

**Travis County Emergency Services District #13 Board of Commissioners**  
**Monthly Meeting Minutes – February 7, 2022**

01) Call to Order and establish a Quorum - The Board of Commissioners of Travis County Emergency Services District 13 (ESD13) met for their monthly meeting on Monday, February 7, 2022 at Bethlehem Fellowship Hall, Lund, Texas. Commissioner Kessler called the meeting to order at 7:20 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, Benitez, Commissioner for Bastrop/Travis County Emergency Services District No. 1 (BAT1), and Martinez and Botello, First Responders (FR) for BAT1.

02) Recognition of Citizens; General and Agenda Comments - No citizens were present.

03) Election of Officers –

- Erickson made a motion that Kessler be elected President, Douglas seconded the motion; motion carried.
- Johnson made a motion that Erickson be elected Vice-President; Douglas seconded the motion; motion carried.
- Erickson made a motion Anderson be elected Secretary; Douglas seconded the motion; motion carried.
- Erickson made a motion Johnson be elected Treasurer; Douglas seconded the motion, motion carried.
- Erickson made a motion Douglas be elected Assistant Treasurer; Johnson seconded the motion; motion carried.

04) Oath of Officers; Statement of Officer – Each ESD13 Commissioner read and signed the Statement of Officer. Each ESD13 took the Oath of Office before Notary Lisa DelGaudio.

05) Review and take appropriate action on minutes of the January 3, 202 Regular Monthly Meeting – Erickson made a motion the minutes be approved; Anderson seconded the motion; motion carried.

06) Review Treasurer's Report and take appropriate action - Johnson distributed the Treasurer's Report for ESD13's checking account as of January 7, 2022 and ESD13's investment account as of December 31, 2021 and provided an overview. Erickson made a motion to approve the Treasurer's Report; Anderson seconded the motion; motion carried.

07) Consider, discuss and take appropriate action regarding outstanding bills – The following items were presented for approval: (a) an invoice from ESD13's Attorney in the amount of \$45.00; (b) documentation for payment to Arnhamn for changing the burn ban signs two times for a total of \$200.00 ; (c) invoice from Elgin Courier for \$33.00; (d) invoice from Douglas in amount of \$295.00 for registration to the SAFE-D conference; (e) invoice from SAFE-D in amount of \$1,090.00 for convention registration of Kessler, Erickson, Anderson and Moellenberg; (f) invoice in amount of \$4,000.00 to Montemayor, Britton and Bender PC for ESD13 Audit as of September 30, 2021; and (g) payment to Del Gaudio for notary services in the amount of \$50.00. Douglas made a motion to pay all amounts due; Anderson seconded the motion; motion carried.

08) Report of Service Providers

- Report from representatives of Elgin Volunteer Fire Department (EVFD) – No report was submitted.
- Report from representatives of BAT1 First Responders (FR) – Botello distributed the January, 2022 BAT1 FR report and provided an overview. He stated the new FR vehicle will be on display at the SAFE-D convention; the paperwork to allow FR to be solely under the direction of Travis County Medical Director was still being worked on by BAT1 and Travis County attorneys; they are now utilizing an Active 911 app to receive calls; and are utilizing new reporting software. He also distributed and summarized their Strategic Plan, and noted the tremendous growth that will be coming to the area, and the need of an additional station was discussed.
- Report from representatives of Austin/Travis County Emergency Medical Services Systems (ATCEMS) – Moellenberg distributed and ESD13 Commissioners reviewed the report received from Brotherton, County Executive for Travis County Office of Emergency Management.
- Report from any Travis County Emergency Services District – No reports received.

09) Report on Travis County Fire Chief Meeting – No information or reports provided.

10) Consider, discuss and take appropriate action on ESD13's Independent Auditor's Report and Financial Statements as of September 30, 2021 – The final audit was distributed to ESD13 Commissioners. Erickson made a motion to approved the audit report; Douglas seconded the motion; motion carried. ESD13 Commissioners noted the report would need to be filed with Travis County, and put on ESD13's website and requested Moellenberg to see that such was completed.

11) Consider, discuss and take appropriate action regarding Fire Code – This item was tabled.

12) Deliberation and possible action to adopt a resolution calling a sales tax election for May 7, 2022 for a proposed sales tax of up to 2%, providing for ballot language for such election, designating one or more agent(s) of the district to coordinate with Travis County officials in the holding of such election, and providing for procedures for the conduct of such election in compliance with applicable law.

And

13) Deliberation and possible action to approve an agreement with Travis County for conduct and payment of costs for a sales tax election to be held on May 7, 2022 and to appoint a Regular Early Voting Clerk and designate a Custodian of Records in connection with such agreement.

And

15) Confirm and/or change March 7, 2022 meeting.

Kessler stated he and Erickson had a telephone call with ESD13's attorney regarding Agenda Items 12) and 13) and stated all ESD13 Commissioners needed to hear the information provided. Possible dates and times for a meeting were discussed. Erickson made a motion the March 7, 2022 meeting be changed to February 10, 2022 at 1:00 p.m. or a date and time that allows for all ESD13 Commissioner attendance and posting requirements; Douglas seconded the motion; motion carried.

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

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

- Update on publication of ESD13's address – Moellenberg stated ESD13's address was published in the Elgin Courier on January 12, 2022.
- Update on ESD13 Commissioner Reappointments – Moellenberg stated the minutes of Travis County Commissioners Meeting on December 21, 2021 confirmed reappointments of Kessler, Johnson and Douglas.
- SAFE-D Annual Conference – February 17-19 at Kalahari Convention Center, Round Rock – ESD13 Commissioners confirmed their attendance.
- BAT1's Assessment & Strategic Plan – Martinez and Botello asked if there was any information they could provide related to this agenda item. Erickson stated BAT1 should consider providing a response to the report so others can know how BAT1 plans to address items recommended in the report.
- Status of Burn Ban and Burn Ban signs – Moellenberg stated two signs were damaged or destroyed and she would be contacting Travis County to replace.
- Future Agenda items – Moellenberg suggested ESD13 consider requesting its attorney draft policies and procedures for ESD13. ESD13 Commissioners requested this be put on March's agenda.
- Confirm and/or change March 7, 2022 meeting date – The meeting date was change - see above.

16) Other information requiring no action – Erickson shared information regarding a newspaper article in the Austin American Statesman regarding mutual aid agreement issues.

17) Adjourn – Erickson made a motion to adjourn at 8:45 p.m.; Anderson seconded the motion; motion carried.

Respectfully submitted,  
Aaron Anderson, Secretary, TCESD13

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