

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



APPROVED

*Peter Torgrimson*

The regular called meeting of the Travis County Emergency Service District #4 Board of Fire Commissioners was held on Tuesday August 28, 2018 at the University Hills Branch Library located at 4721 Loyola Lane, Austin, TX at 6:30 pm. The President being in the chair and a quorum present, the meeting was called to order a 6:45 pm.

Present: Commissioners Alexander, Anderson and Torgrimson

Not present: Commissioner Wills and Clark.

Visitors: Chief Bailey, Michelle McRae.

1. Open meeting.

Commissioner Torgrimson opened the meeting at 6:45 pm.

2. Citizen's communication.

None

3. Consider and take appropriate action on the minutes of the Regular meeting on July 10, 2018, the minutes of the August 20, 2018 1<sup>st</sup> Tax Rate meeting and the special called meeting, and the minutes of the August 23, 2018 2<sup>nd</sup> Tax Rate meeting and the special called meeting.

After review of the minutes of the Regular meeting of July 10, 2018, Commissioner Alexander made a motion to accept the minutes as written. Commissioner Anderson seconded the motion and the motion was passed unanimously by a show of hands among those present.

After review of the minutes of the 1<sup>st</sup> Tax Rate meeting of August 20, 2018, Commissioner Anderson made a motion to accept the minutes as written. Commissioner Alexander seconded the motion and the motion was passed unanimously by a show of hands among those present.

After review of the minutes of the Special called meeting of August 20, 2018, Commissioner Alexander made a motion to accept the minutes as written. Commissioner Anderson seconded the motion and the motion was passed unanimously by a show of hands among those present.

After review of the minutes of the 2<sup>nd</sup> Tax Rate meeting of August 23, 2018, Commissioner Anderson made a motion to accept the minutes as written. Commissioner Alexander seconded the motion and the motion was passed unanimously by a show of hands among those present.

After review of the minutes of the Special called meeting of August 23, 2018, Commissioner Alexander made a motion to accept the minutes as written. Commissioner Anderson 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 June 2018 treasurer's report which may include other reports.

Michelle McRae presented to the commissioners the July 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 July 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 the motion and the motion was passed unanimously by a show of hands among those present.

5. Consider and take appropriate action regarding the TexPool Investment account.

Commissioner Torgrimson reviewed the Investment Summary Report with the commissioners and reported a 2.1642% interest rate and stated that our interest rate has increased considerably. No action was taken.

6. Consider and take appropriate action on the approval of the Letter of Intent from Medack & Oltmann, LLP for the FY18 Audit.

After reviewing the Letter of Intent from Medack & Oltmann, LLP for the FY18 audit, Commissioner Anderson made a motion to retain Medack & Oltmann, LLP for the audit per the letter of intent, not to exceed \$6,900. Commissioner Alexander seconded the motion and the motion was passed unanimously by a show of hands among those present.

7. Consider and take appropriate action regarding a contract with Logan Consulting.

David Bailey reviewed with the commissioners the contract with Logan Consulting that included the requested changes. Commissioner Alexander made a motion to enter into a contract between Travis County ESD #4 and Logan consulting. Commissioner Anderson seconded the motion and the motion was passed unanimously by a show of hands among those present.

8. Consider and take appropriate action concerning awards and honorariums.

Commissioner Alexander discussed the need to draft a policy that would recognize those who have served the District. Commissioner Alexander made a motion that the Board President appoint a committee to draft a recommended policy whereby ESD#4 can recognize service to the District with appropriate awards. Commissioner Anderson seconded the motion and the motion was passed unanimously by a show of hands among those present.

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

David Bailey reviewed with the commissioners the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarters of the First Responder Fractile Report from the AFD Planning and Research department.

The community outreach postcard that was mailed regarding the new ISO rate has resulted in emails requesting more information and Billy Webb is responding to all of the emails with the requested additional information.

There is continuous communication with Central Health that would like to use the property adjacent to the Station located at 14312 Hunters Bend in Austin's Colony for the purpose of a Mobiel Health clinic. There are several options to consider and David Bailey has been consulting with district attorney Doug Young with those options and will come back with recommendations at the next meeting.

10. Executive Session.

NONE

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

NONE.


10. Adjournment.

Commissioner Torgrimson declared that the agenda has been completed and adjourned the meeting at 8:11 pm.

Next meeting is scheduled for September 18, 2018



## MONTHLY REPORT FOR AUGUST 28TH, 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. See handout re First Responder service.

**II. Prevention:** No known problems.

**III. Community Communication / Outreach:**

5000 ISO post cards mailed 7/31/18

~1 per day of emails and web forms regarding ISO.

16 members on the HOA – Neighborhood group list.

**IV. Fire Station condition:**

Request by Central Health to use Station 48 for mobile health clinic / parking.

Meetings with Central Health, Austin Fire Dept., Southwest Water Company, Legal

**V. Financial:**

Revenues remain sufficient, no unexpected expenses.

Still expect to recoup four months usage fees from Austin TC EMS totaling \$10,000.

### 2) TRANSITION ACTIVITIES

**Sale of Sta. 404** – Closed on July 31, 2018. \$215,969 deposited after payoff.

### 3) STRATEGIC DECISIONS

Renewal of Austin Fire Contract Effective October 1<sup>st</sup>.

Hiring of new Finance Manager Effective October 1<sup>st</sup>, 2018.

### 4) SALES TAX MONITORING

3 of the last 4 months have exceeded \$300k in revenue.

302,819	297,505	302,682	338,248
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