

Travis County Emergency Services District #13 Board of Commissioners
Monthly Meeting Minutes – December 7, 2020

01) Call Meeting to Order - The Board of Commissioners of Travis County Emergency Services District 13 (ESD13) met for their monthly meeting on Monday, December 7, 2020 at Bethlehem Fellowship Hall, Lund, Texas. Commissioner Kessler called the meeting to order at 7:00 p.m. and declared a quorum with the following ESD13 Commissioners attending: Kessler, Erickson, Johnson, and Douglas, with Anderson via phone. Also attending the meeting was Moellenberg, Contracted Administrative Assistant for ESD13.

02) Recognition of Citizens and Public Comments – No citizens were present.

03) Approve Minutes of the November 9, 2020 Regular Monthly Meeting – Douglas noted the word “Certificated” should be “Certified” under No. 11 of the November 9, 2020 minutes. With the word change, Johnson made a motion to approve the minutes; Erickson seconded the motion; motion carried.

04) Review Treasurer’s Report and take appropriate action – Johnson distributed the Treasurers Report for ESD13’s checking account for October 08, 2020 to November 9, 2020 and ESD13’s investment account for September 30, 2020 to October 31, 2020 and provided an overview. Johnson stated ESD13’s approved transfer of \$50,000 to ESD13’s Texas Class Investment Account was completed and will be reflected on next month’s Treasurer’s Report. Erickson made a motion to approved the Treasurer’s Report; Douglas seconded the motion; motion carried.

05) Consider, discuss and take appropriate action regarding outstanding bills – Moellenberg provided a copy of the email reflecting Douglas Arnhamn changed the burn ban signs following Travis County placing a burn ban in effect on November 17, 2020. Erickson made a motion to pay Arnhamn for changing the burn ban signs; Douglas seconded the motion; motion carried.

06) Report of Service Providers:

(a) Report from representatives of Elgin Volunteer Fire Department (EVFD) – No report presented or submitted. Moellenberg stated she did follow up with Reyna regarding the reports needed and Reyna replied the reports would be forthcoming.

(b) Report from representatives of Bastrop Travis County Emergency Services District No. 1 (BAT1) – No report presented or submitted. Commissioners discussed an email from ESD12 Fire Chief Ryan Smith regarding a fire in ESD13 territory (16100 Voelker Ln) for which Smith stated ESD12 would be attempting to seek reimbursement from the responsible party for the response of units and time. Smith stated the response took 19 apparatus, 6 hours and countless personnel from ESD12 and the City of Austin due to the lack of response by EVFD. After discussion ESD13 Commissioners agreed ESD13 should discuss this matter with its attorney.

(c) Report from representatives of Austin/Travis County Emergency Medical Services System (ATCEMS) – Moellenberg stated she has not yet received the November report from ATCEMS and stated she would email it to ESD13 Commissioners once received.

(d) Report from any Travis County Emergency Services District – No reports submitted.

07) Report on Travis County Fire Chief Meetings – No report was submitted.

08) Report on Travis County Emergency Services District Commissioners Council (ESDCC) meeting – No ESD13 Commissioner knew of a scheduled ESDCC meeting.

09) Consider, discuss and take appropriate action regarding updating ESD13’s Investment Plan and Signature Card with Texas Class – Johnson stated Douglas signed the appropriate documents for Texas Class and Tony Sekaly with Texas Class stated most Investment Plans are usually not updated annually.

10) Consider, discuss and take appropriate action on meeting with Attorney regarding Fire Code – Moellenberg stated she performed research and forwarded to ESD13 Commissioners with email addresses copies of what ESD12 and Travis County have on their websites regarding adopted Fire Codes. Commissioners acknowledged in addition to adopting a Fire Code, ESD13 would have to hire someone to enforce the code.

11) Consider, discuss and/or take appropriate action on the following items:

- Upcoming Report to Texas Division of Emergency Management – Due December 31, 2020 – Moellenberg stated she would contact Commissioners once she obtained the report and if assistance was needed.
- BAT1's Assessment & Strategic Plan – ESD13 Commissioners who had read the report discussed various portions of the report and the recommendations made by the consulting group that performed the assessment.
- ESD13 Commissioner Reappointments – Moellenberg stated she sent the reappointment requests for Commissioners Erickson and Anderson to Travis County Commissioner Travaillion by Certified Mail.
- Status of Burn Ban – Commissioners noted the Burn Ban was in effect. Moellenberg distributed an updated list of location of burn ban signs in ESD13 territory.
- Draft of 2021 Meeting Dates – Moellenberg distributed the draft meeting dates for 2021.
- Draft of 2021 Time Line of Actions for ESD13 – Moellenberg distributed the draft and requested ESD13 Commissioners review and make recommendations for changes and she would also update the draft throughout 2021 as events and reports are requested.
- Draft of 2021 Contact
- List – This document was distributed for ESD13 Commissioners to review and make recommendations for changes.
- Future Agenda Items – The following items were requested to be put on the January 2021 agenda: Address Publication; Election of Officers; the Voelker Lane Fire Call.
- Confirm and/or change January 4, 2021 Meeting Date – ESD13 Commissioners confirmed the January 4, 2021 meeting date.

12) Other information requiring no action – Moellenberg distributed information regarding ESD13 Commissioners training hours.

13) Adjourn – Erickson made a motion the meeting be adjourned at 8:30 P.M.; Douglas seconded the motion; motion carried.

Respectfully submitted,
Aaron Anderson, Secretary, TCESD13

By: _____
Diane Moellenberg, ESD13 Contracted Administrative Assistant