

**TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 16**

**Minutes**

**February 24, 2026**

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 was held on **Tuesday, February 24, 2026, 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 5:00 p.m. The pledge of allegiance was said.

**Board Present in Person:**

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

**Also present in person:**

Chief Tony Haden, Asst. Chief Tye Prange, DOA Lynnette Courtney, Battalion Chief Matthew Montgomery, EMS Coordinator Clayton Blount, John Carlton, Battalion Chief Bruce Perkins

2. Public Comment: Members of the public may speak for up to three (3) minutes regarding general topics or specific agenda items. This may not exceed 30 minutes in total unless approved by the board at the start of the meeting. 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. This may not exceed 30 minutes in total unless approved by the board at the start of the meeting. 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.

**Administration**

4. Approve and accept statements and oaths of office for appointment of Commissioners;  
Kristy Quigley signed her Statement of appointed officer as Commissioner on the ESD 16 Board.  
The statement was then signed and notarized.  
Kristy Quigley took her oath of office for appointment as Commissioner on the ESD 16 Board.  
The oath was then signed and notarized.
5. Action regarding election of officers for Board of Commissioners;  
Commissioner Valadez made a motion to elect Commissioner Quigley as Secretary.  
Commissioner Mills seconded the motion. The motion passed unanimously.

**Discussion/Action Items**

6. Approval of minutes from the 11/19/2025 and 12/16/2025 Board Meeting.  
Commissioner Valadez asked if there were any changes to the minutes from the 11/19/2025

or the 12/16/2025 Board meeting minutes. There being none, Commissioner Opdahl made a motion to approve the meeting minutes from the 11/19/2025 and 12/16/2025 Board meetings. Commissioner Mills seconded the motion. The motion passed unanimously.

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

Director Courtney reviewed:

- Approval of monthly bills, invoices, and checks, including processing of payroll for month ending December 2025.
  - Travis County Central Appraisal
  - Carlton Law Firm
- Approval of financial report.
- Review and approve quarterly investment report.
  - Texpool General Fund

Commissioner Mills made a motion to approve the monthly bills, invoices, checks including processing of payroll, the financial report and the quarterly investment report for December 2025. Commissioner Opdahl seconded the motion. The motion passed unanimously.

Director Courtney reviewed:

- Approval of monthly bills, invoices, and checks, including processing of payroll for month ending January 2026.
  - Carlton Law Firm
  - ESD 8- Contract
- Approval of financial report.

Commissioner Mills made a motion to approve the monthly bills, invoices, and checks including processing of payroll, and to approve the financial report for January 2026. Commissioner Wynn seconded the motion. The motion passed unanimously.

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

- This item was tabled.

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

EMS Coordinator Blount presented:

- a. Emergency operations, response times, call volume
- b. Medical Calls
  - December
    1. 58 medical calls and treated 57 patients
      - a. Falls were the highest category
  - January
    1. 80 Medical calls treating 70 patients
      - a. Ice event triggered higher call volume
      - b. Oly 4% of calls were from traffic accidents
  - 2025 overall stats
    1. Highest patients treated by month
      - a. March-67
      - b. June- 63
      - c. January- 59
      - d. December 57
    2. Top EMD Complaint types:
      - a. Sick person: 115 (17.9%)
      - b. Falls- 109 (17%)
      - c. Traffic Accident: 108 (16.8%)
      - d. Breathing Problems: 52 (8.1%)
      - e. Altered Mental Status: 29 (4.5%)
      - f. Unconscious/Fainting: 26 (4.1%)

Commissioner Valadez asked if there were any significant drug related calls. EMS Coordinator

Blount stated that those calls were very minimal. Chief Haden thanked EMS Coordinator Blount for all of his work in his position, and expressed that it is a true testament to our medical mission and continues to meet the growing needs of our community.

- c. Training
  - December
    - 1. Technical rescue training
  - January
    - 1. Cyano kit was added to the Battalion Chief apparatus
    - 2. DCPE focused on
- d. Strategic Planning update;
  - Update in the ESD 8 meeting

Commissioner Wynn asked the expiration life of the Cyano kits. EMS Coordinator Blount answered 3 years.

10. Discuss and consider training requirements and compliance status of each Commissioner;

Director Courtney reviewed that each Commissioner is required to complete 6 hours of CE every 2 years. Attending SAFE-D completes this requirement. Certificates can be turned in to Director Courtney and recorded.

11. Discuss and consider taking action on approving submission of the Texas Comptroller Special Purpose District Financial and Tax Reporting submitting required annual report to the Division of Emergency Management.

Director Courtney reviewed the report and stated that the District's General Counsel had reviewed the report as well.

Commissioner Opdahl made a motion to direct staff to submit the legally required Texas Comptroller Special Purpose District Financial and Tax Report. Commissioner Mills seconded the motion. The motion passed unanimously.

12. Discuss agenda, time, and date for next meeting.

- The next meeting will be held on Wednesday March 18, 2026, at 5:00 p.m. at 801 Bee Creek Road Briarcliff, Texas 78669.

13. Adjourn. The meeting adjourned at 5:17 p.m.

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Kristy Quigley Secretary  
Travis County ESD #16