

Travis County Emergency Services District #13 Board of Commissioners
Monthly Meeting Minutes
May 4, 2020

01) Call Meeting to Order - The Board of Commissioners of Travis County Emergency Services District 13 (ESD13) met for their regular monthly meeting on Monday, May 4, 2020 at Bethlehem Fellowship Hall, Lund, Texas. Commissioner Johnson called the meeting to order at 7:05 p.m. and declared a quorum with the following ESD13 Commissioners physically present: Johnson, Anderson and Douglas. ESD Commissioners attending via telephone were Kessler and Erickson. Also physically attending the meeting were: Moellenberg, Contracted Administrative Assistant for ESD13; Foehner with Bastrop/Travis County Emergency Services District (BAT1); and Reyna with Elgin Volunteer Fire Department (EVFD).

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

03) Approve Minutes of the March 2, 2020 Regular Monthly Meeting – Anderson questioned the following sentence: “Kessler reminded ESD13 Commissioners in recent contract negotiations with BAT1, BAT1 would not agree to allow Reyna to attend even with compensation.” Reyna stated he would be willing to attend the Fire Chiefs meetings. Moellenberg stated her notes reflected this discussion and one of the draft contracts and minutes would substantiate the statement. Douglas clarified the agenda item under discussion was approval of the minutes; not the Fire Chief meetings and inquired if there was an agenda item under which discussion of the Fire Chiefs meeting could be conducted. Moellenberg replied one of the bullets under Agenda Item 13 provided discussion of the Fire Chiefs Meetings. Anderson made a motion to approve the minutes as written, Douglas seconded the motion; motion carried.

04) Treasurer’s Report – Johnson distributed the Treasurer Reports which included (a) ESD’s checking account balances for the periods ending March 9, 2020 and April 8, 2020 and (b) ESD’s investment account balances for periods ending February 29, 2020 and March 31, 2020. Johnson provided a summary of each report. Anderson made a motion to approve the reports; Douglas seconded the motion; motion carried.

05) Consider, discuss and take appropriate action regarding outstanding bills –

Johnson stated ESD13 paid the following bills in April: (a) Moellenberg’s quarterly payment of \$1,080 for administrative duties, (b) ESD13’s attorney fee of \$120, (c) Texas Department of Criminal Justice’s invoice for burn ban signs in the amount of \$275 and (d) reimbursement to Douglas in the amount of \$617.36 for attending the SAFE-D Conference. Douglas made a motion to approve the payments made in April; Anderson seconded the motion; motion carried.

Johnson outlined the following invoices received: (a) ESD13’s attorney fee in the amount of \$210, (b) invoice from Jansen and Gregorczyk, ESD13’s Auditor, in the amount of \$2,500, (c) Travis County Tax Appraisal invoice in the amount of \$90.99, and (d) invoice from National Union Fire Insurance Company in the amount of \$2,181 for insurance coverage. Anderson submitted request for reimbursement in the amount of \$746.44 for attending the SAFE-D Conference. Anderson made a motion ESD13 pay the five expenses presented; Douglas seconded the motion; motion carried.

06) Report of Service Providers –

- Report from representatives of EVFD – Reyna distributed reports for the months of March and April, 2020 and provided an overview as follows: In March, 2020, EVFD responded to a total of 59 calls with six being in ESD13 territory; in April, 2020, EVFD responded to a total of 62 calls with four calls being in ESD13 territory; and year to date EVFD has responded to a total of 263 calls with 16 calls being in ESD territory.
- Report from representatives of Bastrop and Travis County Emergency Services District No. 1 (BAT1) – Foehner distributed reports for the months of February, March and April, 2020 and provided an overview as follows: In March, 2020 BAT1 responded to five calls in ESD13 territory with an average

response time of 7 minutes and 40 seconds; in April, 2020 BAT1 responded to 10 calls in ESD13 territory with an average response time of 8 minutes and 20 seconds.

Anderson inquired if BAT1/EVFD were encountering any dispatch issues; both Reyna and Foehner responded there have been no issues since the meeting with Travis County representatives.

- Reports from representatives of Austin-Travis County Emergency Medical Series System, and information regarding Priority Dispatch Codes – No information/reports provided.
- Reports from any Travis County Emergency Services District – No additional ESD representatives present or reports provided.

07) Consider, discuss and take appropriate action regarding amending ESD13 Budget – A proposed Amended Budget As of April, 2020 for Twelve Months Ended September 30, 2020 was distributed and reviewed. Erickson provided an overview of the amended budget. Douglas made a motion to approved the amended budget; Anderson seconded the motion; motion carried.

08) Consider, discuss and take appropriate action on Procedures for ESD13 meetings and public comment to comply with HB2840 – Moellenberg reminded Commissioners at the March 2, 2020 meeting the Commissioners considered and approved a draft of procedures for meetings to comply with HB2840 and requested Moellenberg send the procedures to ESD13's attorney for review and transcribing into legal format. Moellenberg stated ESD13's attorney responded providing (a) an Ordinance which included the meeting procedures adopted by ESD13, and (b) an alternate Ordinance which contained more comprehensive procedures including many of the procedures included in the original draft meeting procedures ESD13 adopted. Commissioners reviewed and discussed the two versions. Douglas made a motion to adopt the alternative Ordinance drafted by ESD13's attorney; Anderson seconded the motion; motion carried.

09) Consider, discuss and take appropriate action on ESD13 website development including information to comply with HB305 and SB2 – Moellenberg distributed three proposals (two proposals from Tami Griffin and one proposal from Ricky Gray) for development and maintenance of a website for ESD13. Commissioners reviewed and discussed the differences between the three proposals and the qualifications of the web developers. Moellenberg stated whichever contract proposal was adopted would need to be sent to ESD13's attorney for review. Douglas made a motion ESD13 (a) accept the contract proposal from Ricky Gray, (b) the contract proposal be sent to ESD13's attorney for review and required changes, if any, (c) once the attorney reviewed contract is accepted by Ricky Gray the \$500.00 down payment be remitted, and (d) \$111.88 for obtaining the domain name and hosting service be remitted when application for the domain name and hosting service is made; Anderson seconded the motion; motion carried.

10) Consider, discuss and take appropriate action regarding purchase of a phone and contracting with an answering service entity – Moellenberg stated (a) from her research it does not appear a burner phone would allow for phone calls to be forwarded, and (b) she contacted two answering service companies and received quotes for services which included providing a phone number. The two quotes were distributed to Commissioners for review. Commissioners reviewed and discussed the proposals and possible alternatives. Commissioners requested Moellenberg inquire to the web designer if there would possibly be any other options. Anderson made a motion to table this agenda item; Douglas seconded the motion; motion carried.

11) Consider, discuss and take appropriate action regarding ESD13's Financial Audit – Johnson distributed Jansen and Gregorczyk's Independent Auditor's Report for ESD13's Year Ended September 30, 2019 and accompanying Management letter dated March 30, 2020. Erickson communicated the auditor would file the report with Travis County before the June 1, 2010 deadline. Commissioners reviewed and discussed the report and management letter. Douglas made a motion to approve both the Auditor's Report and Management Letter; Anderson seconded the motion; motion carried.

- 12) Consider, discuss and take appropriate action regarding Brickston Development – No information was presented.
- 13) Consider, discuss and/or take appropriate action on the following items:
- Report on Travis County Emergency Services District Commissioners Council – It was communicated these meetings were canceled due to COVID19.
 - Status of Commissioner Reappointments – Moellenberg stated review of Travis County Commissioners' agendas and minutes did not reflect any reappointments.
 - Collection of Sales Tax Postponed – No further information was shared.
 - Public Information Posting Research – Moellenberg stated she contacted the Attorney General's Office and the individual she spoke with stated that since ESD13 does not occupy Lund's Parish Hall except during meeting times, posting of the Pubic Information Notice during ESD13's meetings was sufficient.
 - Meeting with Attorney regarding ESD13 and BAT1 Formations and Maps, and Fire Code Delayed – No additional information was shared.
 - ESD12 reporting on Travis County Fire Chief Meetings Update - Kessler reported he contacted Smith with ESD12, and Smith stated he would be happy to provide monthly updates to ESD13 on the Travis County Fire Chief meetings at no cost. Reyna stated he would be interested in attending and could contact Smith to obtain the meeting schedule.
 - Treasurer Bond Research – Moellenberg stated she contacted Brotherton who stated the law does not require the Assistant Treasurer be bonded. Douglass inquired if she needed to be on the bank signature card. Johnson stated Douglass should be added and ESD13's bank will probably require a letter be received stating who should be deleted and who should be added to the signature card.
 - Records Retention Custodian Information – Moellenberg stated Anderson is the Commissioner indicated as the Records Retention Custodian and her name is also included as Administrative Assistant.
 - Status of Burn Ban – Commissioners acknowledged the burn ban is still lifted.
 - Future agenda items – Commissioners discussed the draft budget should be included on the June agenda. Foehner stated Reyna requested compensation/reimbursement for attending the Fire Chief meetings be added to the June agenda.
 - Confirm June 1, 2020 meeting date –Commissioners confirmed the June 1, 2020 meeting date.
- 14) Other information requiring no action.
- 15) Adjourn – Anderson made a motion at 8:40 to adjourn; Douglas seconded the motion; motion carried.

Respectfully submitted,
Aaron Anderson, Secretary, TCESD13

By: _____
Diane Moellenberg, ESD13 Administrative Assistant