

## **TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 13**

In compliance with the provisions of Chapter 551, Texas Government Code notice is hereby given the regular public meeting of the Board of Commissioners of Travis County Emergency Services District No. 13 (ESD13) will be held at Bethlehem Lutheran Church Fellowship Hall, 17808 Lund-Carlson Road, Travis County, Texas, on Monday, August 15, 2022, at 1:00 p.m. The following agenda items may be considered, and action taken as appropriate:

1. Call to order and establish a quorum.
2. Recognition of Citizens; General and Agenda Comments – Any individual may make a three-minute presentation relevant to the business of the district after executing the proper form. Any individual may make a three-minute presentation relevant to each item on the agenda after executing the proper form.
3. Review and take appropriate action on minutes of the July 5, 2022 Regular Meeting.
4. Review and take appropriate action on Treasurer's Report.
5. Consider, discuss, and take appropriate action regarding outstanding bills.
6. Report of Service Providers:
  - Reports from EVFD (Elgin Volunteer Fire Department).
  - Reports from of Elgin MR1.
  - Report from Elgin Fire Chief.
  - Report from Austin-Travis County Emergency Medical Services System.
  - Report from any Travis County Emergency Services District.
7. Report on Travis County Fire Chief Meetings.
8. Consider, discuss and take action on Proposed Newspaper Publication regarding Ad Valorem Tax.
9. Consider, discuss, and take appropriate action on selection of Auditor for Fiscal Year 2022.
10. Consider, discuss, and take appropriate action regarding a Strategic Plan for ESD13.
11. Consider, discuss, and take appropriate action regarding information requested by the Comptroller of Public Accounts for collection of sales tax beginning October, 2022.
12. Consider, discuss and take appropriate action to adopt bylaws governing the actions of the ESD13 Board of Commissioners.
13. Consider, discuss and take appropriate action to adopt policies covering ESD13 financial administration, financial and account risk assessments, and code of ethics applicable to ESD13 agents.
14. Consider, discuss and take appropriate action to establish physical and electronic addresses for ESD13 to receive legal notices, public information requests, and other official documents that require timely response, including engaging a third-party to act as agent for such notice purposes.
15. Consider, discuss and take appropriate action to adopt procedures and forms for use in submission of public information requests to ESD13.
16. Consider, discuss and take appropriate action to adopt a policy for storing and preserving electronic communications of ESD13 Commissioners and other agents of ESD13.
17. Consider, discuss and take appropriate action to authorize additional ESD13 Commissioners to serve as signatories on ESD13 accounts, and to execute any agreement with the ESD13's financial institution(s) to authorize same.

18. Consider, 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.
19. Consider, discuss and take appropriate action regarding meeting with ESD 12.
20. Consider, discuss, and take appropriate action on contracting for an Administrative Assistant for ESD13.
21. Consider, discuss, and take appropriate action regarding the following items:
  - Cybersecurity Training.
  - BAT1's Assessment & Strategic Plan.
  - Bastrop/Travis County Emergency Services Strategic Plan.
  - Status of Burn Ban and Burn Ban Signs.
22. Discuss and take action on possible agenda items, and date and time for next regular meeting.
23. Other information requiring no action.
24. Adjourn.

TRAVIS COUNTY EMERGENCY SERVICERS DISTRICT NO. 13

By: \_\_\_\_\_  
Clifton Kessler, President

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THE DISTRICT'S COMMISSIONERS MAY RETIRE INTO A CLOSED SESSION AT ANY TIME BETWEEN THE MEETING'S OPENING AND ADJOURNMENT FOR THE PURPOSE OF CONSULTING WITH LEGAL COUNSEL PURSUANT TO SECTION 551.071 OF THE TEXAS GOVERNMENT CODE ON ANY MATTER INCLUDED ON THIS AGENDA. ANY ACTION, IF ANY, RESULTING FROM SUCH CONSULTATION WILL BE TAKEN IN OPEN SESSION.