

**Travis County Emergency Services District #13 Board of Commissioners
Monthly Meeting Minutes – February 1, 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, February 1, 2021 at Bethlehem Fellowship Hall, Lund, Texas. Commissioner Kessler called the meeting to order at 7:11 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; Henry Hernandez, Fire Chief for Elgin Volunteer Fire Department (EVFD); Larry Foehner with EVFD; Julius Schwartz, and Jodie Lopez Commissioners for Bastrop Travis County ESD No. 1 (BAT1); and Marco Martinez and Chris Botello, BAT1 First Responders.

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

03) Moment of Silence for Carol Newstrom – Kessler requested a moment of silence in memory of BAT1's Commissioner Carl Newstrom who died on January 7, 2021.

04) Oath of Officers; Statement of Office – Each ESD13 Commissioner read, signed and dated the Statement of Officer and took the Oath of Office which was notarized by Vera Gebert.

05) Approve Minutes of the January 4, 2021 Regular Monthly Meeting – Erickson made a motion to approve the minutes as mailed to Commissioners; Anderson seconded the motion; motion carried.

06) Review Treasurer's Report and take appropriate action – Johnson distributed the Treasurers Report for ESD13's checking as of January 22, 2021 and ESD13's investment account as of December 31, 2020 and provided an overview. Anderson made a motion to approved the Treasurer's Report; Douglas seconded the motion; motion carried.

07) Consider, discuss and take appropriate action regarding outstanding bills – Johnson outlined invoices reflecting payments due as follows: Elgin Courier for publication of ESD13's address, Arnhamn for changing the burn ban signs subsequent to the burn ban being lifted on January 7, 2021, Moellenberg for purchase of flowers from Avas Flowers for Carl Newstrom's funeral, and Vera Gebert for notarizing the Oath of Offices. Johnson made a motion to pay the bills presented; Anderson seconded the motion; motion carried.

08) Report of Service Providers:

(a) Report from representatives of Elgin Volunteer Fire Department (EVFD) – Hernandez stated he is the new volunteer Fire Chief for EVFD and reported EVFD responded to five calls in ESD territory during the month of January with an average response time of 7 minutes and 28 seconds.

(b) Report from representatives of Bastrop Travis County Emergency Services District No. 1 (BAT1) – Martinez introduced himself and Botello and stated they are two of four first responders who work for BAT1 and have dual certification for Bastrop and Travis Counties. He stated he did not have data to report on the number of calls made in ESD13 territory but will provide a report in the future. Anderson asked if there were any issues that they would like to discuss. Martinez responded in the negative and stated they get along good with CTEX dispatch.

(c) Report from representatives of Austin/Travis County Emergency Medical Services System (ATCEMS) – Moellenberg distributed and ESD13 Commissioners reviewed reports from ATCEMS for the months of November and December.

(d) Report from any Travis County Emergency Services District – Moellenberg distributed an email sent by Smith, Fire Chief for ESD12, which reflected five calls in ESD13 territory. ESD13 Commissioners noted EVFD also was called to one of the calls listed on ESD12's email. Hernandez stated EVFD responded to the call and told ESD12 to clear.

09) Report on Travis County Fire Chief Meetings – Moellenberg distributed and Commissioners reviewed an email sent by Smith, Fire Chief for ESD12, which listed items that Travis County Fire Chiefs have been discussing, updates on activities of ESD12 and a grass fire on 12/27/20. Hernandez stated he believed the date of the grass fire was 12/26 instead of 12/27 and noted EVFD also responded to that call.

10) Report on Travis County Emergency Services District Commissioners Council (ESDCC) meeting on January 23, 2021 – No ESD13 Commissioner attended the ESDCC January zoom meeting.

11) Consider, discuss and take appropriate action regarding ESD12's November 11, 2020 response to fire call on Voelker Lane – Hernandez stated the CTEX dispatch sent the call to ESD12, not EVFD; EVFD responded to ESD12's request to provide a tender and dozer; ESD12 cleared EVFD from the scene; and EVFD would have taken the lead on the fire if they would have been made aware that the fire was in ESD13's territory. ESD13 Commissioners thanked Hernandez for the research conducted on this item.

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/or take appropriate action on the following items:

- Publication of ESD13's Address as required by 775.036 of the Health and Safety Code – Moellenberg stated the required language was published on January 13th in the Elgin Courier.
- BAT1's Assessment & Strategic Plan – Each ESD13 Commissioner noted they had read the report. Erickson inquired if BAT1 was preparing a response to the report; BAT1 representatives stated due to COVID action on recommendations have been put on hold.
- Status of Burn Ban and Burn Ban Signs – ESD13 Commissioners acknowledged the burn ban is not in effect and discussed who should be contacted if a person wanted to have a control burn in ESD13 territory.
- Future Agenda Items – The following item was requested to be put on the March 2021 agenda: Discuss renewal of contract with ESD13's web designer.
- Confirm and/or change March 1, 2021 Meeting Date – ESD13 Commissioners confirmed the March 1, 2021 meeting date.
- Other information requiring no Action - Moellenberg distributed to each ESD13 Commissioner a questionnaire sent by the auditor for each ESD13 Commissioner to complete.

14) 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