

TRAVIS COUNTY EMERGENCY SERVICE DISTRICT #4
MINUTES OF THE REGULAR CALLED MEETING
February 20, 2018

APPROVED
Rita Tegmiser

The regular called meeting of the Travis County Emergency Service District #4 Board of Fire Commissioners was held on Tuesday, February 20, 2018 at Station 404, located at 3400 Andtree, Austin, TX at 6:30 pm. The President being in the chair and a quorum present, the meeting was called to order at 6:35 pm.

Present: Commissioners Torgrimson, Williams, Alexander, Wills and Anderson.

Not present:

Visitors: Chief Bailey, Michelle McRae,

1. Open meeting.

Commissioner Torgrimson opened the meeting at 6:35 pm.

2. Citizen's communication.

None.

3. Consider and take appropriate action on designating a Tax Payer Representative for the 2018 Contract Coordinating Committee.

David Bailey informed the commissioners that Sheri Teepen has agreed to be the Tax Payer Representative for the 2018 Contract Coordinating Committee. After discussion Commissioner Alexander suggesting that possible alternate to attend the meetings be discussed at a later date. Commissioner Alexander made a motion to designate Sherri Teepen as the Tax Payer Representative for the 2018 Contract Coordinating Committee. Commissioner Wills seconded the motion. Motion was passed unanimously by a show of hands among those present.

4. Consider and take appropriate action on the minutes of the Regular meeting on December 13, 2017 and the Special called meeting on December 20, 2017.

After review of the minutes of the Regular meeting of December 13, 2017, and the special called meeting of December 20, 2017, Commissioner Williams made a motion to accept the minutes of both December 13th and December 20th as written. Commissioner Wills seconded the motion and the motion was passed by a show of hands, with Commissioner Alexander abstaining the December 13th minutes and Commissioner Alexander abstaining.

5. Consider and take appropriate action on the December 2017 treasurer's report and the January 2018 treasurer's report, which may include other reports.

Michelle McRae presented to the commissioners the December 2017 treasurer's report, the expenditures over \$2000 report, cash flow report, and others. After review and discussion, Commissioner Williams made a motion to accept the December 2017 treasurer's report, including the expenditures over \$2000 report, and the line item expenditures as reflected in the report, and other reports. Commissioner Wills seconded to motion and the motion was passed unanimously by a show of hands among those present.

Michelle McRae presented to the commissioners the January 2018 treasurer's report, the expenditures over \$2000 report, cash flow report, and others. After review and discussion, Commissioner Wills made a motion to accept the January 2018 treasurer's report, including the expenditures over \$2000 report, and the line item expenditures as reflected in the report, and other reports. Commissioner Alexander seconded to motion and the motion was passed unanimously by a show of hands among those present.

6. Consider and take appropriate action on budget amendments.

After discussion and review of the budget amendments Commissioner Alexander made a motion to accept the budget amendments as presented. Commissioner Wills seconded the motion. Motion was passed unanimously by a show of hands among those present.

7. Consider and take appropriate action on the sale of Station 404 located at 3400 Andtree, Austin.

David Bailey reviewed with the Commissioners the financial overview for Station 404, what was been paid out and the balance of the loan and the different options for selling the property. Chapter 775 gives the commissioners three methods to sell real property: 1. Hold an auction, 2. Use a sealed Bid process and 3. Hire a broker.

After discussion Commissioner Alexander made a motion to authorize the sale of Station 404 located at 3400 Andtree, Austin, TX. Commissioner Williams seconded the motion. Motion was passed unanimously by a show of hands among those present.

Commissioner Alexander made a motion to authorize David Bailey to sell Station 404 by hiring a real estate broker but that the brokerage fee is not to exceed 6%. Commissioner Williams seconded the motion. Motion was passed unanimously by a show of hands among those present.

Commissioner Wills made a motion to set the asking price for Station 404 be no less than \$425,000. Commissioner Alexander seconded the motion. Motion was passed unanimously by a show of hands among those present.

8. Consider and take appropriate action on amending the Commissioner By-Laws (procedure and check signing).

After review of the proposed changes to the Commissioner By-Laws, specifically page 10, number 6 in regards to Disbursements to read as follows:

1. All disbursements shall be by check, draft, ACH or other instruments.
2. Signed or Electronic approval for all disbursements will be done by the District Administrator or by at least one Board member prior to the disbursement.
3. All disbursements made by check will require the physical signature of any two Board members.
4. Disbursements will only be made for itemized invoices applicable to encumbered funds approved by the Board.

Commissioner Anderson made a motion to accept the proposed changes as written to the Commissioner By-laws. Commissioner Alexander seconded the motion. Motion was passed unanimously by a show of hands among those present.

8. Discussion and possible action on the District Administrator's report to include updates on the AFD contract, Transition of the District Office, and other administrative topics.

David Bailey reviewed with the Commissioners the operations of the ESD 4 territory and the call volume from November-February from Stations 48 and 47. The brush removal program is still unresolved. The Web site redesign is working with the outdoor burning notification up and running. There have been no AFD issues with the stations and the new District Office is up and running at Station 48 located at 14312 Hunters Bend Rd. The COA/AFD invoice was reviewed in detail with the Commissioners. There will be an AFD/ESD4 Contract Committee Meet-n-Great March 16th. The Sales Tax monitoring report was reviewed.

9. Executive Session.

NONE

10. Any other matters that may come before the Board.


None.

11. Adjournment.

Commissioner Alexander made a motion to adjourn the meeting. Commissioner Williams seconded the motion and the motion was passed unanimously by a show of hands. Meeting adjourned at 9:03 pm.

Next meeting is scheduled for March 20, 2018 at Station 404, 3400 Andtree.

MONTHLY REPORT FOR FEBRUARY 20TH, 2018 BOARD MEETING

To:	Travis County Emergency Service District 4.	
From:	District Administrator	Professional Civic Services, LLC

1) Current AFD Service-Contract Update:

I. Operations: 1) No known problems.

ESD 4 Territory Performance					
	November	December	January	Feb (1-19)	Total
# of Incidents	131	161	142	98	532
# of Runs	192	222	215	119	748
Call Break Down					
Fire	9	8	7	5	29
Hazmat	1	8	7	1	17
Medical	98	124	99	72	393
Rescue	2	3	1	1	7
Other	21	18	28	19	86
	131	161	142	98	532
90th percentile	08:38	10:01	10:07	09:51	09:39
Emergency incs	93	110	106	65	374

Unit Break Down and Performance November -Feb. 19, 2018			
	ENG	ENG	Total
	47	48	
Total # of Runs	51	322	373
# runs into COA	29	21	50
# runs into ESD4	19	225	244
# runs into other RAPs	3	76	81

II. Prevention: 1) Brush removal program still unresolved.

III. Community Communication / Outreach:

- Outdoor Burning notification up and running.
- Web site redesign. Contact Forms re working.
- 15 emails/calls messages over 25 days

IV. Fire Station condition: No AFD issues. New D.O. up and running at 48.

V. Financial: First quarterly COA payment arrived- discussion/ explanation.

Contract Coordinating Comt. Meet-n-Greet: March 16. Teepen, Torgrimson , Bailey & ?

2) Transtion activities

District Office: 1) New mailing address is 14312 Hunter's Bend Rd.

***Sale of Station 404** - formal motion and direction needed.

3) Strategic Decisions

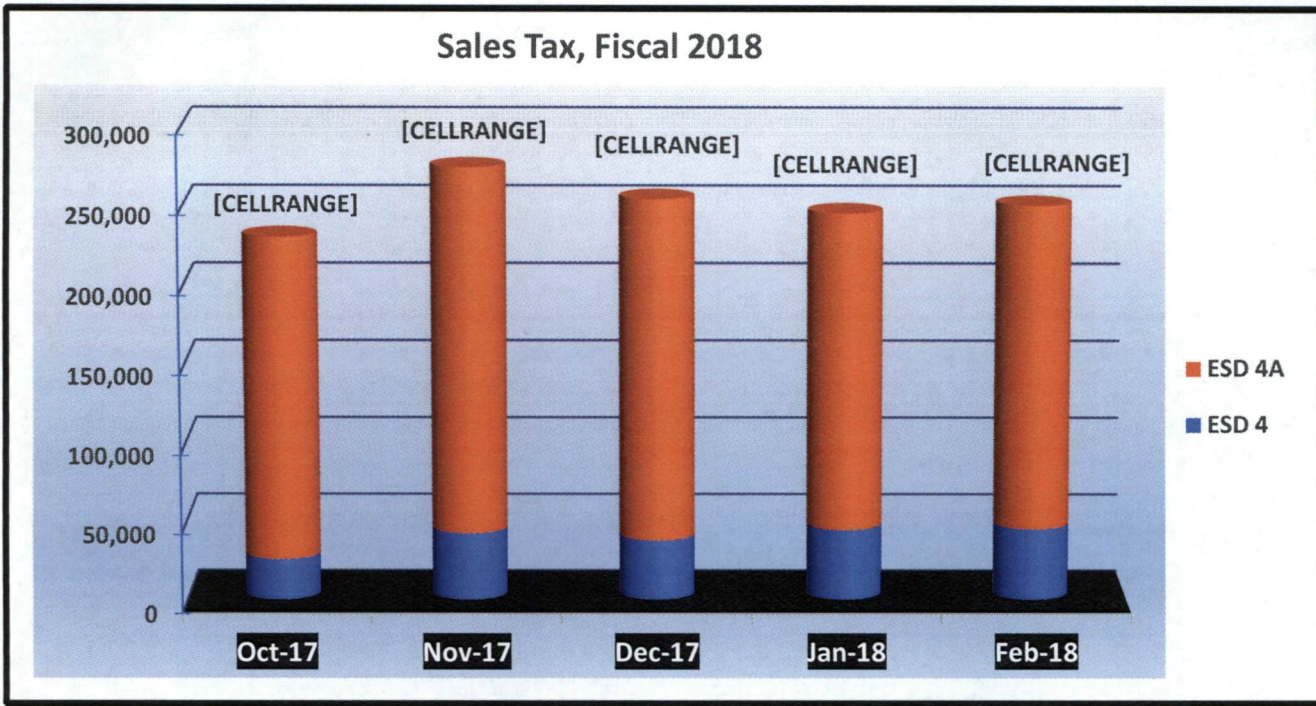
***Medical Direction?** Support of a County- Centric medical director option?

* How to proceed with the **Wildfire Brush Removal** program.

4) Next 60 days

February- ISO Department Review continues.	
Feb. 20 th , ESD 4 Board monthly meeting	Announce, Advertise Station 404 is up for sale. (Four known, interested, potential buyers)
Feb. 22- 24 SAFE-D conference in Galveston.	March 16 th Contract CC meet-n-greet
Feb. 27 th - TC Commissioner Court Meeting to decision Medical Direction.	April Contract Committee Meetings.

5) Sales tax Monitoring



New Business Permits- Fiscal 2018

	Issued October - January, 2018	February 2018	totals
West of Mopac , collecting 1 cent	4	2	6
East of Mopac, collecting 2 cents	12		12