

Travis County Emergency
Service District 4.



14312 Hunters Bend Dr.
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**TRAVIS COUNTY EMERGENCY SERVICE DISTRICT #4
MINUTES OF THE REGULAR CALLED MEETING**

January 21, 2020

The regular called meeting of the Board of Fire Commissioners of Travis County Emergency Service District #4 was held on Tuesday, January 21, 2020 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 6:33 pm

Present: Commissioners Torgrimson, Alexander, Opiela and Clark

Not Present: Commissioner Wills

District Contractors: M. Logan and David Bailey

Guest: James Medack, CPA

1. Open meeting: Commissioner Torgrimson called the meeting to order at 6:33 pm.
2. Public Comments: None
3. Introduce Eric Opiela New Commissioner: Commissioner Opiela was introduced and welcomed by all.
4. Elect Officers: Commissioner Opiela made the motion to elect the officers as follows: Peter Torgrimson, President; Commissioner Alexander, Vice President; Commissioner Clark, Secretary; Commissioner Wills, Treasurer and Commissioner Opiela, Assistant Treasurer. This was seconded by Commissioner Alexander and the motion passed unanimously by a show of hands among those present.
5. Audit Presentation: James Medack, CPA gave the FY2019 audit and all commissioners present were given a hard copy for review. Mr. Medack stated the audit was a clean one without prejudice.
6. Update on Travis Central Appraisal District (TCAD): Ms. Logan stated she had completed her initial investigation into why the TCAD deposits were not matching the TexPool statement. Findings are inconclusive due to the reporting system by TCAD. Mr. Medack stated that the

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difference was inconsequential and the audit was not affected. Ms. Logan stated she would continue to monitor and would report to the board any significant discrepancies. After further discussion it was decided that Ms. Logan would handle all inquiries with TCAD via email so there is a clear audit trail, rather than a telephone call.

7. Consider and take appropriate action on the minutes of the December 17, 2019 Regular Meeting: Commissioner Clark made the motion to accept the minutes of December 17, 2019 regular meeting and was seconded by Commissioner Torgrimson. The motion passed with Commissioner Alexander abstaining.
8. Consider and take appropriate action on the December 2019 treasurer's report, which may include other reports: Ms. Logan presented to the commissioners the December 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 December 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.
9. Update on the TexPool Investment report: Ms. Logan reviewed the TexPool Investment Summary Report with the commissioners. No questions were asked.
10. Update on Scanning Project for Records Management: Ms. Logan stated the project is under way with the vendor having picked up all data on Monday January 13th at Station 48 at 14312 Hunters Bend Road. At first glance there were 90 boxes but the vendor ended up taking 66 boxes so this project will come in under budget. She expects the project to take approximately one month as per vendor.
11. Update on SB2 Project: Ms. Logan stated that the web site has been updated and is being monitored by Mr. Webb and Mr. Bailey. Travis County ESD #4 is in compliance with state statute.
12. SAFE-D Reminder: Ms. Logan stated the conference is February 20-22, 2020 in Galveston, TX at Moody Gardens Hotel.

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13. Review and Discuss Investment Policy: After review and discussion, Commissioner Torgrimson stated he would review further and provide suggested changes for the February meeting.
14. Discuss and Possible Action concerning the condition, maintenance improvements of Stations 47 & 48: Mr. Bailey stated that there is a meeting scheduled to visit both stations on Monday January 27th. A running list will be made and presented at the February meeting.
15. 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. Regarding parking at Station 47, Commissioner Alexander made the motion to authorize David Bailey, not to exceed \$20,000.00, to continue with the project and was seconded by Commissioner Clark. The motion was passed unanimously by a show of hands among those present.
16. Executive Session: None
17. Adjournment: Commissioner Torgrimson declared that the agenda had been completed and adjourned the meeting at 8:19 pm

Next meeting is scheduled for February 18, 2020

Approved by:

Handwritten signature of Peter Torgrimson in black ink, written over a horizontal line.

Attest:


Handwritten signature of Chas. H. Taylor in black ink, written over a horizontal line.

GR1000-1b – Minutes-Written

Travis County ESD #4
Check Detail
January 1 - 21, 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	47064	01/21/2020	Charles Alexander		1000 Wells Fargo ...	-325.00	-325.00
TOTAL					5601 SAFE-D Confe...	-325.00	325.00
Check	47065	01/21/2020	Umbrella Media		1000 Wells Fargo ...	-168.00	-168.00
TOTAL					5910 Web Hosting	-168.00	168.00
Check	47066	01/21/2020	KSA		1000 Wells Fargo ...	-2,245.00	-2,245.00
TOTAL					5700 Station Expen...	-2,245.00	2,245.00
Check	47067	01/21/2020	Logan Consulting		1000 Wells Fargo ...	-2,770.00	-2,770.00
TOTAL					5907 SB2 Expenses	-480.00	480.00
					5925 Administrative ...	-2,290.00	2,290.00
Check	47068	01/21/2020	Medak & Oltmann, ...		1000 Wells Fargo ...	-5,000.00	-5,000.00
TOTAL					5901 Audit	-5,000.00	5,000.00
Check	47069	01/21/2020	William D. Webb		1000 Wells Fargo ...	-800.00	-800.00
TOTAL					5925 Administrative ...	-800.00	800.00
Check	47070	01/21/2020	SAFE-D		1000 Wells Fargo ...	-255.00	-255.00
TOTAL					5601 SAFE-D Confe...	-255.00	255.00

MONTHLY REPORT FOR JAN. 21ST, 2020 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: No known issues.

III. Community Communication / Outreach: 34 total: 3 re a new building project (Gilbert Gas), 4 notifications of outdoor burning, 1 open records request

IV. Fire Station condition updates

- Annual Surveys & Site Visits to be done January 27th.
- Sta. 48: 1) emergency generator in place 2) Central Health modular clinic.
- Sta. 47: 1) flag pole light installed 2) Parking lot permit – **initially denied.**

V. Financial:

Received our 1st annual rent check from Central Health (\$1300)
 Parking lot at station 47, seek variance?

3) NEXT 60 DAYS

- a) State of the Districts Presentation- Travis County Commissioners Court- **Jan. 28th**. Lunch.
- b) Central Health Opening? Jan. 28th?
- c) Safe-D conference February **Feb. 21st**.

4) SALES TAX MONITORING

