

Travis County Emergency
Service District 4.



14312 Hunters Bend Dr.
Austin, Texas 78723
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**TRAVIS COUNTY EMERGENCY SERVICE DISTRICT #4
MINUTES OF THE REGULAR CALLED MEETING**

November 17, 2020

The regular called meeting of the Board of Fire Commissioners of Travis County Emergency Service District #4 was held on Tuesday, November 17, 2020 at 6:30 p.m. via Zoom Teleconference. 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 Wills with Commissioner Clark joining 6:37 pm

District Contractors: M. Logan and David Bailey

1. Open meeting: Commissioner Torgrimson called the meeting to order at 6:33 pm.
2. Public Comments: None
3. Consider and take appropriate action on the minutes of the October 20, 2020 Regular Meeting: Commissioner Alexander made the motion to accept the minutes of the October 20, 2020 regular meeting and was seconded by Commissioner Opiela. The motion passed unanimously by a show of hands among those present on Zoom.

Commissioner Clark joined at 6:37 pm via Zoom

4. Consider and take appropriate action on the October 2020 treasurer's report, which may include other reports: Ms. Logan presented to the commissioners the October 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 October 2020 treasurer's report, including the expenditures over \$2000 report, and the line item expenditures as reflected in the report, and other reports. Commissioner Opiela seconded the motion and it passed unanimously by a show of hands among those present on Zoom.

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5. [Update on the TexPool Investment report:](#) Ms. Logan reviewed the October 2020 TexPool Investment Summary Report with the commissioners. No questions were asked.
6. [Discussion and possible action on establishing Travis County Fire Control as the official alternate DBA name for ESD #4:](#) Commissioner Alexander made the motion to have Travis County Fire Control as the alternate name for ESD #4 and was seconded by Commissioner Opiela. The motion passed unanimously by a show of hands among those present on Zoom.
7. [Update from Wildfire Reduction Committee:](#) None
8. [Update on the official ESD #4 history project:](#) Chief Bailey stated the project is ongoing and he is setting meeting appointments with various people. He is going through archives and will keep the board apprised with progress.
9. [Update on the commissioner's reference package project:](#) Ms. Logan stated she has begun the project and anticipates being completed by the December meeting. She further stated the estimated time for the project to be 8 hours due to updating the Financial Policy.
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. Chief Bailey stated that he and Commissioner's Torgrimson and Alexander toured Station 47 and Station 48 with the architect from Barnaby & Evans to go over plans for remodel. He will keep the board apprise as projects progress.
11. [Review and Approve Pending Disbursements:](#) Commissioner Wills made the motion to approve the pending disbursements and was seconded by Commissioner Clark. The motion passed unanimously by a show of hands among those present on Zoom.
12. [Executive Session:](#) None
13. [Adjournment:](#) Commissioner Torgrimson declared that the agenda had been completed and adjourned the meeting at 7:15 pm.

Next meeting is scheduled for December 15, 2020

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Approved by:


Peter Torgerson

Attest:

Chad H. [Signature]

GR1000-1b – Minutes-Written

MONTHLY REPORT NOV. 17TH, 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:

II. Prevention:

III. Community Communication / Outreach: 10 phone calls / 31 emails= 41 contacts.

IV. Fire Station condition updates:

- 1) Station visits 11/17 with Commissioners Alexander and Torgrimson and Architect regarding possible remodels.**
- 2) Nothing new regarding parking lot permitting. The official "variance request" will be submitted this week.**

2) ADMINISTRATIVE TOPICS

Web Site items:

New TAB call More Info:

New Web Topic for Board Policies

New Web Topic called Historical Timeline

