

TRAVIS COUNTY EMERGENCY SERVICE DISTRICT #4
MINUTES OF THE REGULAR CALLED MEETING
April 17, 2018

APPROVED
Debra Torgrimson

The regular called meeting of the Travis County Emergency Service District #4 Board of Fire Commissioners was held on Tuesday, April 17, 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 6:41 pm.

Present: Commissioners Torgrimson, Alexander and Anderson.

Not present: Commissioners Wills and Williams

Visitors: Chief Bailey, Michelle McRae,

1. Open meeting.

Commissioner Torgrimson opened the meeting at 6:41pm.

2. Citizen's communication.

None

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

The minutes were not approved due to the Commissioners that were in attendance for the February 20th meeting were not in attendance at the April 17th meeting. No action taken.

4. Consider and take appropriate action on the February 2018 treasurer's report which may include other reports.

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

5. Consider and take appropriate action regarding on the sale of Station 404 located at 3400 Andtree

David Bailey presented to the commissioners the status on the sale of Station 404 to the City of Austin EMS was still going forward but it could take up to 6 months before the sale was completed. David Bailey responded to the City of Austin's offer to purchase that there would need to be a monthly occupancy fee of \$5,000. We are waiting for a reply to our counterproposal. Separate from the offer to purchase, the City of Austin EMS responded that they would reimburse ESD #4 the utility cost effective April 1, 2018. No action was taken.

6. Consider and take appropriate action regarding the annual Contract Coordinating Committee meetings.

David Bailey reviewed with the commissioners regarding the meeting with AFD on the annual fee for the contract of services for Fiscal Year 2019. The finances that were presented were agreeable for all that were present. The Brush pick-up program that ESD #4 had implemented before the Contract of Services with AFD was brought up with a request that it be re-established by AFD. AFD was been working on getting a program working but is still waiting for additional funds.

7. 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 report with the Commissioners, (see attachment).

Under Strategic Decisions- David Bailey and Commissioner Torgrimson reviewed with the commissioners that they would like to use TexPool as the Investment Pool for ESD #4. Commissioner Alexander made a motion to approve the Investment Coordinator, Peter Torgrimson to set up an account with TexPool with two sub-accounts: One for Operations and one for Reserve.

Commissioner Alexander seconded the motion and the motion was passed unanimously by a show of hands among those present.

8. Executive Session.

NONE

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


NONE.

10. Adjournment.

Commissioner Alexander made a motion to adjourn the meeting. Commissioner Anderson seconded the motion and the motion was passed unanimously by a show of hands. Meeting adjourned at 8:11pm.

Next meeting is scheduled for May15th at Station 404.

MONTHLY REPORT FOR APRIL 17TH 2018 BOARD MEETING

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

1) CURRENT AFD SERVICE-CONTRACT UPDATE:

Average* Response Time by Area						
	Austin Colony	Springdale	McNeil	Spicewood. Sp	City Park Rd.	Total
Response Times Pre-Contract	11:53	11:00	13:49	14:28	11:29	12:16
Response Times Post-Contract Nov.- Apr, 2018	09:55	10:01	09:07	10:08	09:04	09:55
Ave = 90 th percentile, Code 3 responses. Source: AFD Planning & Research						

I. Operations: No known problems.

Unit Utilization November - April, 2018			
	ENG 47	ENG 48	Total
Total # of Runs	81	436	517

II. Prevention: Several referrals to TC

III. Community Communication / Outreach:

20 phone calls/ 8 emails / 13 webforms.

1 request for the Brush Trailer

12 Outdoor Burning notifications.

IV. Fire Station condition: No Issues.

V. Financial: 2nd Quarter invoice to be paid this week.

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 - Counter Offer to COA EMS; monthly expenses.

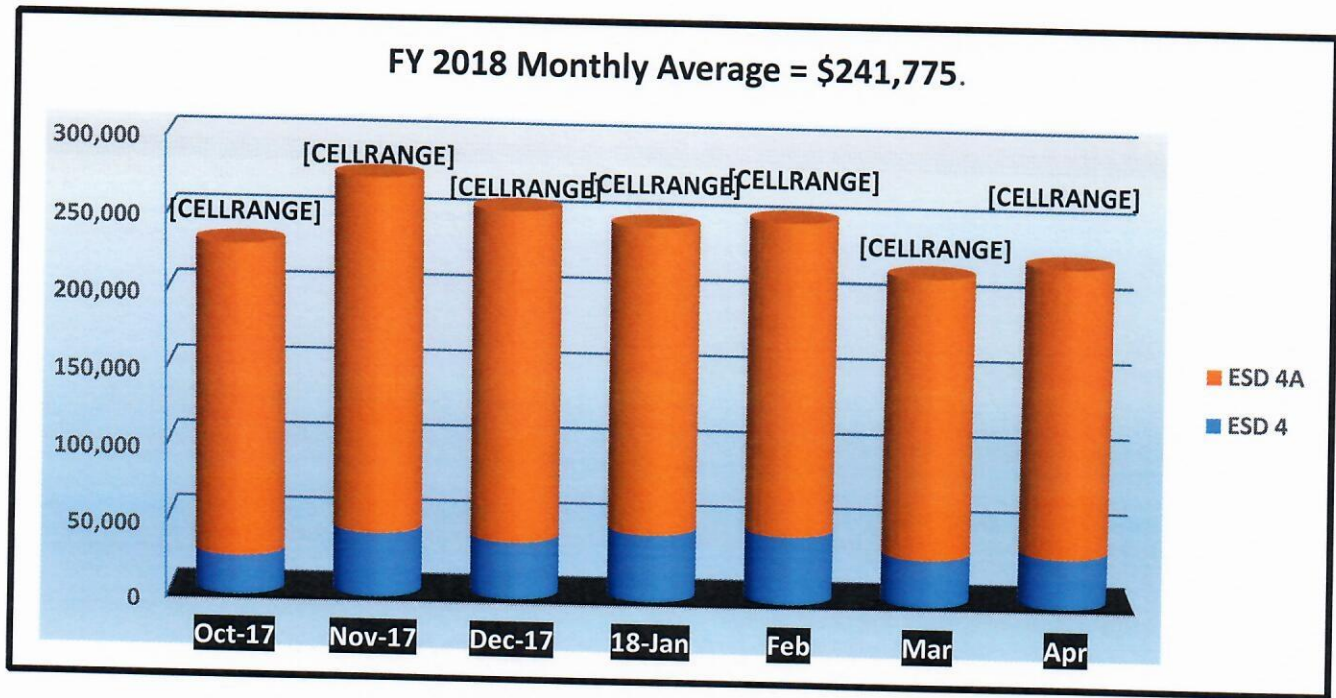
3) STRATEGIC DECISIONS

- 1) Recommendation from the Investment Coordinator to use an Investment Pool as our Primary cash management tool.
- 2) Recommendation to discuss and approve the Amended Financial Policy.
- 3) Items to assess via the Contract Coordinating Committee:
 - a. **Wildfire Brush Removal** / Prevention programs.

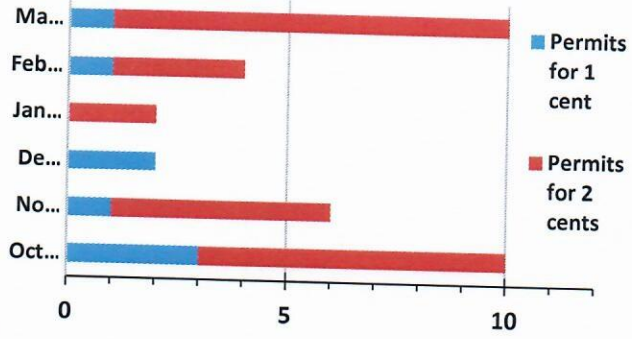
4) NEXT 60 DAYS

April 27 th Next CCC meeting.	Approval of 404 sell to COA. Council Approval?
May	

5) SALES TAX MONITORING



**New Sales Tax Permits Issued By Month
34 YTD**



**New Sales Tax Permits Location,
FY2018**

