2024 Audit
- b. Approval of financial report; and
 - Property Tax
 - Other Income

- Revenue
 - Expenses
 - Cash Accounts
- c. Review and approve quarterly investment report for 2nd quarter.
- Texpool General Fund
 - Investment Value
 - Interest Earned

No questions were asked. Commissioner Wynn made a motion to approve the monthly bills, invoices, checks including processing of payroll and the financial report for June 2025, along with 2nd quarter investment report. Commissioner Opdahl seconded the motion. The motion passed unanimously.

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

Coordinator Blount reviewed:

- a. Emergency operations, response times, call volume
- 63 Medical calls
 - 23% Sick Calls
 - 5% Traffic Accidents

Commissioner Woods requested a trends graph to track progression analysis of type of calls. Coordinator Blount reported the initial call type is used in the reports which may change once the crew are on scene. Coordinator Blount will create a trends graph for future meetings.

- b. Training
- Sepsis
 - Fluid Management
 - Vaso- Pressers
 - Traumatic Arrest

Coordinator Blount stated the partnership with the West Side Five has been beneficial to all involved in these trainings.

Chief Haden congratulated Coordinator Blount on the success of the Snake Bite Clinic conducted for the community. Coordinator Blount created excellent educational materials for the clinic and Coordinator Blount's handout will be used in the Auxiliary newsletter, the Siren.

Commissioner Wynn added the design of class and teaching documentation was easy for the layperson to comprehend and thanked Coordinator Blount for his fine work.

- c. Strategic Planning update;
None

7. Receive the monthly President's report and consider taking related action.

President Valadez reviewed efforts made by the PFD Auxiliary to support the Department both financially and as advocates. The Auxiliary has been crucial in fund raising and promoting support from the community.

Chief Haden remarked that the Auxiliary fund-raising efforts have been excellent along with being key to communication with the community. Chief Haden reported that the Auxiliary's connection with financial contributions will be reflected in the upcoming Budget Workshop presentation.

Chief Haden and the Board of Commissioners discussed the upcoming upgrade to the Department's website that will reflect the importance, contributions, and community activities that the Auxiliary provides to the Fire Department which will also link to the Auxiliary's website for easy access. They thanked Coordinator Blount for his efforts in helping the Auxiliary with their website design and the efforts made for the Auxiliary's newsletter, the Siren.

8. Discuss and consider adoption of the tax and budget planning calendar for 2025 and take any related action.

Director Courtney reviewed the tax planning calendar and advised that the purple route be used if the District plans to adopt the tax rate that exceeds the voter approval rate but does not exceed the de minimis rate and requires the District to adopt its budget and tax rate by August 25, 2025, and no election is required.

The Board discussed tax rate, community growth and development.

Commissioner Opdahl made a motion to adopt the purple calendar tax and budget planning calendar for 2025 and authorize payment of tax process publications, and any related action. Commissioner Wynn seconded the motion. The motion passed unanimously.

9. Discuss and consider taking action regarding 2025-2026 budget and setting proposed tax rate.

Tabled


10. Discuss and consider service provider contract renewals and/or amendments.

No Action

11. Discuss and consider meeting dates regarding 2025-2026 budget planning and proposed tax rate.

- Budget Workshop will be held on Wednesday July 30th, 2025, at 9am at 801 Bee Creek Road Briarcliff, Texas 78669
- Special Session will be held on August 5, 2025, at 10 am at 801 Bee Creek Road Briarcliff, Texas 78669
- Regular Session will be held on August 20, 2025, at 5 pm at 801 Bee Creek Road Briarcliff, Texas 78669

12. Adjourn. Meeting adjourned at 5:49 pm


Chris Wood, Secretary
Travis County ESD No. 16