

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**

**January 19, 2021**

The regular called meeting of the Board of Fire Commissioners of Travis County Emergency Service District #4 was held on Tuesday, January 19, 2021 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 6:32 pm.

**Present:** Commissioners Torgrimson, Alexander, Opiela and Wills.  
**Not Present:** Aleah Clark

**District Contractors:** M. Logan and David Bailey  
**Public:** James Medack, CPA

1. Open meeting: Commissioner Torgrimson called the meeting to order at 6:32 pm.
2. Public Comments: None
3. Elect Officers – Reconstitute the Board: Commissioner Torgrimson made the motion to keep the board officers as is and was seconded by Commissioner Alexander. The motion passed unanimously by a show of hands among those present on Zoom. The Travis County ESD #4 board is as follows: President: Peter Torgrimson; Vice President: Charles Alexander; Secretary: Aleah Clark; Treasurer: Gene Wills and Assistant Treasurer: Eric Opiela.
4. 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.
5. Consider and take appropriate action on the minutes of the December 15, 2020 Regular Meeting: Commissioner Alexander made the motion to accept the minutes of the December 15, 2020 regular meeting and was seconded by Commissioner Wills. The motion passed unanimously by a show of hands among those present on Zoom.

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6. Consider and take appropriate action on the December 2020 treasurer's report, which may include other reports: Ms. Logan presented to the commissioners the December 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 December 2020 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 it passed unanimously by a show of hands among those present on Zoom.
7. Update on the TexPool Investment report: Ms. Logan reviewed the December 2020 TexPool Investment Summary Report with the commissioners. No questions were asked.
8. Consider and take appropriate action on amending the FY21 Budget: Commissioner Wills made the motion to accept the FY21 amended budget as presented and was seconded by Commissioner Alexander. The motion passed unanimously by a show of hands among those present on Zoom.
9. Discussion and possible action concerning ongoing station improvement and renovation: Commissioner Alexander made the motion to move forward with obtaining engineering drawings and bids for the renovation at Station 48 based on plans as presented. The motion was seconded by Commissioner Opiela and passed unanimously by a show of hands among those present on Zoom.
10. Discussion on continuing education requirements and status for Commissioners: Ms. Logan provided an update on all commissioners training and requirements. She further stated that the SAFE-D conference normally held in February has been postponed until September 2021 and will keep the board apprised as new information becomes available.
11. Discussion on feasibility of future executive sessions when considering District contract: Discussed and decided to have legal counsel advise on best practices for contract review while in Executive Session. Item will be on next month agenda.
12. Discussion and possible action on research concerning future property tax options for the district: Commissioner Alexander made the motion to engage Professional Civic Services, LLC to research the scheduling requirements and fiscal considerations of ESD4 adopting with a 20% homestead property tax exemption or a \$20,000.00 age-65 property tax exemption and report findings to the board no later than its February 2021 regular meeting and was seconded by

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Commissioner Opiela. The motion passed unanimously by a show of hands among those present on Zoom.


13. Update on the official ESD #4 history project: Chief Bailey presented the board with a timeline on the website dedicated to the history project. He stated it is ongoing and will keep the board apprised as things develop.
14. Update on the commissioner's reference package project: Ms. Logan stated the project has been completed and the web site has been updated.
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.
16. Review and Approve Pending Disbursements: Commissioner Opiela made the motion to approve the pending disbursements and was seconded by Commissioner Wills. The motion passed unanimously by a show of hands among those present on Zoom.
17. Executive Session: The board went into Executive Session at 8:39 pm. The board came out of Executive Session at 8:45 pm with no action taken.
18. Adjournment: Commissioner Torgrimson declared that the agenda had been completed and adjourned the meeting at 8:45 pm.

Next meeting is scheduled for February 16, 2021

Approved by: Roger Torgrimson

Attest: Chad [Signature]

GR1000-1b – Minutes-Written

MONTHLY REPORT JAN. 19 <sup>TH</sup> , 2021 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:**

*Brush removal:* Areas E and D were done- Missed a few streets, AFD is working on makeups.  
*Outdoor burning:* New oversight is underway - 4 citizens contacted since 1/8/21.

*Letter of explanation (Backup 1)*

**III. Community Communication / Outreach:** 12 phone calls, 6 webforms, 24 emails= 42

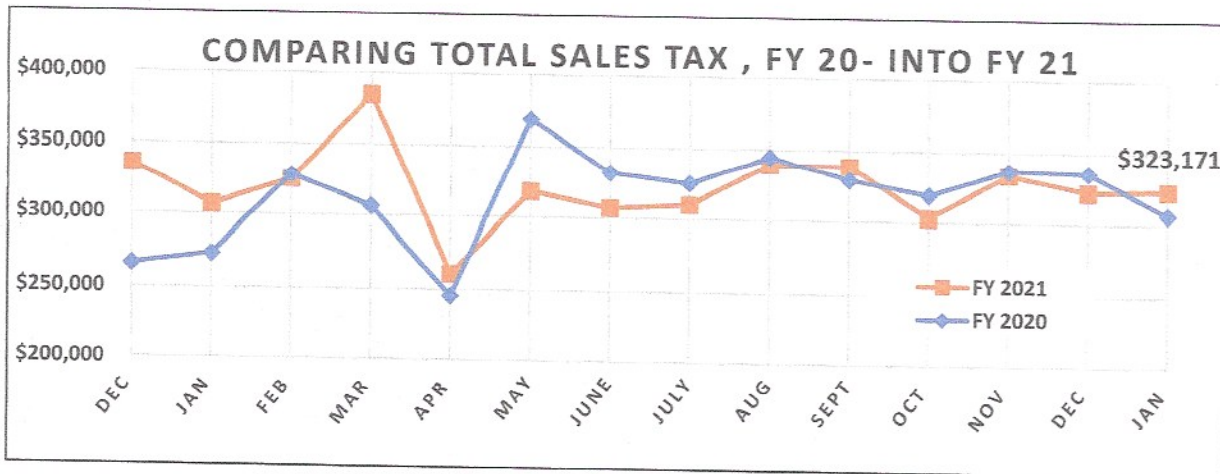
- **Anthony Jermaine Pryor scholarship donation?**
- **Glenlake HOA meeting on the 27<sup>th</sup>, to discussion parking lot permit.**
- **Meet with four closest neighbors to discuss parking lot permit.**

**IV. Fire Station condition updates:**

- 1) **Variance request presentation given to COA council: Alter, Poole, Kelly**

**2) ADMINISTRATIVE TOPICS**

- Web site updates.
- Property Tax Exemptions? (backup 2), emailed material



(Back up 1)

Notification of change in outdoor burning oversight

Dear \_\_\_\_\_

Because you have reported outdoor burns to us in the past, we want to let you know that the Travis County ESD 4 Fire Commissioners have adopted a small change in policy regarding these types of burns.

On our website, [www.esd4.org](http://www.esd4.org), you will find instructions to report a planned burn. This link includes a number of important safety and legal guidelines to protect your property and your neighbors. Please always use this link and form to report any planned burns.

When you fill out and submit the form, you may be contacted by an ESD 4 staff member. He or she will be calling to ensure that you clearly understand the regulations and responsibilities and that the physical location, conditions, and fuel load are safe for your planned burn.

Normally you will receive this phone call on the day you submit the form. If you turn in the form late in the day it might be the following morning.

If you have any questions or concerns regarding this new policy, please feel free to leave a message on our website or call us at 512-836-7566.

Thank you for your cooperation in helping us keep our community safe.

Yours, etc

(Backup 2)

# Appendix C

## Residence Homestead Exemptions

Exemption	Tax Code Section	Taxing Unit	Total or Partial	Mandatory or Local Option	Amount
General Residence Homestead	11.13(b)	School Districts	Partial	Mandatory	\$25,000
General Residence Homestead	11.13(n)	Cities, Counties, School Districts or Special Districts	Partial	Local Option	An amount up to 20 percent of the property's value, but not less than \$5,000
Farm-to-Market Roads or Flood Control (if collected)	11.13(a)	Counties	Partial	Mandatory (if collected)	\$3,000
Age 65 or Older or Disabled	11.13(c)	School Districts	Partial	Mandatory	\$10,000
Age 65 or Older or Disabled	11.13(d)	Cities, Counties, School Districts or Special Districts	Partial	Local Option	An amount adopted by the taxing unit, but no less than \$3,000
Disabled Veterans	11.22	Cities, Counties, School Districts and Special Districts	Partial	Mandatory	An amount determined by the percentage of service-connected disability
Disabled Veterans with Homes Donated by Charitable Organizations	11.132	Cities, Counties, School Districts and Special Districts	Partial	Mandatory	An amount determined by the percentage of service-connected disability
100 Percent Disabled Veterans	11.131	Cities, Counties, School Districts and Special Districts	Total	Mandatory	100 percent of the property's value
Surviving Spouse of U.S. Armed Services Member Killed in Action	11.133	Cities, Counties, School Districts and Special Districts	Total	Mandatory	100 percent of the property's value
Surviving Spouse of First Responder Killed or Fatally Injured in the Line of Duty	11.134	Cities, Counties, School Districts and Special Districts	Total	Mandatory	100 percent of the property's value

	Baseline	10 Pct	20Pct
Number of HS	-	4,023	4,023
Amount Exempted	\$ -	\$ 156,766,761	\$ 313,533,238
Total Taxable	\$ 2,534,799,874	\$ 2,378,033,113	\$ 2,221,266,636

Travis County ESD #4  
Check Detail  
January 2021

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check		01/31/2021		Service Charge	1000 Wells Fargo ...	-61.56	-61.56
TOTAL				Service Charge	5906 Bank Service ...	-61.56	61.56
Check		01/07/2021	Professional Civic ...	Inv 2020	1000 Wells Fargo ...	-1,695.00	-1,695.00
TOTAL				history project contract	5925 Administrative ... 5925 Administrative ...	-480.00 -1,215.00	480.00 1,215.00
Check		01/23/2021	Visa	D Bailey	1000 Wells Fargo ...	-216.62	-216.62
TOTAL				phone gmail permit with SOS	5801 Utilities 5910 Web Hosting 5700 Station Expen ...	-34.57 -180.00 -2.05	34.57 180.00 2.05
Check		01/19/2021	William D. Webb	Inv 27	1000 Wells Fargo ...	-800.00	-800.00
TOTAL				Inv 27	5925 Administrative ...	-800.00	800.00
Check		01/19/2021	Logan Consulting	Inv 21-01	1000 Wells Fargo ...	-2,000.00	-2,000.00
TOTAL				Inv 21-01	5925 Administrative ...	-2,000.00	2,000.00
Check		01/19/2021	Medak & Olkmann, ...	Inv 6574 FY20	1000 Wells Fargo ...	-5,000.00	-5,000.00
TOTAL				Inv 6574 FY20	5901 Audit	-5,000.00	5,000.00

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Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check	47131	01/07/2021	VFIS of Texas	Inv 363658 TRAVC-4	1000 Wells Fargo ...	-400.00	-400.00
				G Wills Bond	5502 General Liability	-400.00	400.00
TOTAL						-400.00	400.00