

Travis County Emergency Services District #13 Board of Commissioners
Monthly Meeting Minutes
January 6, 2020

1. Call Meeting to Order - The Board of Commissioners of Travis County Emergency Services District 13 (ESD13) met for their regular monthly meeting on Monday, January 6, 2020 at Bethlehem Fellowship Hall, Lund, Texas. Commissioner Kessler called the meeting to order at 7:10 p.m. and declared a quorum with the following ESD13 Commissioners present: Kessler, Erickson, Johnson, and Douglas. Also attending the meeting were: Moellenberg, Administrative Assistant for ESD13; Charles Brotherton, County Executive for Travis County Emergency Services, Commissioners Foehner and Newstrom with Bastrop/Travis County Emergency Services District (BAT1); Reyna, Fire Chief for Elgin Volunteer Fire Department, and Keith Young and Scott Miller with Brickston Development.

02) Recognition of Citizens and Public Comments – Travis Lundgren, a citizen in ESD13 territory, signed in and indicated he did not desire to address the Board. Kessler welcomed all in attendance.

03) Election of Officers as Required by Section 775.038 Health and Safety Code – Erickson made a motion Kessler be elected President, Johnson be elected Treasurer, Anderson be elected Secretary and Douglas be elected Assistant Treasurer. Kessler made a motion that Erickson be elected Vice-President. Johnson seconded both motions; motions carried.

04) Approve Minutes of the December 3, 2019 Regular Monthly Meeting – Erickson stated reference to December 2, 2019 in the heading of the minutes should be December 3, 2019 and with that correction he recommended the minutes be approved; Johnson seconded the motion, motion carried.

05) Treasurer's Report – Johnson distributed the Treasurer's Report which contains (a) ESD13's checking account information from October 8, 2019 to December 9, 2019 and (b) ESD's Texas Class Investment Account information as of November 30, 2019. Johnson summarized the information on the report as follows: \$65,772.70 in ESD13's checking account and \$226,002.28 in ESD13's investment account. Erickson made a motion to approve the report and Douglas seconded the motion; motion carried

06) Consider, discuss and take appropriate action regarding outstanding bills – Johnson stated ESD13 received the following invoices (a) Jansen and Gregorczyk, the Certified Public Accounting firm which performed ESD13's financial review, in the amount of \$1,000.00 (b) Travis County Central Appraisal District's quarterly fee of \$90.99, (c) VFIS for bond renewal for Johnson in the amount of \$240.00 and Erickson in the amount of \$210.00. Erickson stated quarterly payment to Moellenberg was due and recommended she be provided with a \$100.00 per month raise for a total quarterly payment of \$1,080.00. Moellenberg stated semi-annual rental and storage fees for the use of Bethlehem Lutheran Parish Hall was due. Johnson confirmed payment was due and stated the fee is \$510.00. Commissioners tabled consideration of increase in Moellenberg's fee and requested Moellenberg place the increase on the February agenda. Erickson made a motion to pay the amounts due Jansen/Gregorczyk, Travis County Central Appraisal District, VFIS, and Bethlehem Lutheran; Douglas seconded the motion; motion carried.

07) Report of Service Providers

a) Report from representatives of Elgin Volunteer Fire Department (EVFD) – Reyna distributed a report for EVFD for the month of December, 2019 and stated there were no calls in ESD 13 territory; however there were a total of 98 calls. Additionally, for the entire year of 2019 EVFD made 882 calls with 20 being in ESD13 territory.

b) Report from representatives of Bastrop and Travis County Emergency Services District No. 1 (BAT1) – Foehner distributed a report for the month of December, 2019 stating BAT1 made a total of three calls in ESD13 territory with an average response time of seven minutes. Erickson asked what "No Other Appropriate Choice" means. Foehner responded he was not sure but believes the person who responded to the call could

not find a code to fit the issue. Erickson asked Foehner to contact the first responder and obtain clarification and bring the information to the February meeting. Further discussion on the report took place and Douglas stated it would be helpful to include the total of all calls and that information would be helpful and provide data needed when price of services is discussed. Newstrom stated the reports come through Bastrop County and not BAT1 offices. Foehner communicated he requests two reports from Bastrop; one for calls to ESD13 territory and one for calls to BAT1 territory. ESD13 Commissioners stated BAT1 could omit the last three pages of the report and requested total number of calls be added.

Moellenberg distributed BAT1's December agenda to ESD13 Commissioners as it was not provided to ESD13 till after BAT1's meeting. Kessler inquired about Agenda No. 9, preliminary report from McGrath Consulting. Newstrom stated BAT1 Commissioners verbally discussed the status of the review; both Newstrom and Foehner stated they estimate the final report will be ready in two or so months. Other items on BAT1's agenda were generally discussed. Newstrom requested ESD13 Commissioners attend BAT1's meeting instead of asking them questions. Kessler acknowledge Newstrom's suggestion and stated since ESD13 contracts with BAT1 for services ESD13 has right to make inquires.

Foehner requested ESD13 provide BAT1 with a copy of ESD13's financial audit when it is completed.

09) Update on Brickston Development, discuss and take appropriate action – Kessler called ESD13's Agenda Item 09 for discussion. Young and Miller provided an update on the Brickston Development including: planned residential/commercial/park areas, spacing for highway expansion, donation of land for a school, a water tower and public service (fire/EMS/police), approval of a MUD, and road improvements. Discussion included if the planned donation site for fire/EMS/police was the best location. Newstrom stated the property was not in BAT1 territory. Erickson stated ESD13 would like BAT1's opinion as BAT1 provides services to ESD13. Newstrom responded the development was a lot for anyone to take on and it BAT1 may not always serve ESD13. Young stated he did not believe placing the fire/EMS/police space to the back of the development was not best as that area probably would not be built for five or more years. Reyna stated the location closer to HWY 290 did appear to be the best location and Newstrom and Foehner agreed. Douglas asked Young and Miller what they wanted from ESD13; they responded to be kept on ESD13's agenda and be kept informed of what ESD13 desires.

07) (c) Report from representatives of Austin-Travis County Emergency Medical Services System and/or of any Travis County Emergency Services District – Brotherton stated Travis County EMS made 13 calls in ESD13 territory in November with five making anticipated response time which was good considering ESD13 has no fire or ambulance units within its territory. Brotherton also stated ESD13 and Travis County need to closely watch and plan for the future due to the anticipated and planned developments.

08) Review and approve address publication of ESD13 Address as required by 775.036 Health and Safety Code – The proposed language was distributed to Commissioners for review. Kessler stated he talked to Cliff Avery regarding the new law that requires ESDs to put certain information on their website and was told ESDs which have a website must comply with the new law by the date required, but if an ESD did not have a website, the ESD must start working on its development including the language required by the new legislation. No ESD13 Commissioner indicated they had read or received anything regarding SAFE-D's hosting websites for ESDs that do not currently have a website. Erickson made a motion to approve the proposed language for publication of ESD13's address; Johnson seconded the motion; motion carried. Moellenberg stated she would forward the language to the Elgin Courier for publication.

10) Report on Collection of Sales Tax including sales in transit – Erickson informed the Board that if ESD13 desires sales tax on the April ballot, ESD13 would have to let Travis County know by February 14th. Erickson asked Newstrom about BAT1's experience in putting sales tax to a vote. Newstrom responded it was expensive considering attorney costs and having to put it on both Travis and Bastrop County ballots. He also stated the sales tax that could be collected may not be a very large amount and the City of Elgin supposedly had already claimed the commercial areas of the Brickston Development. Erickson acknowledged the data received from the Comptroller's office did not indicate the sales tax currently eligible was a substantial amount.

Newstrom stated they utilized their attorney in all steps leading up to and following of the election. Douglass asked if ESD13 had to put sales tax on the April ballot or if it could be delayed till November. Erickson stated it could be delayed and requested sales tax continue to be on future agendas.

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

(a) Report on recent meeting of the Travis County Emergency Services District Commissioners Council (ESDCC) – Moellenberg distributed the minutes of the November meeting including a draft power point presentation to Travis County Commissioners. Erickson noted ESD13 was not on the map. Brotherton stated he would inquire if ESD13 was included on the questionnaire that was sent out and if not he would get it to ESD13. Brotherton stated the report is to be presented to Travis County Commissioners on January 28th and encouraged ESD13 Commissioners to attend. Kessler noted the draft report mentioned the number of Advanced Life Support paramedics, Intermediate Life Support Advanced Emergency Medical Technicians and Basic Life Technicians and asked what certifications BAT1 first responders have. Foehner stated they have the Basic Life certification and Brotherton stated only Starflight and Austin/Travis County EMS personnel have the other certifications. ESD13 Commissioners discussed the date of the next ESDCC meeting, January 11th.

(b) Status of Burn Ban Signs – Moellenberg informed ESD Commissioners Travis County recently replaced the damaged burn ban signs and inquired if the Commissioners desired to obtain the cost of purchasing additional signs as the ESD13 now has only one sign available to replace future damaged signs. Moellenberg stated ESD13 last purchased 10 signs in 2016 for a total cost of \$282.40. Commissioners requested purchase of additional signs be put on the February agenda.

(c) Status of Commissioners Erickson and Anderson Reappointments, and Reappointments of Kessler and Johnson - Moellenberg stated she continues to monitor the Travis County Commissioner Agendas for the outstanding reappointments and the newly requested reappointments.

(d) Chart of Contact information for 2020 - Moellenberg distributed the updated chart. Brotherton provided updated information for Travis County Emergency Services.

(e) Report to Texas Division of Emergency Management required by Chapter 775, Health and Safety Code – Moellenberg stated the report was filed before the deadline of January 1, 2020.

(f) SAFE-D Conference, Galveston (February 20-22) – Kessler, Erickson and Moellenberg stated they had registered to attend. Douglas inquired if there was a deadline to register; Kessler responded in the negative.

(g) Other information/issues – (i) Moellenberg distributed a map of ESD13 territory from 2006, the year ESD13 was formed. ESD13 and BAT 1 Commissioners stated the map was not current as it did not reflect BAT1's territory in Travis County. Foehner stated BAT1 had several maps ESD13 could look at. Brotherton stated he could provide an updated map and would email it to Moellenberg for distribution. (ii) Moellenberg asked if Commissioners desired her to work on information that possibly could be included on ESD13's website. Commissioners replied in the affirmative and asked that website information be put on the February agenda. (iii) Moellenberg asked if Commissioners desired her to work on procedures for addressing the Board to comply with HB 2840. Commissioners replied in the affirmative and asked that meeting procedures be put on the February agenda.

h) Confirm February 3, 2020 meeting date – Commissioners confirmed this date.

Adjourn – Erickson made a motion to adjourn at 8:48 p.m.; Johnson seconded the motion; motion carried.

Respectfully submitted,
Aaron Anderson, Secretary, TCESD13

By: _____
Diane Moellenberg, ESD13 Administrative Assistant