

Travis County Emergency Services District #13 Board of Commissioners
Monthly Meeting Minutes – May 2, 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, May 2, 2022 at Bethlehem Fellowship Hall, Lund, Texas. Commissioner Kessler called the meeting to order at 7:06 p.m. and declared a quorum with the following ESD13 Commissioners attending: Kessler, Erickson, Johnson, and Anderson. Also attending was Moellenberg, Contracted Administrative Assistant for ESD13; Benitez, Commissioner for Bastrop/Travis County Emergency Services District No. 1 (BAT1); Martinez, Fire Chief for BAT1; Botello, First Responder (FR) for BAT1; and Reyna for 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 April 4, 2022 Meeting – Erickson made a motion to approved the minutes as mailed to ESD13 Commissioners; Johnson 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 April 7, 2022, and ESD13’s investment account as of March 31, 2022. Johnson stated he made the \$100,000 transfer from ESD13’s checking account to ESD13’s investment account last week. Erickson made a motion to approve the Treasurer’s Report; Anderson 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 ESD13’s attorney in the amount of \$2,005.06, (b) invoices for reimbursement from Moellenberg in the amount of \$206.07 for Bluehost Web Hosting services and \$33.99 for Bluehost Web Domain Registration, and (c) an invoice from the Elgin Courier in the amount of \$2,710.00 for publication of the Sales Tax Election Notice including Election Voting locations. Anderson made a motion to pay all amounts due; Erickson 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 April, 2022. Erickson requested McDade VFD call report be provided to ESD13 Commissioners as McDade VFD is part of BAT1 and included in BAT1’s budget. Reyna stated he would have to request this information be provided from McDade VFD. Reyna also stated call volume was going up and the stipend paid to volunteers was increasing as well as the timing of the payment.
 - Report from representatives of Elgin Med/Rescue 1 – Botello distributed and summarized the first responder report and stated Travis County already had a Med/Rescue 1 so the name that will be used in Travis County is Elgin MR 1. He distributed a draft of the interlocal agreement between BAT1 and Travis County for Medical Direction and noted the estimated cost for medical direction had increased; he also discussed equipment Elgin MR1 would like to purchase.
 - Report from Elgin Fire Chief – Martinez distributed the Fire Chief’s Report and provided an overview. He discussed attending the ESDCC meeting and future participation in the Travis County Fire Chief meetings; he also stated he met with Brotherton, County Executive for Austin/Travis County Emergency Services Systems.
 - Report from representatives of Austin/Travis County Emergency Medical Services Systems (ATCEMS) – Moellenberg distributed and ESD13 Commissioners reviewed the March, 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 - Erickson noted the Election Notice had been published and posted on ESD13’s website and at Bethlehem Lutheran Church as required. ESD13 Commissioners discussed what could be communicated to individuals about the sales tax election.

- 09) Consider, discuss and take appropriate action regarding a Strategic Plan for ESD13. – This agenda item was tabled as Anderson stated he has not yet contacted representatives of the entity he made contact with at the SAFE-D convention.
- 10) Consider, discuss and take appropriate action regarding policies and procedures for the conduct of meetings of the ESD13 Commissioners and action by the Commissioners. – Erickson and Moellenberg stated they had begun reviewing other ESD policies and procedures provided to them by ESD13’s attorney and they plan to meeting again soon to finish reviewing all the policies and procedures provided. They will report on progress at the June meeting. Erickson stated he would like for Douglas to assist in this project.
- 11) 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 will begin on this agenda item after the policies and procedures project is further along.
- 12) Consider, discuss and take appropriate action on the following items:
- Contract with Ricky Gray, Web Designer – Johnson provided Moellenberg the signed contract for filing.
 - Cybersecurity Training – Moellenberg reminded ESD13 Commissioners to complete the Cybersecurity Training; ESD13 Commissioners requested Moellenberg send them the link to the training.
 - BAT1’s Assessment & Strategic Plan – No information discussed.
 - Bastrop/Travis County Emergency Services Strategic Plan – ESD13 Commissioners and BAT1 representatives discussed the need for a first responder/fire facility in ESD13 territory and discussed various possible sites. Discussion included ESD13’s future strategic plan and possibly a working meeting between BAT1 and ESD13 to further study and brainstorm this possibility.
 - Status of Burn Ban and Burn Ban Signs – ESD13 Commissioners noted the Burn Ban was in effect.
 - Confirm or change May 18, 2022, 1:00 p.m. meeting to Canvass Election Results – ESD13 Commissioners changed the time to meet to 11:00 a.m.
- 13) Discuss and take action on possible agenda items, time and date for next meeting – ESD13 Commissioners requested location of a first responder/fire station facility be added to the June agenda; and the next regular meeting for ESD13 be held on June 6, 2022 at Bethlehem Lutheran Church at 7:00 P.M.
- 14) Other information requiring no action – Moellenberg distributed (a) the updated adopted amended budget, (b) stated she submitted suggested email addresses that had been provided to the web designer and requested email address names from Commissioners who had not yet submitted a name; and (c) requested ESD13 Commissioners to provide their training certificates if they have not yet done so. Moellenberg also stated she would be resigning as contracted Administrative Assistant for ESD13 in August, 2022; she stated this advance notice would hopefully allow time for ESD13 to officially adopt policies and procedures and her time to develop detailed duties; she distributed her written termination notice.
- 15) Adjourn – Erickson made a motion to adjourn at 8:12 p.m.; Anderson seconded the motion; motion carried.

Respectfully submitted,
Aaron Anderson, Secretary, TCESD13

By: _____
Diane Moellenberg, ESD13 Contracted Administrative Assistant