

## TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 16

### Minutes

December 16, 2025

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 16 was held on **Tuesday, December 16, 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 5:02 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, Asst. Chief Tye Prange, DOA Lynnette Courtney, Battalion Chief Chad Kubin, LT. Ryan Smith, Lt. Michael Barker, LT. Allen Fulbright, ENG Marc Talamantez, FF Colin Gray, FF Billy Banda

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. Action regarding legal notice of administrative office location;  
Director Courtney explained that this isa yearly legal requirement. Commissioner Opdahl moved to direct staff to publish the location of the

administrative offices. Commissioner Wynn seconded the motion. Commissioner Mills abstained from the vote. The motion passed.

#### Discussion/Action Items

5. Approval of minutes from the 11/25/2025 Board Meeting.

It was noted that the agenda has the wrong date for the board meeting minutes. This item was tabled for the next meeting. No action taken.

6. 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.
  - Travis County Tax Assessor
  - Carlton Law Firm
- 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 November 2025. Commissioner Wynn seconded the motion. Commissioner Mills abstained from the vote. The motion passed.

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

- This item was tabled. No action taken.

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

Chief Prange presented:

- Emergency operations, response times, call volume
- Medical Calls
  - 34 and treated 39 patients
- Training
  - Altered Mental Status COG
  - In house lecture and table top scenarios
  - Continued education regarding patients experiencing AMS
- Strategic Planning update;
  - Update in the Travis County ESD No. 8 meeting.

9. Discuss and consider taking action establishing an agenda items submission policy, including:

- Review process of potential agenda items regarding district funds; and
- Creation of a board calendar

Commissioner Opdahl moved to remove this item from future agendas. Commissioner Wynn seconded the motion. Commissioner Mills abstained from the vote. The motion passed.

10. Discuss and consider submitting required annual report to the Division of Emergency Management.

Director Courtney reviewed the form with the board and explained that this is an annual requirement. Commissioner Opdahl moved to direct staff to submit the required annual report to the Division of Emergency Management. Commissioner Wynn seconded the motion. Commissioner Mills abstained from the vote. The motion passed.

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

- The next meeting will be held on Tuesday, January 20, 2026, at 5:00 p.m. at 801 Bee Creek Road Briarcliff, Texas 78669.

12. Adjourn. The meeting adjourned at 5:10 p.m.

  
Secretary  
Travis County ESD #16