

**Travis County Emergency Services District #13 Board of Commissioners
Monthly Meeting Minutes – January 4, 2021**

01) Call Meeting to Order - The Board of Commissioners of Travis County Emergency Services District 13 (ESD13) met for their monthly meeting on Monday, January 4, 2021 at Bethlehem Fellowship Hall, Lund, Texas. Commissioner Kessler called the meeting to order at 7:10 p.m. and declared a quorum with the following ESD13 Commissioners attending: Kessler, Johnson, Anderson and Douglas, with Erickson via phone. Also attending the meeting was Moellenberg, Contracted Administrative Assistant for ESD13 and Randy Reyna with Elgin Volunteer Fire Department (EVFD).

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

03) Election of Officers – Douglas made a motion that ESD13 Commissioners serve the same offices that were served in 2020 (Kessler, President; Erickson, Vice-President; Johnson, Treasurer; Douglas, Assistant Treasurer; Anderson, Secretary); Johnson seconded the motion; motion carried.

04) Approve Minutes of the December 7, 2020 Regular Monthly Meeting – Erickson made a motion to approve the minutes as mailed to Commissioners; Erickson seconded the motion; motion carried.

05) Review Treasurer's Report and take appropriate action – Johnson distributed the Treasurers Report for ESD13's checking as of December 8, 2020 and ESD13's investment account as of November 30, 2020 and provided an overview. Anderson made a motion to approved the Treasurer's Report; Douglas seconded the motion; motion carried.

06) Consider, discuss and take appropriate action regarding outstanding bills – Johnson outlined bills that needed to be paid as follows: Central Appraisal Distribution for Appraisal Fees, VFIS of Texas for bond coverage for ESD13's Treasurer, Bethlehem Lutheran Church for rental of facilities for meetings and filing cabinet storage, and Moellenberg for administrative services. Anderson made a motion to pay the bills presented; Douglas seconded the motion; motion carried.

07) Report of Service Providers:

(a) Report from representatives of Elgin Volunteer Fire Department (EVFD) – Reyna distributed reports reflecting the number of calls EVFD responded to in ESD13 territory and total calls for the months of August, September, October and November 2020. Kessler inquired regarding the call ESD12 and Austin Fire Department responded to Voelker Lane on November 14, 2020. Reyna stated he would research.

(b) Report from representatives of Bastrop Travis County Emergency Services District No. 1 (BAT1) – No report presented or submitted. Kessler inquired if all ESD13 Commissioners had read BAT1's Assessment & Strategic Plan. Anderson stated he had not received a copy to read; Kessler stated he would provide Anderson with a copy. Erickson asked Reyna what type of organization EVFD was; Reyna responded EVFD was a 501(c)(3).

(c) Report from representatives of Austin/Travis County Emergency Medical Services System (ATCEMS) – Moellenberg stated she has not yet received reports from ATCEMS.

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

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

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

10) Consider, discuss and take appropriate action regarding ESD12's November 11, 2020 response to fire call on Voelker Lane – Reyna stated a quick research revealed EVFD received a call for mutual aid at 11:37 a.m. and was requested to send a tender and a dozer, and it did not appear EVFD was notified the fire was in

ESD13 territory. Reyna stated he would perform a more in-depth research and report back to ESD13 in February. Anderson stated he had an incident on Bois-D-Arc Lane and dispatch could not find that road nor Manda Road and it took 45 minutes for ESD12 and Travis County Sheriffs to respond. Kessler requested Anderson to document this so he could take it the appropriate person/agency.

11) Consider, discuss and take appropriate action regarding updating ESD13's Investment Plan – After discussion Erickson made a motion ESD13's Investment Plan continue with no change; Douglas seconded the motion; motion carried.

12) Consider, discuss and take appropriate action on meeting with Attorney regarding Fire Code – Kessler stated a meeting with ESD13's attorney has not yet been scheduled.

13) Consider, discuss and take appropriate action regarding address publication of ESD13 Address as required by 775.036 Health and Safety Code – Moellenberg distributed draft language for ESD13 Commissioners to consider. Johnson made a motion to approve the language drafted and the language be published in the Elgin Courier; Anderson seconded the motion; motion carried.

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

- Report to Texas Division of Emergency Management – Moellenberg stated ESD13's report was electronically filed on December 30, 2020 and a hard copy would be placed in ESD13's files.
- BAT1's Assessment & Strategic Plan – Kessler requested this item be kept on ESD13's agenda.
- ESD13 Commissioner Reappointments – Moellenberg stated Erickson's and Anderson's reappointments were approved by Travis County Commissioners on December 15, 2020.
- Status of Burn Ban – Commissioners noted the Burn Ban was in effect. Moellenberg stated she is still working with Travis County employees on replacement/installation of several signs.
- 2021 Contact List – Moellenberg distributed this document; Reyna noted one change was needed for EVFD.
- Future Agenda Items – The following items were requested to be put on the February 2021 agenda: Oath of Office and Statement of Officer; and the Voelker Lane Fire Call.
- Confirm and/or change February 1, 2021 Meeting Date – ESD13 Commissioners confirmed the February 1, 2021 meeting date.

15) Other information requiring no action – Anderson inquired if any Commissioner knew about an incident at the Solar Farm that required Starflight. No Commissioner knew of the incident and noted it was probably in ESD2's territory.

16) Adjourn – Anderson made a motion the meeting be adjourned at 8:15 P.M.; Johnson seconded the motion; motion carried.

Respectfully submitted,
Aaron Anderson, Secretary, TCESD13

By: _____
Diane Moellenberg, ESD13 Contracted Administrative Assistant