

Travis County Emergency
Service District 4.



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**TRAVIS COUNTY EMERGENCY SERVICE DISTRICT #4
MINUTES OF THE REGULAR CALLED MEETING**

October 15, 2019

The regular called meeting of the Board of Fire Commissioners of Travis County Emergency Service District #4 was held on Tuesday, September 17, 2019 at 6:30 p.m. at the University Hills Branch Library located at 4721 Loyola Lane, Austin, TX. Commissioner Torgrimson being in the chair and a quorum present, the meeting was called to order at 6:37 pm

Present: Commissioners Torgrimson, Anderson, Alexander and Commissioner Clark
Commissioner Wills arrived at 6:45 pm

District Contractors: M. Logan

1. Open meeting: Commissioner Torgrimson called the meeting to order at 6:37 pm
2. Public Comments: None
3. Consider and take appropriate action on the minutes of the September 5, 2019 Special Tax Rate Hearing and the September 17, 2019 Regular Meeting: Commissioner Alexander made the motion to accept the minutes of September 5, 2019 tax Rate Hearing meeting and was seconded by Commissioner Anderson. The motion passed unanimously by a show of hands among those present. Commissioner Anderson made the motion to accept the minutes of the September 17, 2019 regular meeting with the change to Item #5 by removing the word "other" and was seconded by Commissioner Clark. The motion passed unanimously by a show of hands among those present.
4. Consider and take appropriate action on the September 2019 treasurer's report, which may include other reports: Ms. Logan presented to the commissioners the September 2019 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 September 2019 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.



Commissioner Wills arrives at 6:45 pm

5. [Update on the TexPool Investment report:](#) Ms. Logan reviewed the TexPool Investment Summary Report with the commissioners. No questions were asked.
6. [Update on the telephone system:](#) Ms. Logan stated that she is working with Captain Beals to upgrade and change the telephone system and the project will be completed by the November meeting.
7. [Update on scanning project with possible vendor selection:](#) Commissioner Alexander made the motion to allow Ms. Logan to procure DocuScan for the project and take point. Commissioner Clark seconded and the motion passed unanimously by a show of hands among those present.
8. [Update on Senate Bill 2\(SB2\) requirements:](#) Ms. Logan stated that there were several items that needed to be added to the web site and she will work with David Bailey and Billy Webb to ensure compliance. Commissioner Clark made the motion to add a General Ledger line item to the Profit and Loss statement for SB2 to capture all costs and was seconded by Commissioner Alexander. The motion passed unanimously by a show of hands among those present.
9. [Consider and take appropriate actions on the District Administrator's report to include updates on the AFD contract for services, District Office updates and other administrative topics:](#) David Bailey was not in attendance so Ms. Logan gave a brief report on Station 47 paving project. Commissioner Anderson made the motion to allow David Bailey to procure KSA Engineering to provide a site plan and was seconded by Commissioner Wills. The motion passed unanimously by a show of hands among those present.
10. [Executive Session:](#) None
11. [Adjournment:](#) Commissioner Torgrimson declared that the agenda had been completed and adjourned the meeting at 7:24 pm

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Next meeting is scheduled for November 19, 2019

Approved by:

Peter Torgerson

Attest:

Aliah Smith Park