

**Travis County Emergency Services District #13 Board of Commissioners**  
**Monthly Meeting Minutes – October 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, October 4, 2021 at Bethlehem Fellowship Hall, Lund, Texas. Commissioner Kessler called the meeting to order at 7:08 p.m. and declared a quorum with the following ESD13 Commissioners attending: Kessler, Erickson, Johnson, Anderson and Douglas. Also attending was Moellenberg, Contracted Administrative Assistant for ESD13 and Hernandez, Fire Chief for Elgin Volunteer Fire Department (EVFD), and Martinez and Botello, First Responders for Bastrop/Travis County Emergency Service District (BAT1).

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

03) Approve Minutes of the (a) September 7, 2021 Meeting on Proposed Tax Rate for Tax Year 2022 and (b) September 7, 2021 Regular Monthly Meeting – Erickson made a motion to approved both the minutes as mailed to ESD 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 September 8, 2021, and ESD13’s investment account as of August 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 the following bills were due for approval: a) \$1,080 to Moellenberg for administrative duties, b) \$95.00 to Elgin Courier for publication of the Small Taxing Notice, c) \$300.00 to ESD13’s attorney for work regarding a possible fire code, d) \$100.00 to Arnhamn for changing the burn ban signs, and e) \$131.63 to Erickson for reimbursement for a floral spray sent to the funeral of prior ESD13 Commissioner Marilyn Samuelson. Anderson made a motion to pay all amounts due; Douglas seconded the motion; motion carried.

06) Report of Service Providers

- Report from representatives of Elgin Volunteer Fire Department (EVFD) – Hernandez distributed the September EVFD Call Report and provided an overview, noting six calls in ESD territory in the month of September making for a total of 57 calls year-to-date. The report also stated EVFD members received training from Center Point Energy in natural gas.

- Report from representatives of BAT1 First Responders (FR) – Martinez distributed the September BAT1 FR report and provided an overview noting ten EMS calls in ESD13 territory during the month of September making for a total of 52 calls year-to-date. Martinez requested a meeting with one or more ESD13 Commissioners to discuss goals/expectations for the next 1/5/10 years. It was also reported (a) FR have been working out of a EVFD loaner vehicle as their vehicle hit a deer, and the new FR vehicle has been delayed due to the chip shortage. Discussion included BAT1 FR working under requirements of two medical examiners (one for Bastrop County and one for Travis County).

Moellenberg shared that Martinez advised her of the two new BAT1 Commissioners as follows: Larry Moseley and Amanda Sanches.

Kessler inquired as to the current number of EVFD volunteers; Hernandez replied currently there are 23 volunteers and with an average of five or six responding to each call. Kessler also asked about volunteer FR; Martinez responded several factors deter this from happening with the paramount being the cost of \$3,000 per person for training. Douglas asked if there is an EMS FR to citizen ratio; Martinez

responded the average is one ambulance per 10,000 individuals. ESD13 Commissioners thanked EVFD and First Responder representatives for their professionalism and dedication to the job.

- Report from representatives of Austin/Travis County Emergency Medical Services Systems (ATCEMS) – No reports were provided. Kessler provided an overview of the primary items discussed at the September 11, 2021 ESDCC Zoom meeting.
- Report from any Travis County Emergency Services District – No reports received.

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 – This item was tabled till the November meeting.

09) Consider, discuss and take appropriate action on soliciting proposals for selecting an Auditor for Year Ending 2021 - Erickson stated (a) he talked with two firms that expressed interest in performing an audit for ESD13, and (b) he has a draft letter which would solicit bids from these two entities for Moellenberg to type up for his signature; he stated the letter requests bids be submitted prior to ESD13's November meeting so ESD13 Commissioners can review and possibly take action on the bids.

10) Consider, discuss and take appropriate action on meeting with Attorney regarding Fire Code – Erickson stated he would follow up with ESD13's attorney as information requested has not been received.

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 in effect.
- Future Agenda items – See Nos. 8, 9 and 10 above. Moellenberg stated Kessler, Johnson and Douglas's term limits will expire the end of the year so she would bring draft reappointment letters for consideration and signature to the November meeting. Erickson stated the amount paid Moellenberg for administrative services should be discussed; ESD13 Commissioners requested Moellenberg contact other small ESDs and attempt to find out the amount paid to their administrative person.
- Confirm and/or change November 1, 2021 meeting date - ESD13 Commissioners confirmed the November 1, 2021 meeting date. ESD13 Commissioners requested Moellenberg contact BAT1 FR to see if a meeting on November 1 at 6:00 p.m. would be acceptable to discuss future goals/expectations.

12) Other information requiring no action – No items discussed.

13) Adjourn – Erickson made a motion to adjourn at 8:10 p.m.; Johnson seconded the motion; motion carried.

Respectfully submitted,  
Aaron Anderson, Secretary, TCESD13

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