

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

July 20, 2021

The regular called meeting of the Board of Fire Commissioners of Travis County Emergency Service District #4 was held on Tuesday, July 20, 2021, at 6:30 p.m. at Sleep Inn & Suites NW Austin – 8410 Hwy 290E. Austin, TX 78724. Commissioner Torgrimson being in the chair and a quorum present, the meeting was called to order at 6:45 pm.

Present: Commissioners Torgrimson, Alexander, and Clark. Commissioner Opiela via Zoom and Commissioner Wills joined via Zoom at 6:49 pm

Public: Iris Laryea, Ken Campbell, Attorney

District Contractors: David Bailey, Billy Webb and M Logan

1. Open meeting: Commissioner Torgrimson called the meeting to order at 6:45 pm.
2. Public Comments: None
3. Update from Ken Campbell: Cause No. D-1-GN-17-004907 Paul Reynolds v. Travis County ESD #4: Board went into Executive Session at 6:50 pm and came out at 7:43 pm. Commissioner Clark made the motion to have Attorney Ken Campbell proceed as deliberated and was seconded by Commissioner Alexander. The motion passed unanimously by a show of hands among those present and on Zoom.
4. Consider and take appropriate action on the minutes of the June 15, 2021 Regular Meeting: Commissioner Alexander made the motion to accept the minutes of the June 15, 2021 regular meeting and was seconded by Commissioner Opiela. The motion passed unanimously by a show of hands among those present and on Zoom.
5. Consider and take appropriate action on the June 2021 treasurer's report, which may include other reports: Ms. Logan presented to the commissioners the June 2021 treasurer's report, the expenditures over \$2000 report, cash flow report, and others. After review and discussion, Commissioner Clark made a motion to accept the June 2021 treasurer's report, including the expenditures over \$2000 report, and the line-item expenditures as reflected in the report, and

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other reports. Commissioner Opiela seconded the motion and it passed unanimously by a show of hands among those present and on Zoom.

6. Update on the TexPool Investment report: Ms. Logan reviewed the June 2021 TexPool Investment Summary Report with the commissioners. No questions were asked.
7. Discuss and take appropriate action on Engagement Letter with CPA for FY21 Audit: Commissioner Alexander made the motion to accept the engagement letter for FY21 audit and was seconded by Commissioner Clark. The motion passed unanimously by a show of hands among those present and on Zoom.
8. Discuss and take appropriate action on Burn Monitor Services: The board went into Executive Session at 8:12 pm and came out at 8:22 pm. After discussion, no action taken.
9. Discuss Budget FY22 and possible date for workshop: After discussion, it was decided to set a date off-line with the budget committee.
10. Discuss Tax Rate Calendar: Ms. Logan stated that the tax rate would be proposed at the August meeting and adopted at the September meeting.
11. Update from the Strategic Planning Committee: No action taken.
12. Update on proposed new Commissioner: Chief Bailey mentioned he has reached out to the county commissioner with a request to interview and appoint Ms. Iris Laryea and expects to have her appointed by the meeting in August.
13. Update on Station Remodel: Ms. Logan stated that Station 48 requested a vent fan for the bays and David Bailey stated that he would put the request on the list already in play.
14. Update on SAFE-D requirements: Ms. Logan stated that as of September 1st, Zoom meetings would no longer be acceptable for open meetings as per new order by the governor. It was decided that if a quorum was present, then should a commissioner not be able to attend, then a Zoom could be offered but only for commissioners and not the general public.
15. Discuss and take appropriate action on authorizing the acquisition of identifying shirts for wear by commissioners and contract staff when representing ESD4: Commissioner Alexander made the motion to have Professional Civic Services to be engaged to bring information and costs to

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the board for obtaining shirts for commissioners and contract staff that can identify the wearer as representing ESD4. As part of the engagement, Professional Civic Services will provide the board with proposals for an ESD4 logo to appear on the shirts and was seconded by Commissioner Clark. The motion passed unanimously by a show of hands among those present and on Zoom.

16. 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.
17. Review and Approve Pending Disbursements: Commissioner Clark made the motion to approve the pending disbursements and was seconded by Commissioner Opiela. The motion passed unanimously by a show of hands among those present and on Zoom. Check detail attached.
18. Executive Session: None
19. Adjournment: Commissioner Torgrimson declared that the agenda had been completed and adjourned the meeting at 9:10 pm.

Next meeting is scheduled for August 17, 2021.

Approved by:

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


Attest:

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

Travis County ESD #4
Check Detail
July 1 - 20, 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Check	47159	07/20/2021	Austin Fire Depart...	FY21#3 as per contract	1000 Wells Fargo ... 5000 COA/AFD Co...	-1,215,296.00
TOTAL						-1,215,296.00
Check	47160	07/20/2021	William D. Webb	Inv 33 as per contract	1000 Wells Fargo ... 5925 Administrative ...	-800.00
TOTAL						-800.00
Check	47161	07/20/2021	Logan Consulting	Inv 21-07 Inv 21-07	1000 Wells Fargo ... 5925 Administrative ...	-2,000.00
TOTAL						-2,000.00
Check	47162	07/20/2021	Burns Anderson Ju...	File 019.15707 calls/emails	1000 Wells Fargo ... 5902 Legal Fees	-120.00
TOTAL						-120.00

MONTHLY REPORT FOR JULY 20TH, 2021 BOARD MEETING

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

1) CURRENT AFD SERVICE-CONTRACT UPDATE:

- **Operations:** No known problems.
 Tesla Site visits with AFD and ATCEMS- *trying to schedule 2nd round.*
- **Prevention:** Outdoor Burning Oversight- the liability questions?

- **Fire Station maintenance:** Both the Treadmill and Stairmaster are worn out. Not repairable. Working with AFD to get them replaced.

- **Fire Station remodels:**
 48: Still waiting on Evans/Fattner for contract to handle the permitting and the bid-solicitations.
 47: Variance for parking lot permit- maybe September ZAP meeting?

2) PROPERTY TAX ESTIMATES AND EXEMPTIONS

- Travis County valuation increase of 12%; ESD 4 valuation increase of 16%.
- July 6th- TC raised their Over 65 Homestead Exemption from \$85,500 to \$100,000; resulted in ~ \$54 annual reduction for the exempt, and \$6.50 increase for non-exempt.
- ESD has ~1,000 Over 65 HS exemption.

3) REVENUE

Prop Tax Estimates as of May 2021; Certified Totals July 26th		
No-New Revenue Rate	Voter approved 3.5% increase	de minimus; capped at 10 cents
\$ 2,578,167.04	\$ 2,668,402.89	\$ 2,903,968.67
0.089	0.092	0.1

