

Travis County Emergency  
Service District 4.



14312 Hunters Bend Dr.  
Austin, Texas 78723  
Office (512) 836-7566,  
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[www.esd4.org](http://www.esd4.org)

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

**November 19, 2019**

The regular called meeting of the Board of Fire Commissioners of Travis County Emergency Service District #4 was held on Tuesday, November 19, 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 6:35 pm

**Present:** Commissioners Torgrimson, Anderson, Alexander and Clark  
Commissioner Wills arrived at 6:55 pm

**District Contractors:** M. Logan and David Bailey

**Guest:** Eric Opiela

1. Open meeting: Commissioner Torgrimson called the meeting to order at 6:35 pm
2. Public Comments: None
3. Consider and take appropriate action on the minutes of the October 15, 2019 Regular Meeting: Commissioner Clark made the motion to accept the minutes of October 15, 2019 regular and was seconded by Commissioner Anderson. The motion passed unanimously by a show of hands among those present.
4. Consider and take appropriate action on the October 2019 treasurer's report, which may include other reports: Ms. Logan presented to the commissioners the October 2019 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 October 2019 treasurer's report, including the expenditures over \$2000 report, and the line item expenditures as reflected in the report, and other reports. Commissioner Alexander seconded the motion and the motion was passed unanimously by a show of hands among those present.



5. Update on the TexPool Investment report: Ms. Logan reviewed the TexPool Investment Summary Report with the commissioners. It was decided that the report would be a rolling 12 months to show how the funds were doing the previous year. Ms. Logan stated she would update for the next meeting.
6. Update on the SAFE-D dates, registration and note: Ms. Logan stated the conference is scheduled for February 20-22. Moody Gardens is sold out but there are other area hotels available. All commissioners need to self-register and provide copy of invoice for either reimbursement or to pay SAFE-D directly.
7. Update on Senate Bill 2(SB2) Project: 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 by the January 1, 2020 deadline.
8. Update on Audit FY2019: Ms. Logan stated that the audit is scheduled for December 9, 2019 and she will meet with the CPA at the ESD office at Station 48 in order to complete all open items. The CPA expects to be completed by the January 2020 deadline.
9. Meeting Schedule Calendar 2020: Ms. Logan stated that she secured the meeting room at University Hills Library the third Tuesday of each month at 6:30. She encouraged each commissioner to mark their calendar.  
  
Commissioner Wills arrives at 6:55 pm
10. 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: See attached report.
11. Executive Session: None
12. Adjournment: Commissioner Torgrimson declared that the agenda had been completed and adjourned the meeting at 7:27 pm



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Next meeting is scheduled for December 17, 2019

Approved by:

Peter Tolgerson

Attest:


[Signature]

**Travis County ESD #4**  
**Check Detail**  
November 2019

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check	ACH	11/14/2019	Professional Civic ...	Inv 1914	1000 Wells Fargo 3577	-660.00	-660.00
TOTAL					5925 Administrative Serv...	-660.00	660.00
Check	ACH	11/14/2019	Professional Civic ...	Inv 1916	1000 Wells Fargo 3577	-870.00	-870.00
TOTAL					5925 Administrative Serv...	-870.00	870.00
Check	ACH	11/14/2019	Professional Civic ...	Inv 1917	1000 Wells Fargo 3577	-360.00	-360.00
TOTAL					5907 SB2 Expenses	-360.00	360.00
Check	47053	11/19/2019	Logan Consulting	Inv 19-11	1000 Wells Fargo 3577	-1,750.00	-1,750.00
TOTAL					5925 Administrative Serv...	-1,750.00	1,750.00
Check	47054	11/19/2019	William D. Webb	Inv 13	1000 Wells Fargo 3577	-1,800.00	-1,800.00
TOTAL					5925 Administrative Serv...	-1,800.00	1,800.00
Check	47055	11/19/2019	Accessline Commu...	100-415-474 account	1000 Wells Fargo 3577	-24.48	-24.48
TOTAL					5801 Utilities	-24.48	24.48



# MONTHLY REPORT FOR NOV. 19TH, 2019 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 annual Performance report.

**II. Prevention:** Austin's Colony Community Center Cert. of Occupancy;  
Community Health Modular Clinic- opening on Jan. 11<sup>th</sup>, 2020.

**III. Community Communication / Outreach:** 14 phone calls, 25 web forms, 4 emails.  
New Website Reporting Requirements (back).

### IV. Fire Station condition updates

- ✓ Station 47 Generator is complete. Acceptance tested 11/19/19.
- Station 48 Generator scheduled for Nov. / Dec. 2019.
- ✓ Parking improvements at Sta. 48 complete.
- Civil Engineer to submit site plan correction to initiate parking improvement.
  - KSA Engineering, Grayson Cox, (\$4,490.00)
  - Lot clearing, brush removal (\$500)

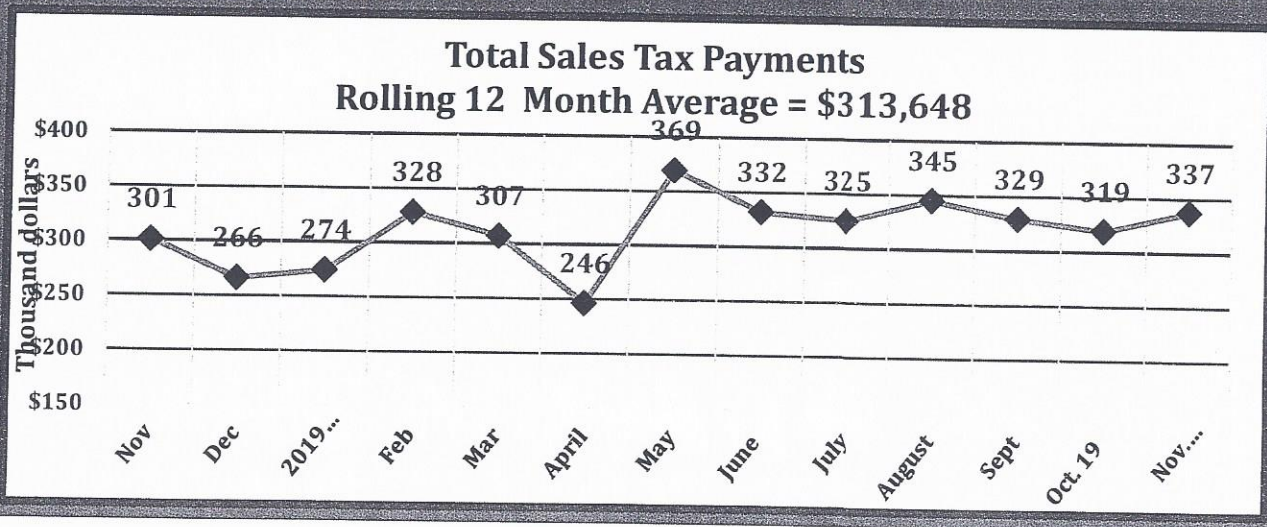
### V. Financial:

Projects coming due soon: \$ 27, 980 (station 47 generator); plus \$26,940 (station 48).  
Document scanning and shredding \$8,443.

## 3) NEXT 60 DAYS

- a) Annual "State of the District" newsletter?  
Contract update, response times, station improvements, other?
- b) Re-Appointments and Officer designation- January meeting.

## 4) SALES TAX MONITORING



**ESD websites must have the following items available for the public.**

Compliance as of 11/1/2019

The Name of each Board member	yes
The mailing address, email address and telephone number of the ESD.	yes
The official contact information for each board member.	yes
The ESD's budget for the previous two years.	yes
The ESD's proposed or adopted budget for the current year.	yes
The change in the budget amount from the preceding year to the current year, by dollar amount and percentage.	yes
The amount of property tax revenue budgeted for maintenance and operations for the current year and previous year.	yes
The tax rate for maintenance and operations adopted by the ESD for the current year and the previous year.	yes
The tax rate for debt service for the current year and the previous two years.	yes
The tax most recent financial audit.	yes
The minutes of the monthly and special Board meetings for 2 years.	40%





# Performance Data - April 2019 Meeting

ESD 4 and City of Austin 'Contract for Service'

Calendar Year 2017

	Area A	Area B	Area C	Area D	Area E	Total
<b>Incident Total</b>	<b>1129</b>	<b>208</b>	<b>198</b>	<b>46</b>	<b>108</b>	<b>1,689</b>
Fire	74	15	5	3	3	100
Medical	880	155	171	35	60	1,301
HazMat	28	2	0	0	4	34
Rescue	6	1	2	4	3	16
Other	141	35	20	4	38	238
<b>Run Totals</b>	<b>1,520</b>	<b>294</b>	<b>291</b>	<b>77</b>	<b>133</b>	<b>2,315</b>

\*Incident and Runs include only frontline units (Engines, Quints, Ladder, Rescue, Brush Truck, Squad, BC

Emergency Incs	843	140	121	28	59	1,191
<b>Response Times (90%)</b>	<b>10:46</b>	<b>09:52</b>	<b>10:55</b>	<b>16:42</b>	<b>11:46</b>	<b>10:54</b>

Room of Origin	N/A -- External RMS
Cardiac Arrest	Data needed from A/T/CEMS on patient outcome

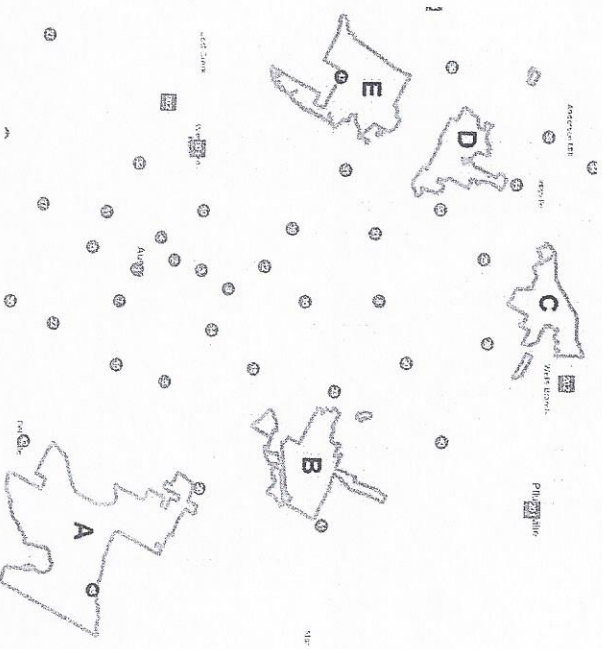
Calendar Year 2018

	Area A	Area B	Area C	Area D	Area E	Total
<b>Area A</b>	<b>1,232</b>	<b>276</b>	<b>228</b>	<b>52</b>	<b>129</b>	<b>1,917</b>
Area B	59	15	11	4	4	93
Area C	986	208	185	30	80	1,489
Area D	17	2	2	0	4	25
Area E	12	1	2	4	0	19
Other	158	50	28	14	41	291
<b>Run Totals</b>	<b>1,658</b>	<b>367</b>	<b>324</b>	<b>98</b>	<b>157</b>	<b>2,604</b>

Emergency Incs	889	185	161	36	71	1,342
<b>Response Times (90%)</b>	<b>09:49</b>	<b>09:54</b>	<b>10:00</b>	<b>10:15</b>	<b>09:27</b>	<b>09:54</b>

Room of Origin	67% (8/12) - structure fires confined to the room or object of origin
Cardiac Arrest	Data needed from A/T/CEMS on patient outcome

\*ESD4 Contract for Service Began OCT2017



Unit Run Volume	2017	2018
Eng 47 / Eng 407	184	235
Eng 48 / Eng 401	1377	1029
<b>TOTAL</b>	<b>1,561</b>	<b>1264</b>

\*Please note, the unit run numbers represent runs by the unit into all jurisdictions (AFD, ESD 4, ESD 1-14)



# 2018 Standard of Coverage Emergency Service District 4 East/South Eastern Region

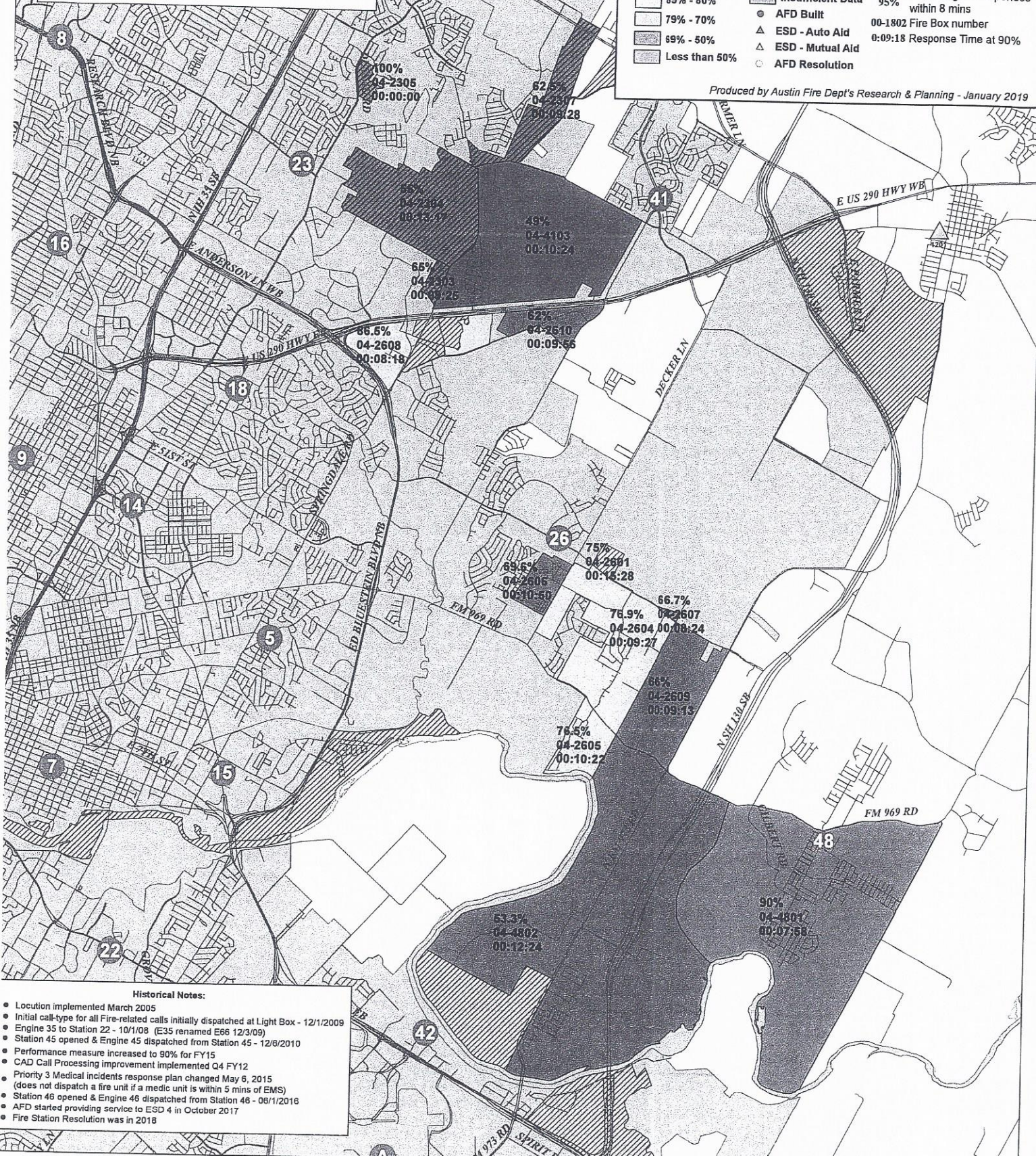


## PERCENTAGE OF RESPONSES IN 8 MINUTES OR LESS FOR FIRST-IN UNIT (Includes AFD, Auto Aid, and Mutual Aid unit responses)

- From Call Receipt by AFD/EMS to Arrival Onscene
- Case Base equals VALID Response Times Only

90% and up	0 to 20 Calls	— Text in Firebox —
89% - 80%	Insufficient Data	95% Percentage of responses within 8 mins
79% - 70%	• AFD Built	00-1802 Fire Box number
69% - 50%	▲ ESD - Auto Aid	0:09:18 Response Time at 90%
Less than 50%	△ ESD - Mutual Aid	
	○ AFD Resolution	

Produced by Austin Fire Dept's Research & Planning - January 2019



### Historical Notes:

- Location implemented March 2005
- Initial call-type for all Fire-related calls initially dispatched at Light Box - 12/1/2009
- Engine 35 to Station 22 - 10/1/08 (E35 renamed E66 12/3/09)
- Station 45 opened & Engine 45 dispatched from Station 45 - 12/6/2010
- Performance measure increased to 90% for FY15
- CAD Call Processing improvement implemented Q4 FY12
- Priority 3 Medical incidents response plan changed May 6, 2015 (does not dispatch a fire unit if a medic unit is within 5 mins of EMS)
- Station 46 opened & Engine 46 dispatched from Station 46 - 06/1/2016
- AFD started providing service to ESD 4 in October 2017
- Fire Station Resolution was in 2018

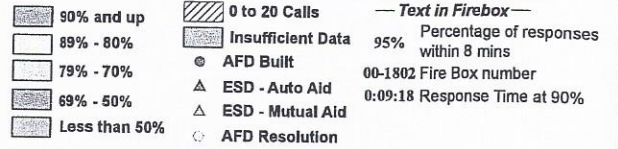


# 2018 Standard of Coverage Emergency Service District 4 West/North Western Region

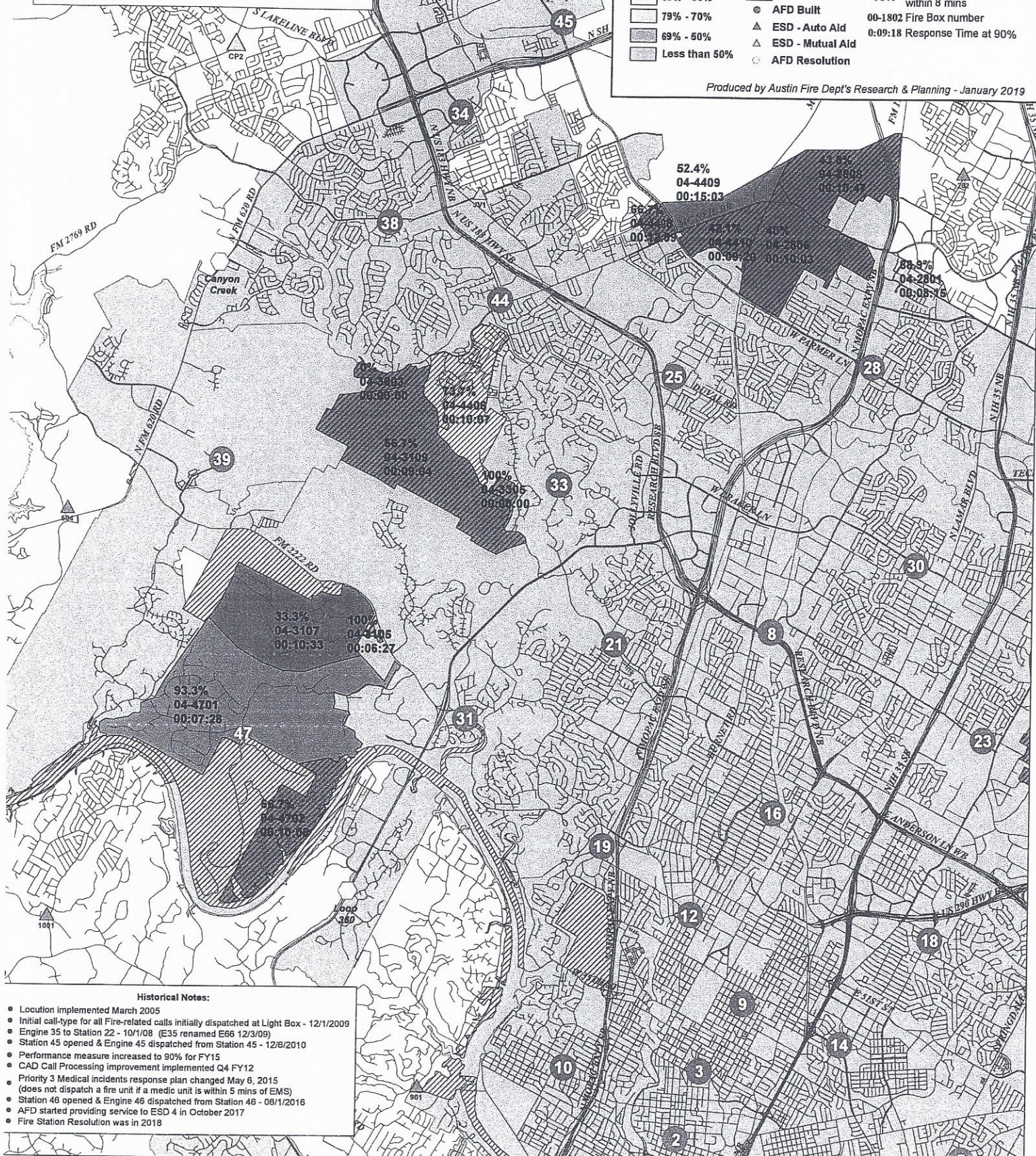


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