Travis County Emergency Services District No. 13 Board of Commissioners

Meeting Minutes - December 8, 2025

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, December 8, 2025, at Bethlehem Lutheran Church Fellowship Hall, Lund, Texas. Commissioner Douglas called the meeting to order at 7:00 pm and declared a quorum with the following ESD 13 Commissioners attending: Anderson, Johnson, and Lundgren.
2. Recognition of Citizens; General and Agenda Comments. None.
3. Review minutes of the November 3, 2025 monthly meeting and take appropriate action. Commissioner Lundgren made the motion to approve the minutes as presented, Commissioner Johnson 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. Commissioner Lundgren made the motion to approve the following payments: Travis Central Appraisal District ($491.49), Tax Assessor & Collector of Travis County ($2,872.74), VCIF bond for Commissioner Johnson ($240), Emily Erickson ($1,550), and Lisa del Gaudio for notary services ($50). Commissioner Anderson seconded the motion. The motion passed unanimously.
6. Consider, discuss, and take appropriate action on ESD13 officer elections. The commissioners held officer elections. Commissioner Lundgren made the motion to approve the election of Leah Douglas for President, Travis Lundgren for Vice President, Gary Johnson for Treasurer, and Aaron Anderson for Secretary, Commissioner Anderson seconded the motion. The motion passed unanimously. The commissioners signed Forms 2204 (notarized) and 2201.
7. Report from Service Providers:
   - Report from BAT1 First Responders. Chief Botello presented a report covering: call breakdowns, average response times, recent hiring and retirements, training, maintenance and repairs, and community events. 334 total calls: 156 were fire and 178 were EMS. Sixteen were in ESD#13 (8-fire, 8-EMS).
   - Report from Austin-Travis County Emergency Medical Services System. None.
   - Report from any Travis County Emergency Services District. None.
8. Report on Travis County Fire Chief Meetings. Recent meeting included updates on the following: contacts, apparatus, and training in the new year.
9. Consider, discuss, and take appropriate action regarding the following items:
   - BAT1's Assessment I Strategic Plan.
   - Future Agenda Items. Reminder: SAFE-D Conference - January 28-30 in San Antonio
10. Other information requiring no action.
11. Date of next meeting. January 5, 2025
12. Executive Session. None.
13. Adjourn. There being no further business, Commissioner Douglas adjourned the meeting at 7:54 pm.

By: Emily Erickson for Aaron Anderson, Secretary

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.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 13

AGENDA

REGULAR MONTHLY MEETING - 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, January 5, 2026 at 7:00 p.m.** The following agenda items may be considered, and action taken as appropriate:

1. Call to Order
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.
3. Review Minutes of the December 8, 2025 monthly meeting, and take appropriate action.
4. Review Treasurer's Report and take appropriate action.
5. Consider, discuss, and take appropriate action regarding outstanding bills.
6. Approve language for publication of ESD13's address in Elgin Courier.
7. Report from Service Providers:
    - Report from BAT1 First Responders
    - Report from Austin-Travis County Emergency Medical Services System
    - Report from any Travis County Emergency Services District
8. Report on Travis County Fire Chief Meetings
9. Consider, discuss, and take appropriate action regarding the following items:
    - BAT1's Assessment I Strategic Plan for future development
    - Special called meeting for ESD 13 and BTCESD1 commissioners on January 15th at 6:30 pm at Station 1301 in Elgin regarding the topic of consolidation of both ESDs.
    - Future Agenda Items
10. Other information requiring no action
    - SAFE-D / Texas Division of Emergency Management Report
    - Special Purpose District Report due on April 1.
    - 2026 SAFE-D Annual Conference scheduled for January 28-30
    - Commissioner Douglas's and Johnson's reappointment requests
11. Date of next meeting – February 2026
12. Executive Session – if needed
13. Adjourn

By: Emily Erickson for

Leah Douglas, President

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