

## Travis County Emergency Services District No. 13 Board of Commissioners

### Meeting Minutes - May 6, 2024

1. Call to order and establish a quorum. The Board of Commissioners of Travis County Emergency Services District No. 13 (ESD 13) met for their monthly meeting on Monday, May 6, 2024, at Bethlehem Lutheran Church Fellowship Hall, Lund, Texas. Commissioner Douglas called meeting to order at 7:05 pm and declared a quorum with the following ESD 13 Commissioners attending: Johnson, Lundgren, and Anderson. Emily Erickson, Fire Chief Chris Botello, Assistant Fire Chief Mark Wobus, Debbie & Mike Akard were in attendance.
2. Recognition of Citizens; General and Agenda Comments. None.
3. Review minutes of the April 1, 2024 monthly meeting and take appropriate action. Commissioner Lundgren made the motion to approve the minutes, Commissioner Anderson seconded the motion. The motion passed unanimously.
4. Review Treasurer's Report and take appropriate action. Commissioner Anderson made the motion to approve the Treasurer's Report, Commissioner Lundgren seconded the motion. The motion passed unanimously.
5. Consider, discuss, and take appropriate action regarding outstanding bills. The following bills were presented for payment: VFIS liability insurance renewal (\$2,168) and Montemayor Britton (\$2,500). Commissioner Anderson made the motion to approve the payments, Commissioner Johnson seconded the motion. The motion passed unanimously.
6. Consider, discuss, and take appropriate action regarding BAT1's request for funds to help fund their handheld radio program. Chris Botello presented information about the handheld radio and mobile radio. New fire truck is being outfitted in Lubbock, arriving in two months, same lead time for the radio order. Austin-Travis County is updating their radio system so NBCFR needs to update equipment to be on that new network. Discussion of timeline and coordination for new technology and how best to stay up to date, compatible with Austin-Travis County, and not turn around and have to buy new equipment again soon. May need to consider in our next budget cycle to cover more of the radio equipment. NBCFR is specifically requesting that ESD #13 pay for one handheld radio for \$8,533.70. We will fund it to NBCFR, with check written to BTCESD#1. ESD #13 will not own the radio. Commissioner Lundgren made the motion to approve the payment that will be used to purchase the radio, Commissioner Anderson seconded the motion. The motion passed unanimously.
7. Consider, discuss, and take appropriate action regarding Class account changes. Commissioners discussed the Wells Fargo and Class accounts set-up. Commissioner Douglas is designated to be Executive Account Holder for Wells Fargo.
8. Consider, discuss, and take appropriate action regarding website management. As long as there are no complications or lapses in communications and website activity, we can move from Bluehost to HostGator. Emily can pay by credit card and be reimbursed.

9. Report from Service Providers:

- Report from BAT1 (Bastrop Travis County Emergency Services District #1) First Responders. Chris Botello gave a report for April and shared a printed report. ESD #13 had 3 fire calls and 6 EMS calls. Three new commissioners coming on board soon. Staffing Station 6 in McDade with Fire/EMS personnel (volunteers and staff). Department financial audit is being completed this month.
- Report from Austin-Travis County Emergency Medical Services System. None.
- Report from any Travis County Emergency Services District. None.

10. Report on Travis County Fire Chief Meetings. They meet every other month; next one is later this month.

11. Consider, discuss, and take appropriate action regarding the following items:

- BAT1's Assessment I Strategic Plan. We can have a workshop in the future to include ESD #13.
- ESD13 board appointments. Commissioners shared information about the appointment process including a letter of interest from the candidate and a letter of recommendation from the Board, as well as the onboarding process.
- Audit for year ending 2023. Due June 1. Commissioner Douglas is reviewing a draft for completion.
- Future Agenda Items. Leah will bring a draft budget for discussion. Truth in Taxation. Sending Financial Audit to county and to Ricky for posting.

12. Other information requiring no action.

- Commissioner Anderson spoke with developers of a subdivision located all the way from Carlson Lane to FM 1100. An acre and a half will be dedicated for public service. The city of Elgin is proposing that all big subdivisions include land dedicated to public service. Chris Botello asked if the commissioners would be willing to meet with the city to discuss it.
- Emergency Services Districts Commissioners Counsel, CTECC, delayed start time of 10am. Saturday, May 25, 10 am - 12 pm.

13. Date of next meeting. June 3, 2024

14. Executive Session. None.

15. Adjourn. There being no further business, Commissioner Douglas adjourned meeting at 8:30 pm.

By: Emily Erickson for

Aron Anderson, Secretary

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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 THE AGENDA. ANY ACTION, IF ANY, RESULTING FROM SUCH CONSULTATION WILL BE TAKEN IN OPEN SESSION.