

**Travis County Emergency Services District #13 Board of Commissioners**  
**Monthly Meeting Minutes – June 6, 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, June 6, 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, 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); Botello for Elgin Med/Rescue 1, 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 May 2, 2022 Regular Meeting and the May 18, 2022 Special Meeting to Canvass the Election – Erickson made a motion to approved both of the minutes as mailed to ESD13 Commissioners; Anderson 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 May 6, 2022, and ESD13’s investment account as of April 30, 2022. 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 \$190.00, and (b) an invoice from VFIS of Texas for insurance coverage. Additionally, Johnson stated \$50.00 needed to be added to ESD13’s account with Travis County Clerk for posting of meeting notices as Receipt No. 73282 reflects the current balance in ESD13’s account to be \$12.00. Erickson made a motion to pay the amounts presented; Johnson seconded the motion; motion carried. Johnson notified Commissioners that payment made on March 7, 2022 to Travis County has not yet cleared the bank and he would be following up.
- 06) Report of Service Providers
- Report from representatives of Elgin Volunteer Fire Department (EVFD) – Reyna distributed and provided a summary of the EVFD report for May, 2022, noting a breakdown of calls by NFIRS codes has been added. He also discussed the training recently received by volunteers. Erickson inquired about the requested report of McDade VFD calls; Reyna responded he would request this report for next month.
  - Report from representatives of Elgin Med/Rescue 1 – Botello distributed and summarized the first responder report and stated the contract for medical direction is pending with BAT1’s President. He also summarized equipment needed.
  - Report from Elgin Fire Chief – Martinez distributed the Fire Chief’s Report and provided an overview. He also explained the Mini Academy being implemented, noted fire call volume in comparison to Bastrop County ESD2, which has full time fire fighters, and the necessity to use mutual aid especially during the day when EVFD volunteers are usually not available.
  - Report from representatives of Austin/Travis County Emergency Medical Services Systems (ATCEMS) – Moellenberg distributed and ESD13 Commissioners reviewed the April, 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 on drafting Proposed Budget for Twelve Months Ending September 30, 2023 – Erickson and Douglas stated they would work on a draft budget to be distributed at the July meeting.
- 09) Consider, discuss and take appropriate action regarding appointing a committee to investigate the possible acquisition of properties for ESD13 – Anderson stated the Brickston Development is purchasing

additional properties around FM1100 and since this developer had previously stated it would donate property for a station, ESD13 possibly could request the location of the donated property be changed. He also stated he heard development is to start in the next six months. Erickson made a motion this agenda item be tabled to allow further discussion with ESD13's attorney, Douglas seconded the motion, motion carried.

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 and requested this agenda items be postponed till the July meeting.

11) 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 she sent two documents to ESD13's attorney, Erickson and Douglas which reflected possible changes and questions to the sample policies/procedures/bylaws that ESD13's attorney provided to ESD13 to use as examples to follow. She stated a telephone conference was needed to discuss these documents with ESD13's attorney and would coordinate scheduling that conference.

12) 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.

13) Consider and possible action to initiate a search for a person or firm to provide administrative services beginning in August 2022 - Moellenberg stated she was working on an outline of all her duties and responsibilities. Martinez and Botello provided ESD13 Commissioners with names of some administrative assistants from other ESDs that ESD13 could possibly contact.

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

- Cybersecurity Training – Moellenberg stated she received confirmation of Johnson's training and reminded other ESD13 Commissioners to complete the Cybersecurity Training as a report of the training was required to be submitted.
- 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.

15) Discuss and take action on possible agenda items, time and date for next meeting – ESD13 Commissioners requested the 2023 budget be added to the July agenda. Additionally, ESD13 Commissioners agreed the next meeting will be Tuesday July 5, 2022 at Bethlehem Lutheran Church at 7:00 P.M as Monday July 4<sup>th</sup> is a holiday.

16) Other information requiring no action – Moellenberg inquired if any ESD13 Commissioners planned to attend the Travis County Commissioners Court Session on June 7, 2022 at which time an update from all Travis County Emergency Services District Commissioners to the Court was scheduled. No ESD13 Commissioner stated they planned to attend.

17. Adjourn – Johnson made a motion to adjourn at 8.47 p.m., Erickson seconded the motion; motion carried.

Respectfully submitted,  
Aaron Anderson, Secretary, TCESD13

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