

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 16

Minutes

September 23, 2025

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 was held on Tuesday, September 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. The meeting was called to order at 5:07 p.m. The pledge of allegiance was said.

Board Present in Person:

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

Board Present Virtually:

Bruce Mills – Vice President

Also present in person: Chief Tony Haden, Assistant Chief Tye Prange, Director of Administration (DoA) Lynnette Courtney, Battalion Chief Matthew Montgomery, EMS Coordinator Clayton Blount, Jared Mikeska, Anthony Peek, Cody Fojtik, Colin Gray, Chase Brunnemann, Paige Bushnell, Kaleb Thomas, Matt Brown, Allen Fulbright, Marc Talamantez, Brent Lafour, William Banda, Brian Breen, Al Hostetler, Ed Walker, Jean Walker, John Carlton, Kevin Mullen, Chuck Brotherton

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 meeting.

None.

Discussion/Action Items

4. Approval of the minutes from the August 20, 2025 Board Meeting.

Commissioner Valadez asked if there were any changes to the meeting minutes from the August 20, 2025 Board meeting. Hearing none he asked for a motion. Commissioner Mills moved to approve the August 20, 2025 Board meeting minutes. Commissioner Opdahl seconded the motion. The motion passed unanimously.

The minutes were signed.

5. Receive report from Director of Administration and consider taking related action, including:

Director Courtney asked if there were any questions regarding the financials provided which included

- a. Approval of monthly bills, invoices, and checks, including processing of payroll.

- The Carlton Law Firm, P.L.L.C.
 - Travis County ESD 8
 - Travis Central Appraisal District
- b. Approval of financial report.
 - c. Review and approve quarterly investment report.
 - None.

No questions were asked. Commissioner Opdahl moved to approve the monthly bills, invoices, checks, including processing of payroll, and the financial report for August 2025. Commissioner Mills seconded the motion. The motion passed unanimously.

- d. Discuss and consider approval of a resolution regarding authorized access and signatories for District Texpool account; and
- e. Discuss and consider approval of a resolution regarding authorized access and signatories for bank accounts with Plains Capital;

Director Courtney reported that we received the resolution from our attorney with the updated language to be compliant with the new legislation. Commissioner Opdahl asked if the districts banks had changed. Director Courtney replied our banks have not changed in the almost 3 years she has been at the department. John Carlton, General Counsel, explained that these resolutions were to establish authorized signers for both the Board and District employees with spending authorities and thresholds. Commissioner Valadez tabled items D and E.

No action was taken.

6. Discuss and consider taking related action on Medack and Oltmann engagement letter for FY25 audit services.

Director Courtney reviewed the engagement letter and stated that this is our normal hiring of the auditor for our audit services for FY 2025. Commissioner Opdahl moved to authorize the Board President to sign the engagement letter with Medack and Oltmann for FY 25 audit services. Commissioner Wynn second the motion. The motion passed unanimously.

7. Discuss and consider taking related action on revision of spending authority and approval thresholds.

Commissioner Wynn presented Senate Bill 1173 which increased the competitive bidding threshold from \$50,000 to \$100,000 and Senate Bill 2278 which increased the expenditure that can be paid without board approval from \$2,000 to \$50,000. After several meetings with the Executive team and the Board Financial Consultant, she recommended that the competitive bidding threshold remain at \$50,000 and that the expenditure authorization be increased to \$5,000.

Commissioner Wynn moved to authorize the Chief and Director of Administrator's spending authority be increased to \$5,000 and that the competitive bidding threshold remain at \$50,000. Commissioner Mills seconded the motion. The motion passed unanimously.

8. Discuss and consider taking related action on electronically recording Board Meetings;

Commissioner Valadez stated that he likes this idea and it will help with more accurate details and limit the pressure on Director Courtney. Commissioner Opdahl asked about the record retention rules on recorded meetings. Mr. Carlton stated that if you are using the recording to create a written minutes, the recordings are required to be kept for 90 days after the approval of the meeting minutes. If you are using the recordings as your official record of the meeting, they become a permanent record. Commissioner Opdahl asked about other entities' best practices. Mr. Carlton replied that most entities do not transcribe verbatim. They use recordings to help create the written minutes with high level overview, motions and record votes. Commissioner Mills agreed that he did not want to make recordings permanent records or transcribe verbatim.

Commissioner Opdahl moved to electronically record board meetings for accuracy of meeting

minutes and not to keep those recordings for more than 90 days after the approval of the official meeting minutes. Commissioner Mills seconded the motion. The motion passed unanimously.

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

EMS Coordinator Blount presented:

- a. Emergency operations, response times, call volume

Medical Calls

- 56 Calls with 54 Patients
 - 1. No trends on types of calls

- b. Training

- New Hire Credentialing EMT-B
- 2 New Advanced EMTs
 - 1. Firefighter Hawkes
 - 2. Probationary Firefighter Olivo
 - a. Will be a credentialed Paramedic soon
 - 3. DCPE special protocol for Addisonian crisis

- c. Strategic Planning update

- Will update in Travis County ESD 8 meeting.


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

Commissioner Valadez thanked the community for coming to the meeting. He would like as much input and interest as possible. He welcomed everyone to speak to the Board and the administration with questions or concerns.

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

The next regular meeting will be held on Tuesday, October 21, 2025, at 5:00 p.m. at 801 Bee Creek Road Spicewood, Texas 78669.

12. Adjourn. The meeting adjourned at 5:23 p.m.


Secretary
Travis County ESD #16