

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 16

November 19, 2025

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 was held on **Wednesday, November 19, 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 5:00 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, General Counsel John Carlton, Battalion Chief Matthew Montgomery, EMS Coordinator Clayton Blount, Lt. Mike Barker, Battalion Chief Wade Schmitzinsky, Chase Brunnemann, CJ Melton, Dylan Wall, Samuel Rajnock, 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, 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 10/21/2025 Board Meeting.

Commissioner Valadez stated that this was the first meeting that was recorded by staff. He asked if there were any changes to the meeting minutes from the 10/21/2025 Board meeting. There were none. Commissioner Opdahl moved to approve the 10/21/2025 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:

The report was given and reviewed by Chief Prange:

- Approval of monthly bills, invoices, and checks, including processing of payroll.
 - Carlton Law Firm
 - TCESD8
- Approval of financial report.
- Review and approve quarterly investment report.
 - None.

Commissioner Opdahl moved to approve the monthly bills, invoices, checks including processing of payroll and the financial report for month ending October 2025. Commissioner Wynn seconded the motion. The

motion passed unanimously.

6. Receive the monthly President's report and consider taking related action.
7. Commissioner Valadez thanked the Department for their outstanding work. He also thanked the community for coming and wanted to thank the Board for their continued loyalty to our department. EMS Coordinator Blount presented the following:
 - a. Emergency operations, response times, call volume
 - b. Medical Calls
 - 55 Calls
 - Treated 52 patients
 - c. Training
 - Crush Injuries
 1. BLS-ALS treatments
 - Community CPR
 1. 10/11 & 10/23 – 4 classes and trained 32 citizens
 - d. Strategic Planning update.
 - Will provide update in Travis County ESD 8's meeting.

8. Discuss and consider taking action on establishing an agenda items submission policy, including:
 - a. Review process of potential agenda items regarding District funds and personnel matters; and
 - b. A creation of Board Calendar.

This item was tabled.

9. Discuss and consider taking action on establishing review logs for personnel grievances.

Commissioner Wynn asked why items 8 & 9 are on the agenda, since the District does not have employees. Commissioner Wynn stated that these items should be removed in the future. Commissioner Valadez agreed.

10. Discuss and consider amending Resolution Regarding Public Participation at Open Meetings.

Commissioner Opdahl explained that the District's public comment items do not match, and that each item allows the public to speak for up to 3 minutes, while only one limits the total amount of time public comment can take. Mr. Carlton confirmed this and explained that the policy was implemented over 10 years ago. Commissioner Opdahl stated both public comment items should have same total time limits.

Commissioner Wynn suggested increasing the time limit to 30 minutes for items that are not on the agenda, allowing 10 people to speak.

Commissioner Mills agreed.

Commissioner Wynn asked Mr. Carlton if the Board President could make an exception for one Board meeting. Mr. Carlton answered that the Board could waive the requirement.

Commissioner Valadez made a motion to amend the Resolution Regarding Public Participation at Open meetings to allow for both agenda items and non-agenda items each person up to 3 minutes to speak for a total of 30 minutes. Commissioner Wynn seconded the motion. The motion passed unanimously.

11. Discuss and consider Commissioners' terms of office expiring at year end;

Mr. Carlton explained that the terms of Commissioner Wynn and the vacant position on the Board will expire at the end of the year. Commissioner Wynn has already submitted her reappointment.

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

- The next regular meeting will be held on Tuesday December 16, 2025, at 5:00 p.m. at 801 Bee Creek Road Spicewood, Texas 78669.

13. Adjourn. The meeting adjourned at 5:20 p.m.

Kristy Dineen
Secretary
Travis County ESD #16