

**Travis County Emergency Services District #13 Board of Commissioners**  
**Monthly Meeting Minutes – July 5, 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 Tuesday, July 5, 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, Anderson and Douglas. Also attending was Moellenberg, Contracted Administrative Assistant for ESD13; Martinez, Fire Chief for Bastrop/Travis County Emergency Services District No. 1 (BAT1); and Botello for Elgin Med/Rescue 1.

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

03) Review and take appropriate action on minutes of the June 6, 2022 – Erickson made a motion to approved the minutes as mailed to ESD13 Commissioners; Anderson seconded the motion.

04) Review Treasurer’s Report and take appropriate action – Erickson distributed the Treasurer’s Report reflecting ESD13’s checking account balance as of June 7, 2022, and ESD13’s investment account balance as of May 31, 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 – Erickson presented the following items for approval: (a) \$175.00 for ESD13’s rental of a post box office at Manor Post Office, (b) \$510.00 for the semi-annual payment to Bethlehem Lutheran Church for rental of the Fellowship Hall for meetings and filing cabinet storage, (c) \$460.00 to ESD13’s attorney (Invoice Number 1037), and (d) \$1,080.00 to Moellenberg for quarterly payment of administrative services. ESD13 Commissioners discussed a \$75.37 invoice for payment of appraisal fees received from Travis Central Appraisal District (TCAD) and recognized ESD13 paid \$381.21 for the entire year in January. ESD13 Commissioners decided to postpone any action on this invoice till the August 2022 meeting. Anderson made a motion the amounts listed in (a) – (d) be paid; Douglas seconded the motion, motion carried.

06) Report of Service Providers

- Report from representatives of Elgin Volunteer Fire Department (EVFD) – No report submitted; Martinez stated Reyna was unable to attend ESD13’s meeting as he was attending the Fire Department meeting.

- Report from representatives of Elgin Med/Rescue 1 – Botello distributed and summarized the first responder report noting the number of calls made outside the district and the number of overlapping calls.

- Report from Elgin Fire Chief – Martinez distributed the Fire Chief’s Report noting (a) the draft 2023 budget includes a request to hire some full-time firefighting staff, (b) an increase in fire calls due to the dry conditions, and (c) first responders recently received certification to be American Heart Association instructors. Erickson inquired about EVFD’s budget and fund raising; Martinez explained fund raising was not part of EVFD’s operational budget, and said a new contract between BAT1 and EVFD was recently signed.

- Report from representatives of Austin/Travis County Emergency Medical Services Systems (ATCEMS) – Moellenberg stated a report was not received from Brotheron; probably due to the July 4<sup>th</sup> holiday.

- 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 on Proposed Budget for Twelve Months Ending September 30, 2023 – ESD13 Commissioners reviewed and discussed the draft proposed budget for twelve months ending September 30, 2023 that was mailed to them. Erickson stated the Publications and Notice line item under the footnote “Legal Fees” should be changed to \$2,793.00 and made a motion the budget be approved with the change noted; Anderson seconded the motion; motion carried. Moellenberg stated the approved budget will need to be posted on ESD13’s website.
- 09) Consider, discuss, and take appropriate action on selection of Auditor for Fiscal Year 2022. – Erickson suggested and the ESD13 Commissioners agreed (a) ESD13 should consider utilizing the same auditor (Montemayor Britton Bender, PC) ESD13 utilized last year to perform the audit for Year Ending 2022, and (b) Douglas is to contact the firm to inquire if they desired to enter into an engagement letter. The Board requested this item be included on the August, 2022 agenda.
- 10) Consider, discuss and take appropriate action regarding a Strategic Plan for ESD13. – Anderson stated he has attempted several times to contact the individuals he talked to at the SAFE-D convention (mysidewalk.com) and requested this agenda item be placed on the August agenda.
12. Consideration, discuss and possible action to adopt bylaws governing the actions of the ESD13 Board of Commissioners. – Moellenberg distributed the Draft Bylaws of the Board of Commissioners Travis County ESD13. Erickson, Douglas and Moellenberg summarized their review and telephone discussion of the initial working version of the bylaws with ESD13’s attorney, and noted the document distributed was the outcome of that discussion. Each ESD13 Commissioner is to review the draft and be ready to provide comments at the August, 2022 meeting.
13. Consideration and possible action to adopt policies covering ESD13 financial administration, financial and account risk assessments, and code of ethics applicable to ESD13 agents - Moellenberg (a) distributed the Draft Policies and Procedures for ESD13 which included Accounting Procedures, Annual Budget and Capital Improvement Project, Bank Reconciliation, External Audit, Financial and Account Risk Assessment, Fraud Prevention and Detection/Anti-Fraud Program and Control, and Code of Ethics, and (b) noted policies and procedures for District Records and Electronic Mail Retention were not yet ready for distribution. Erickson, Douglas and Moellenberg summarized their review and telephone discussion of the initial working versions of the listed policies and procedures with ESD13’s attorney, and noted what was distributed was the outcome of that discussion. Each ESD13 Commissioner is to review the drafts and be ready to provide comments at the August, 2022 meeting.
14. Consideration and possible 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 – ESD13 Commissioners discussed possible options for establishing a physical address and an email address

for ESD13 to receive legal notices, public information requests and other official documents. ESD13 Commissioners discussed and developed items to ask ESD13's attorney. ESD13 Commissioners requested Moellenberg place this item on the August agenda.

15. Consideration and possible action to adopt procedures and forms for use in submission of public information requests to ESD13 – Erickson, Douglas and Moellenberg stated from telephone discussion with ESD13's attorney regarding policies and procedures, ESD13 should consider placing information on how to request open records on ESD13's website. Moellenberg distributed a draft of possible wording and discussed the possibility of using the request form developed by the Office of Attorney General. Each ESD13 Commissioner is to review the draft and be ready to provide comments at the August, 2022 meeting and Moellenberg will consult with ESD13's web designer regarding use of the Attorney General form.

16. Consideration and possible action to adopt a policy for storing and preserving electronic communications of ESD13 Commissioners and other agents of ESD13. – ESD13 Commissioners discussed obtaining email addresses from different sources and what could possibly be the most user friendly and expeditious. ESD13 Commissioners requested Moellenberg obtain additional information.

17. Consideration and possible 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 - Erickson, Douglas and Moellenberg stated from telephone discussion with ESD13's attorney, ESD13 should verify that the president, vice-president, treasurer and assistant treasurer are on ESD13's banking account signature card. Erickson made a motion Johnson contact ESD13's bank and verify signatures, and if one or more signatures are needed, those Commissioner(s) sign the card; Anderson seconded the motion; motion carried.

18. 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 again stated work will begin on this agenda item after the by-laws, policies and procedures, and other projects are further along.

19. Consider, discuss and take appropriate action on the following items:

- Cybersecurity Training – Moellenberg stated she completed the training and received confirmation from Erickson, Johnson and Douglas that they completed the training. Kessler state he would attempt to complete this training within the month.
- BAT1's Assessment & Strategic Plan – No information discussed.
- Bastrop/Travis County Emergency Services Strategic Plan – No information discussed.
- Status of Burn Ban and Burn Ban Signs – ESD13 Commissioners noted the Burn Ban was in effect; Moellenberg stated she would be contacting the County regarding two signs that were destroyed.

20. Discuss and take action on possible agenda items, time and date for next meeting – Items for the August meeting include items listed in Nos. 9 – 18 above. Kessler distributed an email from ESD12's Fire Chief Ryan Smith requesting possible discussion on consolidation or a service agreement due to the planned Brickston development and requested a meeting between ESD13 and ESD12; Kessler requested this item be added to the August agenda. Moellenberg stated an agenda item for

approval of the Ad Valorem (Small Taxing Unit) Notice was needed. Additionally, due to conflicting schedules, ESD13 Commissioners agreed the August meeting would be Monday, August 15, 2022 at 1:00 P.M.

21. Other information requiring no action – Moellenberg (a) distributed the 2022 Tax Planning Calendar and noted upcoming deadline dates, (b) stated the 2022 Annual Tax Office Survey had been completed on line and also mailed on June 28, 2022, (c) distributed and discussed form CIS (Local Government Officer Conflicts Disclosure Statement) and Form CIQ (Conflict of Interest Questionnaire for vendors doing business with local governmental entities), (d) stated the information requested by Texas Comptroller of Public Accounts regarding ESD13’s Sales Tax Election was mailed to the Comptroller on June 29, 2022,. and (e) distributed a rough draft of procedures and tasks she currently performs for ESD13 Commissioners to utilize when contracting for her replacement or delegating the duties.

*Commissioner Kessler mistakenly announced ESD13 would convene into Executive Session at 9:23 p.m. to discuss Item No. 11 of the agenda. No person was excluded from the room or from any part of the discussion of Item No. 11.*

11. Consider, discuss, and take appropriate action on contracting for an Administrative Assistant for ESD13 – Douglas (a) summarized the search for a contracted Administrative Assistant for ESD13, (b) stated an individual from Kingsland, Texas expressed an interest in contracting with ESD13, (c) stated this individual was currently performing administrative services for three ESDs in Central Texas, (d) provided an outline of the individual’s work history and qualifications, and (e ) noted ESD13’s meeting date and time might need to change to allow this individual travel time from and to Kingsland, or the individual possibly could attend ESD13 meetings via the internet.

ESD13 Commissioners requested (a) Douglas contact the individual to further discuss contracting with ESD13 and (b) requested this item agenda be placed on the August agenda.

22. Adjourn – Erickson made a motion to adjourn at 9:57 p.m., Anderson seconded the motion; motion carried.

Respectfully submitted,  
Aaron Anderson, Secretary, TCESD13

By: \_\_\_\_\_  
Diane Moellenberg, ESD13 Contracted Administrative Assistant