

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8

Minutes

January 17, 2026

Notice is hereby given that a Special Meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 was held on **Saturday, January 17, 2026, at 9:00 am.**, at Station 801, located at 801 Bee Creek Road, Spicewood, Texas 78669, for the following purposes:

1. Call meeting to order at 9:13 a.m.

Board Present in Person:

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

Also Present in Person:

Fire Chief Tony Haden, Assistant Chief Tye Prange, Lieutenant Mike Barker, Citygate Consultants: Homer Robertson, Landon Stallings.

Present Remotely:

Citygate Consultant Stewart Gary

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. Members of the public will speak on agenda items before 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. Discuss, review and consider Strategic Planning presentations and collaborations.
 - Citygate Associates facilitated a strategic planning workshop focused on expectations, governance roles, service delivery, and long-term fiscal sustainability. To date, Citygate has been working with the Pflugerville Fire Department Staff on data collection and analysis that will lead to the final report including a Standard of Coverage assessment.
 - Board S.L.O.T. Assessment
 - Strengths identified included open and transparent discussion, a unified board, strong leadership, and an organizational culture that empowers firefighters to speak up. Limitations discussed included opportunities to improve community understanding of the Fire Department and the absence of a centralized community forum. Opportunities included growth-driven collaboration and proactive engagement. Threats identified included legislative impacts related to special districts and ad valorem revenue. The Board asked to have the report include contingency plans due to loss of funding.
 - The Board identified Community Risk Reduction as a possible addition to how we serve.

- Fiscal Planning and Governance
 - Long-term fiscal planning was discussed, including the volatility of sales tax revenue, the District's use of a six-month fund balance as a safety net, and the value of a ten-year financial forecast. Board members emphasized that the Board sets financial and strategic direction, while the Fire Chief and staff manage operational execution. There was consensus that formal written Board policies would support future Boards and clarify roles.
 - Citygate advised the Board that their report and findings would be based on realistic expectations due to funding realities.
 - Direction and Outcomes
 - The Board provided clear direction to Citygate and Chief Haden to continue exploring shared services with neighboring ESDs and partners as a part of how we serve our community. Citygate noted that the final report will include an executive summary with actionable recommendations and a framework for reviewing progress over time.
 - Citygate will deliver to Chief Haden a report with findings from the session including priorities identified by the Board, along with recommendations for Board Policies as discussed in person.
 - The Board needs policies driving our 10-year Financial Plan, strategic service goals, a debt use and limit policy, a purchasing policy, fiscal reporting/transparency policy, and new member orientation. The Board will also need to review these policies annually and have quarterly reporting of metrics.
5. Discuss agenda, time and date for next meeting; and
- The next meeting will be held on January 20, 2026, at 5:15 p.m. at 801 Bee Creek Road, Spicewood, Texas 78669
6. Adjourn at 12:14 p.m.


Bruce Goodhart, Secretary
Travis County Emergency Services District No. 8

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 8

Minutes January 20, 2026

A meeting of the Board of Commissioners of Travis County Emergency Services District No. 8 was held on Tuesday, **January 20, 2026 at 5:15 p.m.**, at Station 801, located at 801 Bee Creek Road, Spicewood, Texas 78669, for the following purposes:

1. Call meeting to order at 5:15 p.m.

Board Present in Person:

Debra Opdahl – President, Becky Wynn – Treasurer, Bruce Goodhartz- Secretary

Board Absent:

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

Also present in person:

Asst. Chief Tye Prange, DOA Lynnette Courtney, Battalion Chief Matthew Montgomery, Lt. Michael Barker, John Carlton, Melody Hostetler, Al Hostetler, Mark DeZee

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.

Mark DeLee spoke on the Board's public comment rules, asking if dialogue could happen while discussing an agenda item. Legal Counsel, John Carlton, stated that the only time that the public can comment is during Item 2 or at the beginning of an item being discussed by the board, unless there is a public hearing. The public is not entitled to participate in the conversation while the Board is discussing agenda items.

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 the 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;

Becky Wynn signed her Statement of office for appointment as Commissioner on the Board.

The statement was then signed and notarized.

Becky Wynn took her oath of office for appointment as Commissioner on the Board.

The oath was then signed and notarized.

Bruce Goodhartz signed his Statement of office for appointment as Commissioner on the Board.

The statement was then signed and notarized.

Bruce Goodhartz took his oath of office for appointment as Commissioner on the Board.

The oath was then signed and notarized.

5. Action regarding election of officers for Board of Commissioners;

President Opdahl made a motion to reelect Commissioner Wynn as Treasurer. Commissioner Goodhartz seconded the motion. The motion passed unanimously.

Commissioner Opdahl made a motion to reelect Commissioner Goodhartz as Secretary. Commissioner Wynn seconded the motion. The motion passed unanimously.

Discussion/Action Items

6. Approval of Minutes of the 12/12/2025 and 12/16/2025 Board meeting;

President Opdahl asked if there were any changes to the meeting minutes from the 12/12/2025 and 12/16/2025 Board meetings. There being none, Commissioner Goodhartz made a motion to approve the 12/12/2025 and 12/16/2025 Board meeting minutes. Commissioner Wynn seconded the motion. The motion passed unanimously.

The meeting minutes were then signed.

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

Director Courtney Reviewed:

- Approval of monthly bills, invoices, and checks, including processing of payroll.
 - Aflac
 - Blue Cross Blue Shield
 - Carlton Law Firm
 - Citygate & Associates
 - Delta Fire
 - Gear Wash
 - Hartford
 - Lake Travis Fire Rescue
 - MES
 - NAFECO
 - Paylocity
 - Travis County Appraisal
 - TCDRS
 - US Bankcorp
- Approval of financial report.
 - Revenue
 - Property Tax
 - Sales Tax
 - Expenses
 - Cash Accounts
 - Capital Assets
- Review and approve quarterly investment reports.
 - Texpool General Fund
 - Texpool Sales Tax

President Opdahl asked for a motion to approve all bills, invoices, checks, and payroll, including all expenses exceeding \$5,000.00 for the month ending December 2025, to approve the financial report ending December 2025 and to approve investment report ending December 31, 2025. The motion was made by Commissioner Goodhartz. Commissioner Wynn seconded the motion. The motion passed unanimously.

8. Review, discuss and consider taking action on special projects including;

- Explorer post
- Briarcliff ETJ

No update.

Lt. Matthew Brown continues to help lead the explorer post as they enter their second semester. A highland lakes explorer post is being established. The District will look at ways to interact with that explorer post.

9. Discuss and consider taking action to create subcommittees for the following District projects.

- President Opdahl stated that after last month's meetings, it became clear the Board needs to function as a unit and not work independently in the community without Board direction. The Board agreed to formalize this process and to assign members to work on specific projects the Board has approved. If any Board members want to add projects to next month's agenda, please email Director Courtney.
- Barton Creek Lakeside Firewise Community project;
 - Commissioner Wynn is already working on this project in the Barton Creek Lakeside community and that other communities have expressed interest in this designation. President Opdahl made a motion to assign Becky Wynn to serve as the Board representative on Fire Wise Community projects. Commissioner Goodhartz seconded the motion. The motion passed unanimously.
- The standing committee comprised of representatives from the Department to respond to requests from the community to speak with the Chief at public events on the state of the department and special projects; and
 - President Opdahl stated that Chief Haden occasionally receives requests from community groups to speak at their events. She suggested that the primary board representative be rotated yearly. President Opdahl asked if she could continue to serve as the primary representative for 2026 and if Commissioner Goodhartz could serve as the backup. Commissioner Goodhartz stated he would serve as back up. Commissioner Wynn made a motion to appoint Commissioner Opdahl to the standing committee for public speaking events and have Commissioner Goodhartz serve as the backup. Commissioner Goodhartz seconded the motion. The motion passed unanimously.
- Community Partner and Fire Department Relations;
 - At the last regular board meeting, the Board discussed the need for processes and policies on how the Board addresses concerns from the community, whether received in a board member's email, voiced to a board member at an event, or in the grocery store. The Board functions as a unit and these issues must come to the entire board for discussion and decisions on resolution. Complaints should not be handled unilaterally by an individual board member. President Opdahl asked that this item remain on next month's agenda for further discussion.

Commissioner Goodhartz stated that this is very important and that we speak as a team and do not respond to community requests and concerns as an individual board member.

John Carlton cautioned the Board to be aware of walking quorums since board members may be serving on multiple subcommittees.

10. Receive monthly president's report and consider taking related action;

- None.

11. Identify, prioritize, and consider taking action on strategic management activities, including:

Chief Prange reported:

- Travis Club:
 - Working though some plan reviews with the Fire Marshal's office.
 - Gatehouse has a roof
 - 3 villas are in the framing phase
 - Golf house has a pad
- Legislation

- Mr. Carlton stated that there are no meetings yet and mid-term elections are coming up.
- Strategic Plan
 - Workshop was held on January 17th.
 - Continued work on data gathering. We are in month 2 of that phase.

Commissioner Goodhartz stated that he was very happy that Citygate was selected as the vendor for this process. Their ties to Texas and knowledge of ESDs have been very helpful and insightful.

President Opdahl stated that one thing identified in the workshop was the need for polices to be developed and put in place for future boards including: 10-year Financial Plan process, board strategic service goals, a debt use and limit policy, a purchasing policy, fiscal reporting/transparency policy, and new member orientation. The board should review these polices annually and have quarterly reporting of metrics.

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

- a) Emergency operations, response times, and call volume.
- b) Training.
- c) Management activities, personnel, amendments to budget FY 2024/2025, and community impact, 801 remodel updates; and
- d) Apparatus needs.

Chief Prange gave a PowerPoint presentation which included:

- Emergency operations, response times, and call volume.
 - December 2025
 - 107 Total Calls.
 - 58 EMS Calls
 - Response time on non-EMS call of 7:21 minutes.
 - Calls continue to trend upwards
 - EMS continues to be the majority of calls
- Training.
 - 10,107 hours of training logged in 2025
 - Increase of 37%
 - 2026 Annual training plan was established
 - Members are signed up for classes through May
 - PFD will host regional classes throughout the year

President Opdahl asked how training, interactions, and shared services might work with our neighbors in Burnet County.

Chief Montgomery stated that we have been blessed with lots of training resources and said that we collaborate with departments in the area, including Burnet County.

Chief Prange stated that we have been working closely with Captain Andrew Hunt on tender operations and radio communications. Their radios were programed to talk directly with us. We also attend the Burnet County Fire Chief's meeting and are working through what MOUs for automatic and mutual aid would look like. Starflight also responds out of Round Mountain now and that provides another added layer of joint collaborations and trainings.

President Opdahl commended staff for being innovative on opportunities to train and work with our neighbors. People in an emergency situation don't care about boundaries, and it is important that our department ensures we work with and train with neighboring departments, so emergency situations are handled competently and professionally.

- Management activities
 - Continuing to update policies
 - Annual Banquet February 7th- 6pm at Blissful Hill

- Community Risk Reduction Officer position was posted
- Personnel
 - Promotions: Lt. CJ Melton- Lt. LaFour
- 801 Remodel
 - Started groundwork for erosion on January 11
 - Working on permits with Village of Briarcliff and ATS
- Budget adjustments for FY 2024/2025

Director Courtney presented the following budget adjustments for the year end, and asked if there were any questions.

Expense	Projected	Budget	Adjustment	New Budget Amt	
5050- Administrative					
5050.1- Advertising	333.50	543.87	-308.45	235.42	
5050.2- Bank service Charge	\$719.34	\$600.00	\$119.34	\$719.34	Move from advertising 5050.1
5050.7- Payroll Processing	\$14,719.13	\$12,662.00	\$2,057.13	\$14,719.13	Move from Surety Bonds
5051.3- Surety Bonds	\$0.00	\$2,000.00	-\$2,000.00	\$0.00	
5050.8- Postage	\$789.11	\$600.00	\$189.11	\$789.11	Move from advertising
5075- Professional Services			\$0.00	\$0.00	
5075.1- Legal Fees	\$58,694.91	\$40,000.00	\$18,694.91	\$58,694.91	moved from Salaries
5075.10- Software	\$30,795.76	\$24,520.77	\$6,274.99	\$30,795.76	move from technical support
5001.1- Salaries	\$4,757,395.98	\$5,172,000.00	\$18,694.91	\$5,190,694.91	move to legal fees
5100- Communications	\$30,795.76	\$24,520.77	\$6,274.99	\$30,795.76	move from technical support
5100.4- Cable, Phone, Internet	\$34,208.53	\$33,000.00	\$1,208.53	\$34,208.53	move from tech upgrades
5100.1- Tech upgrades	\$4,173.91	\$6,000.00	-\$1,826.09	\$4,173.91	move to cable phone internet

Hearing no questions, President Opdahl asked for a motion. Commissioner Wynn made a motion to approve the FY2024-2025 budget adjustments presented by Director Courtney. Commissioner Goodhartz seconded the motion. The motion passed unanimously.

Director Courtney then presented the budget adjustment for FY 2025-2026.

Expense	Projected	Budget	Adjustment	New Budget Amt	
5075- Professional Services					
5075.1- Legal Fees	\$75,000.00	\$55,000.00	\$20,000.00	\$75,000.00	move from 5002.4 VFIS CAFCA
5002.4 VFIS CAFCA	\$9,900.00	\$29,900.00	-\$20,000.00	\$9,900.00	move to legal fees

President Opdahl asked if all funds have been expended for the line item VFIS/CAFCA. Director Courtney

reported that this was a completed line item and it came in under budget. Commissioner Wynn made a motion to approve the FY 2025-2026 Budget adjustments as presented by Director Courtney. Commissioner Goodhartz seconded the motion. The motion passed unanimously.

- Apparatus needs:
 - Boat 801
 - The quote came back from Lake Assault today. Chief Prange stated that we still have some questions about the quote that need to be answered, and staff will work to finalize this. As of now, the base bid came in under the budgeted amount.

Commissioner Goodhartz asked if the work would have a warranty. Chief Prange stated that this is one of the questions that staff has.

Mr. Carlton reminded staff that because of the amount of this quote, proper protocol procurement processes must be documented.

No action taken.

13. Receive report from Pedernales Association of Firefighters regarding fundraising efforts, social and membership events, and unresolved issues discussed at the Chief/Association/Board (aka "CAB") Committee meeting.

None.

14. Receive a monthly report from the District's attorney regarding pending litigation matters, contract issues, and legislative efforts and consider taking related actions.

None.

15. Discuss and consider training requirements and compliance status for each Commissioner; Director Courtney reminded all commissioners that the required CE's is six hours, and that attendance of SAFE-D fulfills that requirement. Commissioners must turn in certificates to her.

16. Discuss agenda, time, and date for next meeting; and

- The next meeting will be held Tuesday, February 24, at 5:15 p.m. at 801 Bee Creek Road, Briarcliff, Texas 78669.

17. Adjourn. The meeting adjourned at 6:20 p.m.


Bruce Goodhartz, Secretary
Travis County ESD #8