

**Travis County Emergency Services District #13 Board of Commissioners**  
**Monthly Meeting Minutes – May 3, 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, May 3, 2021 at Bethlehem Fellowship Hall, Lund, Texas. Commissioner Kessler called the meeting to order at 7:06 p.m. and declared a quorum with the following ESD13 Commissioners attending: Kessler, Erickson, Johnson, and Anderson. Also attending was Moellenberg, Contracted Administrative Assistant for ESD13; Schwartz and Foehner, Commissioners for Bastrop/Travis County Emergency Services District No. 1 (BAT1); and Hernandez, Fire Chief for Elgin Volunteer Fire Department (EVFD).
- 02) Recognition of Citizens and Public Comments - No citizens were present.
- 03) Approve Minutes of the April 5, 2021 Regular Monthly Meeting - Erickson made a motion to approve the minutes as mailed to Commissioners; Johnson seconded the motion; motion carried.
- 04) Review Treasurer’s Report and take appropriate action - Johnson distributed the Treasurer’s Report for ESD13’s checking account as of April 8, 2021 and ESD13’s investment account as of March 31, 2021 and provided an overview. Erickson made a motion to approve the Treasurer’s Report; Anderson seconded the motion; motion carried.
- 05) Consider, discuss and take appropriate action regarding outstanding bills – The following bills were presented for payment: \$525.00 to ESD13’s attorney, \$2,168.00 to VFIS of Texas for property and casualty insurance coverage, and \$2,500.00 to Jansen and Gregorczyk for performing ESD13’s FY20 audit. Anderson made a motion to pay the bills presented; Johnson seconded the motion; motion carried. See also Agenda Item No. 11, second bullet, regarding payment for changing the burn ban signs.
- 06) Report of Service Providers
- Report from representatives of EVFD - Hernandez disseminated a report that reflected EVFD responded to 62 total calls in the month of April, with eight calls being in ESD13 territory. Hernandez noted the addresses of the calls in ESD13 territory were not attached and he would forward that information to ESD13 as soon as possible. Hernandez also gave an overview of training being conducted as well as cooperation between ESD12 and BAT1 in responding to several calls.
  - Report from representatives of BAT1 – Moellenberg distributed the BAT1 First Responder’s report for April that was emailed to her. Commissioners reviewed the report that reflected 153 total calls with seven calls being in ESD13 territory.
  - Report from representatives of Austin/Travis County Emergency Medical Services Systems (ATCEMS) – Moellenberg distributed and ESD13 Commissioners reviewed the February and March reports provided by Brotherton, County Executive for ATCEMS.
  - Report from any Travis County Emergency Services District – No additional reports received.
- 07) Report on Travis County Fire Chief Meeting – Moellenberg stated no report or information was provided by ESD12’s Fire Chief Smith. Hernandez stated he did not take part in any of the meetings.
- 08) Update on contract with Web Designer Ricky Gray – Moellenberg stated the contract was signed by Ricky Gray and the contract will be filed.
- 09) Consider, discuss and take appropriate action on meeting with Attorney regarding Fire Code – Kessler stated he is waiting for ESD13’s attorney to provide information requested.
- 10) Consider, discuss and take appropriate action regarding ESD13’s 2020 Financial Audit – A bound copy of ESD13’s financial audit was distributed. Erickson noted a correction was needed on Page 4 of the audit. Erickson made a motion the audit be adopted with the change noted on Page 4; Anderson seconded the motion; motion carried.

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

- BAT1's Assessment & Strategic Plan – ESD13 Commissioners discussed various equipment purchases by BAT1 and noted the purchases have been approved and are included in BAT1's current budget. Discussion about ESD13's funds followed, and it was noted the excess funds are being held for the long-term goal of acquiring land for future emergency services building locations.
- Status of Burn Ban and Burn Ban signs – Moellenberg stated she failed to print out the notification that Arnhamn changed the burn ban signs when Travis County lifted the burn ban restriction on April 13. Johnson made a motion to amend Agenda Item No. 5 to include \$100.00 payment to Arnhamn; Anderson seconded the motion; motion carried.
- Future Agenda items – Commissioners requested the following items be placed on the June agenda: Distribution/discussion of a draft budget for the next fiscal year, and investing additional dollars with Texas Class.
- Confirm and/or change June 7, 2021 meeting date - ESD13 Commissioners confirmed the June 7, 2021 meeting date.

12) Other information requiring no Action –

- ESD Commissioners asked BAT1 representatives if they were going to apply for reimbursement dollars due to the COVID Pandemic. BAT1 representatives replied in the negative.
- Mollenberg stated ESD13 received a thank you card from Mrs. Newstrom for the flowers sent to honor the late Carl Newstrom.

13) Adjourn – Erickson made a motion to adjourn at 7:55 p.m.; Anderson seconded the motion; motion carried.

Respectfully submitted,  
Aaron Anderson, Secretary, TCESD13

By: \_\_\_\_\_  
Diane Moellenberg, ESD13 Contracted Administrative Assistant