

TRAVIS COUNTY EMERGENCY SERVICE DISTRICT #4
MINUTES OF THE REGULAR CALLED MEETING
September 18, 2018



APPROVED

The regular called meeting of the Travis County Emergency Service District #4 Board of Fire Commissioners was held on Tuesday, September 18, 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 6:38 pm.

Present: Commissioners Torgrimson, Clark and Anderson

Not present: Commissioner Wills and Alexander

Visitors: Michelle McRae and Mitzi Logan.

1. Open meeting.

Commissioner Torgrimson opened the meeting at 6:38 pm.

2. Citizen's communication.

None

3. Consider and take appropriate action on the minutes of the August 28, 2018 vote on the tax rate meeting and the minutes of the August 28, 2018 regular meeting.

After review of the minutes of the Vote on the Tax Rate meeting of August 28, 2018, Commissioner Anderson made a motion to accept the minutes as corrected. Commissioner Clark seconded the motion and the motion was passed unanimously by a show of hands among those present.

After review of the minutes of the regular meeting of August 28, 2018, Commissioner Anderson made a motion to accept the minutes as corrected. Commissioner Clark 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 August 2018 treasurer's report which may include other reports.

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

5. Consider and take appropriate action on the FY18 Budget Amendments

Michelle McRae presented to the commissioners the Budget Amendments for the FY18 budget for their approval.

After review and discussion, Commissioner Anderson made a motion to accept the budget amendments for the FY18 budget. Commissioner Clark seconded the motion and the motion was passed unanimously by a show of hands among those present.

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

Commissioner Torgrimson reviewed the TexPool Investment Summary Report with the other commissioners. No action was taken.

7. Consider and take appropriate action on the annual renewal of the District's Insurance with VFIS.

Danny Kerecman from VFIS was present to answer any questions the commissioners might have regarding the insurance coverage for the annual renewal for Travis County ESD #4.

After discussion of the insurance coverage with VFIS for Travis County ESD #4, Commissioner Anderson made a motion to accept the insurance renewal for FY19. Commissioner Clark 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, District Office updates, and other administrative topics.

In David Bailey's absence, Michelle McRae reviewed the District Administrators report with the following topics:

- The AFD Quarter 4 invoice has been received and paid, all obligations with AFD have been met for FY18.
- The AT&T bill and the Toshiba accounts have been cancelled.
- All the utilities for the property at 3400 Andtree (Station 404) have been transferred to the City of Austin.
- There was discussion concerning the Central Health locating a mobile health clinic using the ESD #4 property adjacent to Station 48 on Hunters Bend. The commissioners reviewed the draft contract and would like to table any further discussion until the whole board is in attendance.
- There will be a coordinating committee meeting with AFD to finalize the contract for services budget on September 21st.
- October 1st-Mitzi Logan with Logan Consulting will begin administrative services for ESD #4.
- David Bailey will be re-writing the Communication Manager's job as a contract for service instead of employment status for Billy Webb.

9. Executive Session.

NONE


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

NONE.

11. Adjournment.

Commissioner Torgrimson declared that the agenda has been completed and adjourned the meeting at 8:15 pm.

Next meeting is scheduled for October 30, 2018.

MONTHLY REPORT FOR SEPT. 18TH, 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:** Nothing to report.
- III. Community Communication / Outreach:** past 30 days-
5 emails/ 9 webform questions / 9 phone calls.
5 Outdoor Burning notifications from the recent rains.
- IV. Fire Station condition:** Ground Lease agreement with Central Health
- V. Financial:** **Requested and received the Q4 FY17 AFD invoice. Enables year end close out.**

2) TRANSTION / STREAMLINING ACTIVITIES

- Eliminated the last ATT cell phone account.**
- Eliminated the monthly service contract for copier maintenance.**
- Transferred the last utilities account from Andtree property to COA.**

3) STRATEGIC DECISIONS

Enter into a two- year lease agreement with Central Health? Lease / rent amount?

4) NEXT 60 DAYS

Sept 21, - Coordinating Comm meeting with AFD to finalize budget numbers.	Sept. - re-writing Communication Manager's job as Contracted not employed.
October - bringing MLogan on board.	

5) SALES TAX MONITORING

