

**Travis County Emergency Services District #13 Board of Commissioners**  
**Monthly Meeting Minutes – September 7, 2021**

- 01) Call Meeting to Order – The Board of Commissioners of Travis County Emergency Services District 13 (ESD13) met for their monthly meeting on Tuesday, September 7, 2021 at Bethlehem Fellowship Hall, Lund, Texas. Commissioner Kessler called the meeting to order at 7:14 p.m. and declared a quorum with the following ESD13 Commissioners attending: Kessler, Johnson, Anderson and Douglas with Erickson via phone. Also attending was Moellenberg, Contracted Administrative Assistant for ESD13.
- 02) Recognition of Citizens and Public Comments - No citizens were present.
- 03) Approve Minutes of the August, 2, 2021 Regular Monthly Meeting – Johnson noted a change was needed in No. 14 from the language “Johnson seconded the motion” to “Anderson seconded the motion.” With that change, Johnson made a motion to approve the minutes; Anderson 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 August 6, 2021, and ESD13’s investment account as of July 31, 2021. 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 – Johnson stated payment to Bastrop/Travis County Emergency Services District No. 1 (BAT1) in the amount of \$15,000 for providing contracted services was due. Anderson made a motion to pay the \$15,000; Johnson seconded the motion; motion carried.
- 06) Report of Service Providers
- Report from representatives of Elgin Volunteer Fire Department (EVFD) – Moellenberg distributed the August EVFD Call Report Hernandez emailed her to give to ESD13 Commissioners. The report reflected six calls in ESD13 territory and 51 total calls in August.
  - Report from representatives of BAT1 First Responders – Moellenberg distributed the August BAT1 First Responders report Martinez emailed her to give to ESD13 Commissioners. The report reflected nine calls in ESD13 territory and 219 total calls in August. Martinez reported the tremendous increase in calls was related to COVID. Kessler noted Foehner’s resignation from the BAT1 Commissioner Board.
  - Report from representatives of Austin/Travis County Emergency Medical Services Systems (ATCEMS) – No reports were provided.
  - Report from any Travis County Emergency Services District – No additional emergency service district submitted a report.
- 07) Report on Travis County Fire Chief Meeting – Moellenberg stated no report or information was provided by ESD12’s Fire Chief Smith.
- 08) Consider, discuss and take appropriate action on revising ESD13’s Budget for Twelve Months Ending September 30, 2022 – Erickson stated the budget would probably need amending to include a line item for publications and requested this item be put on the October agenda.

09) Consider, discuss and take appropriate action on soliciting proposals for selecting an Auditor for Year Ending 2021 - Erickson stated ESD13 should attempt to choose an auditor by December, and requested Moellenberg attempt to find the solicitation letter ESD13 utilized in the past. ESD13 Commissioners asked that this item be place on the October agenda.

10) Consider, discuss and take appropriate action on meeting with Attorney regarding Fire Code – Erickson stated he would attempt to set up a meeting with ESD13’s attorney to discuss a fire code.

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

- BAT1’s Assessment & Strategic Plan – No items were discussed.
- Status of Burn Ban and Burn Ban signs – ESD13 Commissioners acknowledged the burn ban was still lifted. Moellenberg reported the burn ban sign at Manda Carlson and Pfluger-Berkman was knocked down and destroyed.
- Travis County Emergency Services Districts Commissioners Council meeting September 11, 2021 – ESD13 Commissioners acknowledged the date of the scheduled meeting.
- Future Agenda items – See Nos. 8, 9 and 10 above.
- Confirm and/or change October 4, 2021 meeting date - ESD13 Commissioners confirmed the October 4, 2021 meeting date.

12) Other information requiring no Action – Johnson read a Thank You card from prior ESD13 Commissioner Marilyn Samuelson’s family for the beautiful spray ESD13 had delivered to Marilyn’s funeral.

13) Adjourn – Douglas a motion to adjourn at 7:35 p.m.; Anderson seconded the motion; motion carried.

Respectfully submitted,  
Aaron Anderson, Secretary, TCESD13

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