

Travis County Emergency Services District #13 Board of Commissioners
Monthly Meeting Minutes – January 3, 2022

- 01) Call Meeting to Order – The Board of Commissioners of Travis County Emergency Services District 13 (ESD13) met for their monthly meeting on Monday, January 3, 2022 at Bethlehem Fellowship Hall, Lund, Texas. Commissioner Erickson called the meeting to order at 7:04 p.m. and declared a quorum with the following ESD13 Commissioners attending: Erickson, Johnson, Anderson and Douglas. Also attending was Moellenberg, Contracted Administrative Assistant for ESD13, Benitez, Commissioner for Bastrop/Travis County Emergency Services District No. 1 (BAT1), and Martinez and Botello, 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 December 6, 2021 Regular Monthly Meeting Minutes. – Reference to December in the last bullet of No. 12 was requested to be changed to January. With that change, Douglas made a motion to approved the minutes, 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 December 7, 2021, and ESD13’s investment account as of November 30, 2021 and provided an overview. Anderson made a motion to approve the Treasurer’s Report; Douglas seconded the motion; motion carried.
- 05) Consider, discuss and take appropriate action regarding outstanding bills – (a) Johnson presented an invoice from Travis Central Appraisal District in the amount of \$95.30 for the first quarter of 2022 or \$381.21 for the year; and invoices from SAFE-D in the amount of \$40.00 for training reimbursement, and \$295.00 for reimbursement for registration to the 2022 Annual Conference; (b) Erickson presented an \$4,000.00 invoice from Montemayor Britton Bender PC for performing the audit of ESD13 as of September 30, 2021; (c) Moellenberg stated it was time to pay Bethlehem Lutheran Church for hall rental and filing cabinet storage; and (d) Johnson stated quarterly payment was due Moellenberg for administrative services. Commissioners discussed and agreed on delaying payment to Montemayor Britton Bender PC until the final printed copies of the audit were delivered. Anderson made a motion to pay the amounts due in 05 (a), (c), and (d); Douglas seconded the motion; motion carried.
- 06) Report of Service Providers
- Report from representatives of Elgin Volunteer Fire Department (EVFD) – Moellenberg distributed the printed call report for November 2021 that Rodriguez provided via email. Rodriguez distributed a printed report for December 2021 which reflected one call in ESD13 territory and stated in 2021 EVFD responded to total of 1,034 calls.
 - Report from representatives of BAT1 First Responders (FR) – Martinez distributed the December BAT1 FR report and provided an overview noting 193 total calls with five calls in ESD13 territory. Additionally, he reported for 2021 FR received a total of 1,896 calls with 66 being in ESD13 territory. Martinez stated the paperwork to allow FR to be solely under the direction of Travis County Medical Director was being worked on by BAT1 and Travis County attorneys, and provided an update on cost of radios, software and more. Martinez and Botello exhibited and demonstrated some recently purchased equipment and distributed promotional handouts. ESD13 Commissioners expressed appreciation for all information shared. Erickson requested a copy of BAT1’s 2022 budget; Martinez stated he would send via email.
 - Report from representatives of Austin/Travis County Emergency Medical Services Systems (ATCEMS) – Moellenberg stated Brotherton, County Executive for Travis County Office of Emergency Management, communicated a report for December would not be available until after January 10th.
 - 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. ESD13 Commissioners inquired if Rodriguez was able to make contact to join these meetings; Martinez replied in the negative and stated he plans to as soon as possible.
- 08) Consider, discuss and take appropriate action regarding Engagement Contract with Doug Young, PLLC. – A copy of Doug Young, PLLC’s, proposed contact was distributed to and reviewed by ESD13 Commissioners. Douglas made a motion ESD13 contract with Doug Young, PLLC., for legal services; Johnson seconded the motion, motion carried.

09) Consider, discuss and take appropriate action regarding Fire Code – ESD13 Commissioners noted the SAFE-D newsletter indicated the subject of adoption and implementation of a Fire Code will be discussed at the SAFE-D convention in February. Additionally, Erickson stated he would contact ESD13's attorney regarding this issue.

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 and the response was that a timeline for action would be provided at the end of January.

11) Consider, discuss and take appropriate action regarding publication of ESD13's address – Moellenberg distributed draft language for ESD13 Commissioners to consider and stated Health and Safety Code 775.036(f) requires publication of ESD13 address in January of each year. Douglas made a motion to publish the language distributed in the Elgin Courier; Anderson seconded the motion; motion carried.

12) Consider, discuss and take appropriate action on revising ESD13's Budget for Twelve Months Ending September 30, 2022 – This item was tabled.

13) Consider, discuss and take appropriate action on Contract with Moellenberg for Administrative Services – This agenda item was tabled.

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

- Report to Texas Division of Emergency Management Submitted December 20, 2021 – Moellenberg notified Commissioners the report was completed and electronically submitted on December 20th. Additionally, she stated the population of ESD13 noted on the report was less than previous years as it was discovered an inappropriate map of ESD13 was utilized for all previous years, and a notation to that effect was added to the report.
- ESD13 Commissioner Reappointment Update – Moellenberg stated reappointments for Kessler, Johnson and Douglas were on the December 21, 2021 Travis County Commissioner Court agenda; however, she was unable to confirm reappointments as the minutes of that meeting were not yet available.
- SAFE-D Annual Conference – February 17-19 at Kalahari Convention Center, Round Rock – ESD13 Commissioners requested Moellenberg register Erickson, Anderson, Kessler, and herself for the conference.
- Updated Contact List – Moellenberg distributed an updated Contact List.
- BAT1's Assessment & Strategic Plan – No items were discussed.
- Status of Burn Ban and Burn Ban signs – Moellenberg shared she had physically seen several of the signs needing replacing were replaced.
- Future Agenda items – The following items were requested to be placed on the February agenda: Approval of ESD13's audit as of September 30, 2021, Election of Officers, Statement of Officer, and Oath of Office.
- Confirm and/or change February 7, 2022 meeting date - ESD13 Commissioners confirmed the February meeting date.

15) Other information requiring no action – Moellenberg distributed a Draft 2022 Timeline of Actions, and ESD13 Commissioners signed a sympathy card to be sent to prior BAT1 Commissioner Larry Foehner due to the death of his son.

16) Adjourn – Douglas made a motion to adjourn at 7:54 p.m.; Anderson seconded the motion; motion carried.

Respectfully submitted,
Aaron Anderson, Secretary, TCESD13

By: _____
Diane Moellenberg, ESD13 Contracted Administrative Assistant