



APPROVED

Peter Torgriksen

TRAVIS COUNTY EMERGENCY SERVICE DISTRICT #4
MINUTES OF THE REGULAR CALLED MEETING
March 28, 2018

The regular called meeting of the Travis County Emergency Service District #4 Board of Fire Commissioners was held on Wednesday, March 28, 2018 at 3400 Andtree Drive, 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 Wills, Williams and Torgriksen

Not present: Commissioners Alexander and Anderson

Visitors: Chief Bailey, Michelle McRae,

1. Open meeting.

Commissioner Torgriksen opened the meeting at 6:35 pm.

2. Citizen's communication.

None

3. Consider and take appropriate action on the minutes of the Regular meeting on February 20, 2018.

After review of the minutes of the Regular meeting of February 20, 2018, Commissioner Wills made a motion to accept the minutes as written, Commissioner Williams seconded the motion and the motion was passed unanimously by a show of hands among those present.

4. Consider and take appropriate action on the February treasurer's report, which may include other reports.

Michelle McRae presented to the commissioners the February 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 February 2018 treasurer's report, including the expenditures over \$2000 report, and the line item expenditures as reflected in the report, and other reports. Commissioner Williams seconded to motion and the motion was passed unanimously by a show of hands among those present.

5. Consider and take appropriate action regarding the adoption of the revised Investment Policy to include designation of authorized users.

David Bailey presented the commissioners the Investment Policy with the recommended changes that are compliant with the State of Texas. After review and discussion Commissioner Wills made a motion to adopt revisions of the Investment Policy. Commissioner Williams seconded the motion and the motion was passed unanimously by a show of hands among those present.

After discussion Commissioner Wills made a motion to appoint Peter Torgrimson as the Investment Coordinator. Commissioner Williamson seconded the motion and the motion was passed unanimously by a show of hands among those present.

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

After discussion Commissioner Wills made a motion to change Number 6 item 3 to read "All disbursements shall be by check, draft or other instrument signed by the Treasurer or Assistant Treasurer, and countersigned by the President or Vice-President." After discussion Commissioner Williams made a motion to accept the changes to the By-Laws. Commissioner Wills seconded the motion and the 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.

After discussing the three offers for the sale of Station 404 Commissioner Wills made a motion to accept the City of Austin EMS' offer to purchase Station 404 located at 3400 Andtree Drive for \$425,000. Commissioner Williams seconded the motion and the 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 the monthly reports with the Commissioners, (see attachment), no actions were taken.

9. Executive Session.

NONE


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

None.

11. Adjournment.

Commissioner Williams made a motion to adjourn the meeting. Commissioner Wills seconded the motion and the motion was passed unanimously by a show of hands. Meeting adjourned at 8:22 pm.

Next meeting is scheduled for April 17, 2018 at 3400 Andtree.

MONTHLY REPORT FOR MARCH 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: No known problems.

II. Prevention:

III. Community Communication / Outreach:

34 phone calls/ emails.

6 requests for the Brush Trailer

16 Outdoor Burning notifications.

IV. Fire Station condition: AC maintenance at Sta. 48, access issue.

V. Financial: 2nd Quarter invoice expected early April.

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

2) Transition activities

ISO rating upgrade? Expecting a new rating in April. New letter on the web site for insurance agents.

Sale of Station 404 – Three offers, EMS the strongest candidate.

3) Strategic Decisions

- 1) Using the Investment Policy.
- 2) Items to assess via the Contract Coordinating Committee:
 - a. Response Data, Standards of Coverage.
 - b. **Wildfire Brush Removal** program.
 - c. Annexations
 - d. Utilization: County versus City.

4) Next 60 days

March 16, ESD CC.	April 13 th , CCC meeting with AFD – need budget forecast.
Mar. 20 th - TC Commissioner Court Meeting to decision Medical Direction.	April 27 th ? Second meeting with CCC
April - ISO Department Review.	

5) Sales tax Monitoring

