

Travis County Emergency
Service District 4.



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

May 19, 2020

The regular called meeting of the Board of Fire Commissioners of Travis County Emergency Service District #4 was held on Tuesday, May 19, 2020 at 6:30 p.m. at the Austin Fire Department Headquarters: 4201 Ed Bluestein Blvd, Austin, TX 78721 in the Hook and Ladder conference room. Commissioner Torgrimson being in the chair and a quorum present, the meeting was called to order at 6:34 pm

Present: Commissioners Torgrimson, Wills, Opiela and Clark

Not Present: Commissioner Alexander joined via Zoom at 6:30 pm

District Contractors: M. Logan and David Bailey

1. Open meeting: Commissioner Torgrimson called the meeting to order at 6:34 pm.
2. Public Comments: None
3. Consider and take appropriate action on the minutes for April 21, 2020 Regular Meeting: Commissioner Opiela made the motion to accept the minutes of April 21, 2020 regular meeting and was seconded by Commissioner Clark. The motion passed unanimously by a show of hands among those present and acknowledged by Commissioner Clark via Zoom.
4. Consider and take appropriate action on the April 2020 treasurer's report, which may include other reports: Ms. Logan presented to the commissioners the April 2020 treasurer's report, the expenditures over \$2000 report, cash flow report, and others. After review and discussion, Commissioner Wills made a motion to accept the April 2020 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 and acknowledged by Commissioner Alexander via Zoom.

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5. Update on the TexPool Investment report: Ms. Logan reviewed the April 2020 TexPool Investment Summary Report with the commissioners. No questions were asked.
6. Discuss and Consider Action on Investment Policy: Deferred until June.
7. Update on Strategic Planning Initiative: After update and discussion, Commissioner Opiela made the motion to accept the proposal for Strategic Planning Initiative presented by Professional Civic Services not to exceed 100 hours of billable time, and was seconded by Commissioner Clark. The motion passed by a show of hands among those present and acknowledged by Commissioner Alexander via Zoom. It was further decided to make Strategic Planning a separate line item in the General Ledger for transparency and Ms. Logan stated she would set that up.
8. Review and Approve Pending Disbursements: Commissioner Clark made the motion to approve the disbursements and was seconded by Commissioner Wills. The motion passed by a show of hands among those present and acknowledged by Commissioner Alexander via Zoom.
9. Discuss and Consider Action Concerning Station Remodeling: Commissioner Alexander via Zoom made the motion that ESD #4 District Administrator be engaged to obtain, for the board consideration, at least two bids from qualified firms for planning and initial design of renovations to ESD #4 fire station buildings and was seconded by Commissioner Clark. The motion passed by a show of hands among those present and acknowledged by Commissioner Alexander via Zoom.
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. Discuss and Consider Action on Strategic Planning Initiative: Commissioner Torgrimson state he was working on this ^{and} will bring ideas to the May meeting with a follow up in June.
12. Executive Session: None

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13. Adjournment: Commissioner Torgrimson declared that the agenda had been completed and adjourned the meeting at 7:50 pm

Next meeting is scheduled for June 16, 2020

Approved by:

Peter Torgrimson

Attest:

[Signature]