

Travis County Emergency Services District #13 Board of Commissioners
Monthly Meeting Minutes – March 7, 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, March 7, 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, Benitez, Commissioner for Bastrop/Travis County Emergency Services District No. 1 (BAT1), and Martinez and Botello, First Responders (FR) for BAT1.
- 02) Recognition of Citizens; General and Agenda Comments - No citizens were present.
- 03) Review and take appropriate action on minutes of the February 7th and February 11th, 2022 Meetings – 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 - Johnson distributed the Treasurer's Report for ESD13's checking account as of February 7, 2022 and ESD13's investment account as of January 31, 2022, noting an increase in monies deposited to ESD13's checking account due to individuals paying property taxes before the January deadline. ESD13 discussed moving additional monies to the Texas Class Investment Account and requested this topic be place on the April agenda. 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 Texas Central Appraisal District in the amount of \$92.98 for 4th quarter 2021 appraisal fees; (b) invoice from Johnson in the amount of \$102.86 for printing and copying for Fiscal Year 2020-2021 and travel expenses to attend the SAFE-D convention; (c) invoice from ESD13's attorney in the amount of \$664.00; (d) documentation for payment to Arnhamn for changing the burn ban signs for a total of \$100.00; (e) documentation from Anderson for travel expenses in the amount of \$87.36 to attend the SAFE-D Convention. Erickson made a motion to pay all amounts due; Anderson seconded the motion; motion carried.
- 06) Report of Service Providers
- Report from representatives of Elgin Volunteer Fire Department (EVFD) – Moellenberg distributed and ESD13 Commissioners reviewed the report provided by Reyna, Volunteer Fire Chief for Elgin VFD. Benitez announced that Martinez is being hired by BAT1 to the paid Fire Chief for BAT1.
 - Report from representatives of BAT1 First Responders - Martinez distributed the First Responders (FR) report and provided an overview noting and explaining the new Box Number Codes. He also stated he and Botello were taking classes from the State Firefighter's & Fire Marshals' Association. Martinez distributed and explained an outline of events related to the vehicle rescue on FM1100 and Wells Rd.
 - Report from representatives of Austin/Travis County Emergency Medical Services Systems (ATCEMS) – Moellenberg distributed and ESD13 Commissioners reviewed the report received from Brotherton, County Executive for Travis County Office of Emergency Management.
 - 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 regarding additional actions needed related to Sales Tax Election for May 7, 2022 – Erickson stated he and Moellenberg are working with a translator regarding a notice that must be filed with Travis County by tomorrow, March 8th. Erickson encouraged ESD13 Commissioners to watch the training video on SAFE-D's website related to sales tax, and stated ballot proofing is on March 14th.
- 09) Consider, discuss and take appropriate action regardig developing policies and procedures for ESD13 – Moellenberg stated ESD13's attorney previous stated ESD13 needed policies and procedures and she attended

a session at the SAFE-D convention that outlined numerous policies and procedures ESDs should have. Erickson made a motion that Moellenberg contact ESD13's attorney and request that he draft policies and procedures for ESD13; Douglas seconded the motion; motion carried.

10) - Consider, discuss and take appropriate action regarding Special Purpose District Report due by April 1, 2022 – Douglas stated she would complete and file this report.

11) Consider, discuss and take appropriate action regarding Cybersecurity Training required by June 15, 2022 – Moellenberg stated at one of the SAFE-D convention sessions Cybersecurity Training required for ESD Commissioners was mentioned, and she found a handout from a prior SAFE-D convention that stated an Attorney General's Opinion had been requested to clarify if appointed ESD Commissioners were required to complete the training. ESD13 Commissioners requested Moellenberg contact ESD13's attorney and obtain additional information.

12) Consider, discuss and take appropriate action regarding review of ESD13's web site - Moellenberg stated she attended the Notices and Other Information: When, What, & How to Publish session at the SAFE-D convention which included what to put on an ESD's website and it was not clear if ESD13 was exempt from some of the requirements since it is considered a Small Taxing Unit. ESD13 Commissioners requested Moellenberg contact ESD13's attorney and request he provide guidance on what ESD13 must post on its website.

13) Consider, discuss and take appropriate action regarding contract with Web Designer Ricky Gray - Moellenberg stated the contract ESD13 has with Ricky Gray, the individual who developed and maintains ESD13's website, will soon be up for renewal. Erickson made a motion Moellenberg contract Gray and request a proposed maintenance agreement be prepared and submitted to ESD13 for consideration; Anderson seconded the motion; motion carried.

14) Consider, discuss and take appropriate action on revising ESD13's Budget for Twelve Months Ending - This item was tabled.

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

- SAFE-D Annual Conference – February 17-19 at Kalahari Convention Center, Round Rock – ESD13 Commissioners confirmed their attendance; Moellenberg reminded Commissioners to register their training on line and, if possible, provide her with a copy.
- BAT1's Assessment & Strategic Plan – No items discussed.
- 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.

16) Discuss and take action on possible agenda items, time and date for next meeting – Anderson stated ESD13 Commissioners should consider hiring a firm to prepare a strategic plan for ESD13 and requested this subject be put on the April agenda. ESD13 Commissioners agreed the next meeting for ESD13 would be April 4th.

17) Other information requiring no action – No information discussed.

18) Adjourn – Erickson made a motion to adjourn at 8:20 p.m.; Anderson seconded the motion; motion carried.

Respectfully submitted,
Aaron Anderson, Secretary, TCESD13

By: 
Diane Moellenberg, ESD13 Contracted Administrative Assistant