

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 16

MINUTES

October 21, 2025

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 was held on **Tuesday, October 21, 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 5:04 p.m. The pledge of allegiance was said.

Board Present in Person:

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

Board Absent:

Becky Wynn – Treasurer

Also present in person:

Chief Tony Haden, Director of Administration Lynnette Courtney, Assistant Chief Tye Prange, Battalion Chief Bruce Perkins, Lt. Robert Ming, Firefighter Kyle Jackson, Firefighter Kaleb Thomas, Firefighter Ian Davidson

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, no 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 of the 9/23/2025 Board Meeting.

Commissioner Valadez asked if there were any changes to the meeting minutes from the 9/23/2025 Board meeting. There were none. Commissioner Mills moved to approve the 9/23/2025 Board meeting minutes. Commissioner Opdahl seconded the motion. The motion passed unanimously.

The minutes were then signed.

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

Director Courtney gave the report and reviewed:

- Approval of monthly bills, invoices, and checks, including processing of payroll.
 - Carlton Law Firm
 - Travis Central Appraisal District
 - TCESD8
- Approval of financial report.
- Review and approve quarterly investment report.
 - Texpool General Fund

No questions were asked. Commissioner Mills moved to approve the monthly bills, invoices, checks including

processing of payroll and the financial report and the quarterly investment report for September 2025. Commissioner Opdahl seconded the motion. The motion passed unanimously.

The investment report was then signed.

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

Director Courtney reminded the board that these 2 items were tabled last month. These resolutions were to establish authorized signers for both the Board and District employees with spending authorities and thresholds. Commissioner Mills moved to adopt the resolution for authorized access for the district Texpool and Plains Capital banks. Commissioner Opdahl seconded the motion. Both motions passed unanimously. The resolutions were signed and notarized.

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

Commissioner Valadez thanked the Auxiliary for hosting an amazing Firehouse Feast this past weekend. Commissioner Valadez stated that the event was a huge success, and expressed his gratitude for the auxiliary and the work it has done. No action taken.

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

Assistant Chief Prange presented:

- a. Emergency operations, response times, call volume
- b. Medical Calls
 - 62 Calls
 - Mostly sick calls
- c. Training
 - Burn victim training
 - Crush Injuries
 - Community CPR events
- d. Strategic Planning update.
 - Will update in ESD 8

No action taken.

8. Discussion and possible action on attending the Texas State Association of Fire and Emergency Services District (SAFE-D) Annual Conference at the Henry B. González Convention Center in San Antonio, scheduled for January 29-31, 2026.

Commissioner Valadez asked Commissioners that plan on attending the SAFE-D conference to please let Director Courtney know so she can book hotels and register them. No action taken.

9. Consider engagement of an auditor to perform report FY26 audit.

This was approved in the 9/23/2025 board meeting. No action taken.


10. Discuss required training hours for Commissioners.

Director Courtney reminded the Board that they must complete 6 hours of Continuing Education over a 2-year period. The end of the period is 12-31-2025. No action taken.

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

- The next regular meeting will be held on Wednesday November 19, 2025, at 5:00 p.m. at 801 Bee Creek Road Briarcliff, Texas 78669.

12. Adjourn. The meeting adjourned at 5:15 p.m.


Secretary
Travis County ESD #16