

Travis County Emergency Services District #13 Board of Commissioners
Monthly Meeting Minutes – December 6, 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, December 6, 2021 at Bethlehem Fellowship Hall, Lund, Texas. Commissioner Kessler called the meeting to order at 7:05 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, Bentiez and Sanchez, Commissioners for Bastrop/Travis County Emergency Services District No. 1 (BAT1), and Martinez, Botello, and Neely, First Responders (FR) for BAT1 and Rodriguez, Interim Chief for Elgin Volunteer Fire Department (EVFD).
- 02) Recognition of Citizens and Public Comments - No citizens were present.
- 03) Approve Minutes of the November 1, 2021 Work Session Minutes and November 1, 2021 Regular Monthly Meeting Minutes. – Douglas noted a spelling error on the Regular Monthly Meeting Minutes. Erickson made a motion to approved both sets of minutes with the correction noted by Douglas; 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 November 5, 2021, and ESD13’s investment account as of October 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 – Johnson presented an invoice from VFIS of Texas in the amount of \$240.00 for renewal of a bond on himself as Treasurer. Erickson made a motion to pay the amount due, Douglas seconded the motion; motion carried.
- 06) Report of Service Providers
- Report from representatives of Elgin Volunteer Fire Department (EVFD) – Rodriguez stated he did not have a handout for ESD13 Commissioners but reported during the month of November EVFD had a total of 103 calls with five being in ESD13 territory.
 - Report from representatives of BAT1 First Responders (FR) – Martinez distributed the November BAT1 FR report and provided an overview noting 184 total calls with four calls in ESD13 territory. He also stated he and Botello attended the EMS conference in Austin which was very beneficial. Kessler inquired if there was an update on BAT1 FR utilizing only one medical director; Martinez replied BAT1 Commissioners gave approval for FR to pursue using only Travis County’s Medical Director which will result in an annual monetary expenditure to BAT1 but would probably provide better service and training.
 - Report from representatives of Austin/Travis County Emergency Medical Services Systems (ATCEMS) – Moellenberg distributed the October Travis County Time Performance report submitted by Brotherton, County Executive for Travis County Office of Emergency Management.
 - 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. Kessler asked Rodriguez if he knew about these meetings; Rodriguez replied in the negative and said he would look into joining the meetings.
- 08) Consider, discuss and take appropriate action on revising ESD13’s Budget for Twelve Months Ending September 30, 2022 – This item was tabled.
- 09) Consider, discuss and take appropriate action on meeting with Attorney regarding Fire Code – Erickson stated he would follow up with ESD13’s attorney on this subject.

- 10) Consider discuss and take appropriate action regarding pursuing an election for collection of a Sales Tax in ESD13 – Erickson stated he had reached out to the county but was still waiting for information.
- 11) Consider, discuss and take appropriate action on Contract with Moellenberg for Administrative Services – This agenda item was tabled.
- 12) Consider, discuss and take appropriate action on the following items:
- Report to Texas Division of Emergency Management Due December 31, 2021 – Moellenberg reminded ESD13 Commissioner of the report due and stated she had already contacted appropriate individuals to obtain current population etc.
 - Discuss attending BAT1 Commissioner Meetings – Kessler stated he would attempt to attend the meeting.
 - ESD13 Commissioner Reappointment Update – Moellenberg stated she sent the reappointment letters to County Commissioner Travillion by Certified Mail and as of today's date she has not seen any reappointments on Travis County Commissioner Court Agendas.
 - SAFE-D Annual Conference – February 17-19 at Kalahari Convention Center, Round Rock – Commissioners discussed the conference and who would be attending.
 - Training Hours Update – Moellenberg distributed information regarding each Commissioner's training hours.
 - Updated Contact List – Moellenberg distributed an updated Contact List and corrections and additions were shared.
 - BAT1's Assessment & Strategic Plan – No items were discussed.
 - Status of Burn Ban and Burn Ban signs – ESD13 Commissioners acknowledged the burn ban status and Moellenberg stated she has contacted the county regarding several signs that need replacing.
 - Future Agenda items – Erickson stated ESD13's attorney was leaving the firm he has been associated with and had submitted a contract for ESD13 Commissioners to consider to allow him to continue representing ESD13. Erickson requested this item be put on the January, 2022 agenda.
 - Confirm and/or change January 3, 2022 meeting date - ESD13 Commissioners confirmed the January meeting date.
- 13) Other information requiring no action – No items discussed.
- 14) Adjourn – Erickson made a motion to adjourn at 7:50 p.m.; Johnson seconded the motion; motion carried.

Respectfully submitted,
Aaron Anderson, Secretary, TCESD13

By: _____
Diane Moellenberg, ESD13 Contracted Administrative Assistant