

Travis County Emergency
Service District 4.



14312 Hunters Bend Dr.
Austin, Texas 78723
Office (512) 836-7566,
Fax (512) 832-8389
www.esd4.org

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

July 21, 2020

The regular called meeting of the Board of Fire Commissioners of Travis County Emergency Service District #4 was held on Tuesday, July 21, 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 6:32 pm.

Present: Commissioners Torgrimson and Clark

Not Present: Commissioners Alexander, Wills and Opiela joined via Zoom at 6:30 pm

District Contractors: M. Logan and David Bailey

Public via Zoom: Linda Bailey, Pat Scott, Jim Rumbo, Randal Jameson, Eric Dorris and Susan Kimbrough

Allen Mynk – Austin Fire Department - Meeting Facilitator

1. Open meeting: Commissioner Torgrimson called the meeting to order at 6:32 pm.
2. Public Comments: Members of the board heard from: Linda Bailey, Pat Scott, Jim Rumbo, Randal Jameson, Eric Dorris and Susan Kimbrough as time was provided for the public to discuss items not on the agenda.
3. Consider and take appropriate action on the minutes for June 16, 2020 Regular Meeting: Commissioner Opiela made the motion, via Zoom, to accept the minutes of June 16, 2020 regular meeting and was seconded by Commissioner Clark. The motion passed unanimously by a show of hands among those present and acknowledged by Commissioners Alexander and Wills and Opiela via Zoom.
4. Consider and take appropriate action on the June 2020 treasurer's report, which may include other reports: Ms. Logan presented to the commissioners the June 2020 treasurer's report, the expenditures over \$2000 report, cash flow report, and others. After review and discussion, Commissioner Wills made a motion, via Zoom to accept the June 2020 treasurer's report,

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including the expenditures over \$2000 report, and the line item expenditures as reflected in the report, and other reports via Zoom. Commissioner Alexander seconded the motion via Zoom and the motion was passed unanimously by a show of hands among those present and acknowledged by Commissioners Alexander, Wills and Opiela via Zoom.

5. [Update on the TexPool Investment report:](#) Ms. Logan reviewed the June 2020 TexPool Investment Summary Report with the commissioners. No questions were asked.
6. [Discuss and Take Appropriate Action on Investment Policy:](#) Commissioner Alexander made the motion to accept the Investment Policy, via Zoom, and was seconded by Commissioner Clark. The motion passed unanimously by a show of hands among those present and acknowledged by Commissioners Alexander, Wills and Opiela via Zoom.
7. [Discuss and Take Appropriate Action on Engagement Letter with CPA for FY20 Audit:](#) Commissioner Clark made the motion to accept the Letter of Engagement to retain the CPA for FY20 Audit and was seconded by Commissioner Opiela, via Zoom. The motion passed unanimously by a show of hands among those present and acknowledged by Commissioners Alexander, Wills and Opiela via Zoom.
8. [Discuss Budget FY21 and possible date for workshop:](#) After discussion it was decided to do a Zoom conference with Commissioners Torgrimson and Opiela along with David Bailey and M Logan via Zoom, on a date to be determined off line.
9. [Discuss Tax Rate Calendar:](#) David Bailey stated that the numbers from the appraisal district would be certified by July 25th and a posting would need to happen on the website on August 7th.
10. [Review and Approve Pending Disbursements:](#) Commissioner Opiela made the motion to approve the July disbursements, via Zoom and was seconded by Commissioner Alexander via Zoom. The motion passed by a show of hands among those present and acknowledged by Commissioners Alexander, Wills and Opiela via Zoom.
11. [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. Commissioner Alexander made the motion, via Zoom, to have Commissioners

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Torgrimson and Opiela on the Budget Committee and present findings at the August 18th meeting. The motion was seconded by Commissioner Clark and passed unanimously by a show of hands among those present and acknowledged by Commissioners Alexander, Wills and Opiela via Zoom. Discussion was had regarding a possible dba (Doing Business As) with a note to put item on August agenda with possible action.

12. Executive Session: None

13. Adjournment: Commissioner Torgrimson declared that the agenda had been completed and adjourned the meeting at 8:10 pm.

Next meeting is scheduled for August 18, 2020

Approved by:

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

Attest:

Handwritten signature of the attesting officer in cursive, written over a horizontal line.

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


Type	Num	Date	Name	Memo	It	Account	Paid Amount	Original Amount
Check	ACH	07/13/2020	Professional Civic ...	Inv June 2020		1000 Wells Fargo ...	-1,395.00	-1,395.00
TOTAL				Inv June 2020		5925 Administrative ...	-1,395.00	1,395.00
Check	ACH	07/21/2020	Visa	D Bailey		1000 Wells Fargo ...	-8,340.51	-8,340.51
TOTAL				training telephone gmail sta 47 and 48 floors permits for sta 47 D Bailey key for sta 48		5601 SAFE-D Conf... 5700 Station Expen... 5910 Web Hosting 5700 Station Expen... 5700 Station Expen... 5802 Office Supplies 5802 Office Supplies	-8,340.51	8,340.51
Check	47097	07/21/2020	Austin Fire Depart...	FY20Q3		1000 Wells Fargo ...	-1,151,604.00	-1,151,604.00
TOTAL				FY20Q3		5000 COA/AFD Co...	-1,151,604.00	1,151,604.00
Check	47098	07/21/2020	William D. Webb	Inv 21		1000 Wells Fargo ...	-800.00	-800.00
TOTAL				Inv 21		5925 Administrative ...	-800.00	800.00
Check	47099	07/21/2020	Logan Consulting	Inv 20-07		1000 Wells Fargo ...	-2,177.49	-2,177.49
TOTAL				per contract TCAD 5 hours McAfee for TCESD I...		5925 Administrative ... 5925 Administrative ... 5802 Office Supplies	-1,750.00 -300.00 -127.49	1,750.00 300.00 127.49
Check	47100	07/21/2020	KSA	Inv 79293 and 79094		1000 Wells Fargo ...	-13,036.00	-13,036.00
TOTAL				Sta 47 Parking Lot...		5700 Station Expen...	-13,036.00	13,036.00

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

3 min rent

Type	Num	Date	Name	Memo	It	Account	Paid Amount	Original Amount
Check	47101	07/21/2020	Glorious Ornate De...	Inv 1045		1000 Wells Fargo ...	-7,305.00	-7,305.00
				balance on 47/48 flo...		5700 Station Expen...	-7,305.00	7,305.00
TOTAL							-7,305.00	7,305.00

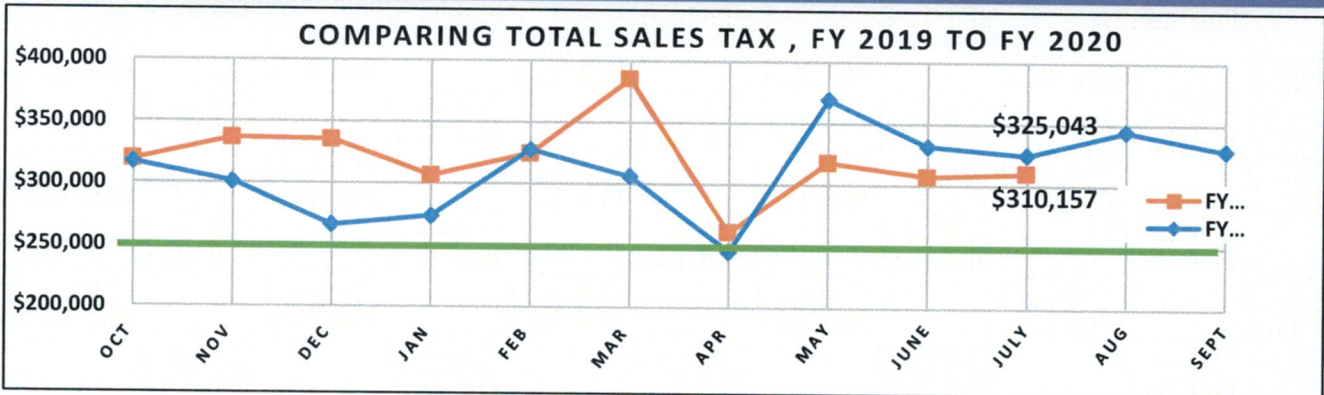
MONTHLY REPORT FOR JULY 21, 2020 BOARD MEETING

To:	Travis County Emergency Service District 4.	
From:	District Administrator	Professional Civic Services, LLC

1) CURRENT AFD SERVICE-CONTRACT UPDATE:

- I. Operations: Response to out-door burning in Glenlake neighborhood.**
- II. Prevention: New brush hauling program continues. (see flier)**
- III. Community Communication / Outreach: Questions regarding the out-door burning notification process via the www.esd4.org web site.**
- IV. Fire Station condition updates:**
 - 1. New tile flooring complete at Station 47 and 48. (\$27K for both)**
 - 2. Station remodel designers: What will it cost to give us 2 workable solutions & an estimated construction cost? 1 bid from 1 designer for ~\$7800 to do both.**
 - 3. Parking Lot, still in COA permitting. 8000 sf versus 8300 sf of imperious cover.**

2) FINANCIAL PLANNING.



b) Fiscal 2021 Budget Forecast- Budget workshop?

3) Next 60 days

July 25 -- Certied Tax Estimates emailed.	
July 27 -- Web Portal Opens to update Truth N Taxation info.	
Aug. 7 -- Deadline to calculate no-new revenue and voter approval rates and update transparency website	~9.7 is No-New Rev. Rate ~10.1 is Voter Approved Rate.
Aug. 18 th - Public Hearing on the Proposed Rate. Aug. 18 th - Formally adopted FY 2021 budget.	

4) STRATEGIC PLANNING

Phase One: What, Why and Who. (handout)

TRAVIS COUNTY ESD 4-A RESIDENTS

YOUR ANNUAL BRUSH COLLECTION WILL BE BETWEEN

Wednesday, 7/1, through Friday, 7/24

Must be on the curb
no later than 6:00 a.m.

Limit of 100 pounds total (the equivalent weight of three cinder blocks)



4 feet in length (brush)



4 feet in length (branches)



4 inches or less in diameter
(trunks/branches)

DO's:

- **DO** keep branches, trunks and brush cut under four feet in length
- **DO** cut trunks to under 6 inches in diameter
- **DO** tie branches with twine or string
- **DO** separate your brush (no more than 100 lbs total) into 3 or less total separate piles
- **DO** paint your tree after pruning to help prevent disease spread

DON'Ts:

- **DON'T** set out other items for bulk collection like trash, appliances or furniture
- **DON'T** stack brush against fences, homes, mailboxes or lawn decor
- **DON'T** place brush within 5 feet of vehicles, water meters, low-hanging wires or other objects
- **DON'T** place brush on streets, roads or alleyways

Volumes exceeding 100 lbs. will NOT be collected.
For questions, call 800-375-8375.



- Section A – July 1 – July 24 (info hits mailboxes ~June 10)
- Section B – July 27- July 31 (info hits mailboxes ~July 6)
- Section C – August 3- August 7 (info hits mailboxes ~July 13)
- Section D – August 10- August 14 (info hits mailboxes ~July 20)
- Section E – August 17 – August 28 (info hits mailboxes ~June 27)



FATTER & EVANS
ARCHITECTS, INC.

ESD4 Station 48 Remodeling
Estimate of Hours for Design Services
for remodel to Station 48 to provide more
efficient space in kitchen and dining area.

Design Services Estimate

Fatter & Evans Architects, Inc.

30-Jun-20

	hrs	rate	total
Visit Site and Discuss Projects Needs	2.00	\$ 125	\$ 250.00
Measurements at Existing Station	3.50	\$ 125	\$ 437.50
	3.50	\$ 90	\$ 315.00
Draw Existing Floor Plan	1.50	\$ 125	\$ 187.50
	5.00	\$ 90	\$ 450.00
Design and Sketch Proposed Addition	8.00	\$ 125	\$ 1,000.00
	6.00	\$ 90	\$ 540.00
Present Design Ideas to Client	2.00	\$ 125	\$ 250.00
CAD Drafting of Revisions	6.00	\$ 90	\$ 540.00
	2.50	\$ 125	\$ 312.50
Subtotal through Preliminary Design			<u>\$ 4,282.50</u>

Station 47 was \$3600

Plus Reimbursible Expenses (printing, copies, etc)

Once the Board decides upon a design they like, we will determine the fee required to prepare construction documents for bidding, including mechanical, electrical, plumbing and structural engineering for the project.

The Texas Board of Architectural Examiners,
P.O. Box 12337, Austin, TX 78711-2337, (512) 305-9000,
has jurisdiction over the professional practices of persons
registered as Architects in Texas.