

Travis County Emergency Services District #13 Board of Commissioners
Monthly Meeting Minutes – April 4, 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, April 4, 2022 at Bethlehem Fellowship Hall, Lund, Texas. Commissioner Kessler called the meeting to order at 7:15 p.m. and declared a quorum with the following ESD13 Commissioners attending: Kessler, Erickson, Johnson, and Douglas. Commissioner Anderson arrived toward the end of the meeting. Also attending was Moellenberg, Contracted Administrative Assistant for ESD13, Sanchez, Commissioner for Bastrop/Travis County Emergency Services District No. 1 (BAT1), Martinez, Botello, and Neely, First Responders (FR) for BAT1, and Reyna with Elgin Volunteer Fire Department (EVFD).

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

03) Review and take appropriate action on minutes of the March 7, 2022 Meeting – Erickson made a motion to approved the minutes as mailed to ESD13 Commissioners; Douglas seconded the motion.

04) Review Treasurer’s Report and take appropriate action - Johnson distributed the Treasurer’s Report reflecting ESD13’s checking account as of March 7, 2022 and ESD13’s investment account as of February 28, 2022. Erickson 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 – The following items were presented for approval: (a) an invoice from Erickson in the amount of \$24.64 for traveling expenses to SAFE-D Convention, (b) an invoice from Kessler in the amount of \$84.00 for traveling expenses to the SAFE-D Convention, (c) an invoice from Moellenberg in the amount of \$22.86 for traveling expenses to the SAFE-D Convention, (d) \$1,080.00 to Moellenberg for quarterly payment for contracted administrative duties, (e) \$45.00 to Douglas for a meal ticket to attend the SAFE-D Convention, (f) \$15,000 to BAT1 for contracted emergency services, (g) an invoice from Travis County Clerk, Elections Division, in the amount of \$406.28 for 75% of the estimated cost to hold the May election, and (h) an invoice from Barraza for translating into Spanish the Notice of Election that must be publish in a newspaper, and posted at Bethlehem and on ESD13’s website. Erickson made a motion to pay all amounts due; Douglas seconded the motion; motion carried.

06) Report of Service Providers

- Report from representatives of Elgin Volunteer Fire Department (EVFD) – Reyna distributed and provided highlights of the EVFD report for March, 2022, including training received.
- Report from representatives of BAT1 First Responders (FR) - Martinez stated he officially became Fire Chief for BAT1 on Mach 16, 2022. Martinez distributed the First Responders (FR) report and provided an overview including training, status of contract with Starflight’s Medical Director, status of new software, and equipment information. Erickson requested a copy of the FR’s budget be forwarded to him. Kessler inquired about a call on March 28th that apparently was not answered in a timely manner. Martinez stated FRs did receive the call but for unknown reasons it was received late; he stated he will be following up with Travis County Dispatch to find out what happened.

Martinez requested (a) a Fire Chief’s report be added ESD13’s agenda so he can give an official update each month, and (b) the report from representatives of BAT1 First Responders be changed to Elgin Med/Rescue 1. Martinez further explained he is looking (i) at what certifications are held by volunteers, (ii) is performing an equipment inventory, (iii) is working on new contracts between BAT1 and EVFD and McDade Fire Departments, and (iv) is having each VFD develop a 1, 3 and 5 year strategic plan. With regard to strategic plans, Douglas asked if consideration will be given to the growth expected to occur; Martinez replied in the affirmative; Kessler asked if Martinez had met with Brotherton, County Executive for Travis County Office of Emergency Management; Martinez stated that was on his list of things to do.

Moellenberg expressed appreciation to both the EVFD and FRs for the way they responded to and handled the accident she was recently involved in.

- Report from representatives of Austin/Travis County Emergency Medical Services Systems (ATCEMS) – Moellenberg distributed and ESD13 Commissioners reviewed the February, 2022 report received from Brotherton.
- Report from any Travis County Emergency Services District – No reports received.

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

08) Consider, discuss and take appropriate action related to Sales Tax Election for May 7, 2022 including orders for appointing election officials and take other actions as required by Joint Election Agreement with Travis County for the conduct of the May 7, 2022 election. - Erickson noted (a) the Joint Election Agreement with Travis County requires ESD13 to issue an order appointing election official for both the early and regular election dates and (b) ESD13's attorney prepared an order which was distributed to each ESD13 Commissioner. ESD13 Commissioners reviewed the order prepared. Douglas made a motion to accept and sign the order as presented; Johnson seconded the motion; motion carried and Order No. 04042022 was signed.

09) Consider, discuss and take appropriate action to schedule a special meeting to canvass and certify the May 7, 2020 Sales Tax Election. – Erickson informed ESD13 Commissioners that a special meeting is required to canvass the election results and he made a motion the meeting be held on May 18, 2022 at 1:00 p.m. at Bethlehem Lutheran Church; Douglas seconded the motion; motion carried.

10) Consider, discuss and take appropriate action to amend ESD13's Budget for Twelve Months Ending September 30, 2022 to appropriate funds for legal notices in connection with the May 7, 2022 election and to provide for requisite notice of expenditures for legal publications and notices for the prior and current fiscal years. – Douglas distributed and ESD13 Commissioners reviewed a proposed amended budget that reflected funds for publications and legal notices. Erickson made a motion to approved the proposed amended budget as distributed; Kessler seconded the motion; motion carried. Moellenberg requested Douglas send her the electronic version of the budget so it could be posted on ESD13's website.

11) Consider, discuss and take appropriate action on additional investing in Texas Class. – ESD13 Commissioners discussed monies received from Travis County and expected expenditures. Erickson made a motion ESD13 invest \$100,000 in Texas Class; Douglas seconded the motion; motion carried.

12) Consider, discuss and take appropriate action regarding a Strategic Plan for ESD13. – Erickson stated Anderson requested this item be placed on the agenda, and since Anderson was not present made a motion this agenda item be tabled till the May meeting; Johnson seconded the motion; motion carried.

13) Consider, discuss and take appropriate action regarding contract with Web Designer Ricky Gray. - The proposal maintenance agreement submitted by Ricky Gray, the individual who developed and maintains ESD13's web page, was distributed to and reviewed by ESD13 Commissioners. Erickson noted the cost proposed was \$650.00 for one year and Johnson confirmed that was the same price as last year. Douglas made a motion ESD13 accept the agreement as written; Erickson seconded the motion; motion carried. Erickson also made a motion to pay Ricky Gray the \$650.00 due, Douglas seconded the motion; motion carried.

14) Consider, discuss and take appropriate action regarding renewal or changes to ESD13's property and casualty coverages with VFIS of Texas. – Moellenberg distributed and ESD13 Commissioners reviewed the Summary of Coverages received from VFIS which outlined coverages contained in ESD13's property and

casualty policy with VFIS which is set to renew on May 21, 2022. Erickson made a motion the coverage remain the same; Douglas seconded the motion; motion carried.

15) Consider, discuss and take appropriate action regarding policies and procedures for the conduct of meetings of the ESD13 Commissioners and action by the Commissioners. – Moellenberg stated contact had been made with ESD13’s attorney, ESD’s attorney had forwarded policies and procedures adopted by other ESDs for consideration, and plans were for Erickson and Moellenberg to review and discuss with the attorney.

16) Consider, discuss and take appropriate action regarding Cybersecurity Training for ESD13 Commissioners. – Moellenberg distributed and summarized the information received from ESD13’s attorney regarding training required on Cybersecurity. ESD13 Commissioners reviewed the information and discussed the requirements and the issue of cybersecurity. Moellenberg noted the information distributed had a link to the training and requested ESD13 Commissioners provide her with documentation of their training as a report is required to be submitted documenting the training.

17) Discuss and take appropriate action regarding items required to be on ESD13’s web site and what information may otherwise be included on ESD13’s website. – Moellenberg stated work has not yet begun on this agenda item; she noted she believes ESD13’s website is in compliance; however, because ESD13 is considered a small taxing unit she wants to be sure all requirements are met.

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

- Special Purpose District Report Due April 1, 2022 – Douglas stated this report was file before the deadline and would provide Moellenberg with a copy for the files.
- Training received at SAFE-D Annual Conference – ESD13 Commissioners were reminded to file for training hours if they have not already done so.
- BAT1’s Assessment & Strategic Plan – Sanchez stated she and Benitez are prioritizing the recommendations containing in the report as well as documenting recommendations that have already been addressed.
- Bastrop/Travis County Emergency Services Strategic Plan – No items discussed.
- Status of Burn Ban and Burn Ban signs – ESD13 Commissioners noted the Burn Ban was in effect.

19) Discuss and take action on possible agenda items, time and date for next meeting – Erickson made a motion the next regular meeting for ESD13 be held on May 2, 2022 at Bethhelm Lutheran church at 7:00 P.M., Kessler seconded the motion; motion carried.

20) Other information requiring no action – Moellenberg requested ESD13 Commissioners provide her with an email address name to be set up through ESD13’s web site.

21) Adjourn – Erickson made a motion to adjourn at 8:40 p.m.; Douglas seconded the motion; motion carried.

Respectfully submitted,
Aaron Anderson, Secretary, TCESD13

By: _____
Diane Moellenberg, ESD13 Contracted Administrative Assistant