

Travis County Emergency
Service District 4.



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

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

October 19, 2021

The regular called meeting of the Board of Fire Commissioners of Travis County Emergency Service District #4 was held on Tuesday, October 19, 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 6:43 pm.

Present: Commissioners Torgrimson, Alexander, Laryea. Commissioner Opiela joined 7:04 pm

Not present: Commissioner Clark

District Contractors: David Bailey and M Logan

1. Open meeting: Commissioner Torgrimson called the meeting to order at 6:43 pm.
2. Public Comments: None
3. Consider and take appropriate action on the minutes of the September 21, 2021 Regular Meeting: Commissioner Alexander made the motion to accept the minutes of the September 21, 2021 regular meeting and was seconded by Commissioner Laryea. The motion passed unanimously by a show of hands among those present.
4. Consider and take appropriate action on the September 2021 treasurer's report, which may include other reports: Ms. Logan presented to the commissioners the September 2021 treasurer's report, the expenditures over \$2000 report, cash flow report, and others. After review and discussion, Commissioner Laryea made a motion to accept the September 2021 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.
5. Update on the TexPool Investment report: Ms. Logan reviewed the September 2021 TexPool Investment Summary Report with the commissioners. No questions were asked.

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6. Update on FY21 Audit: Ms. Logan stated that she was working on getting the year end financial statements and all pertinent documents ready for the audit and expects it to take place the first of December. She will keep the board apprised as to when the actual audit will take place.

Commissioner Opiela arrives at 7:04 pm
7. Update from Strategic Planning Committee: See attached reports presented by Chief Bailey. It was decided that these reports would be made available on the website.
8. Consider and take appropriate action on setting a maximum compensation amount paid to commissioners while performing duties outside the normal district business: Commissioner Opiela made the motion to have commissioner compensation not to exceed \$6,000.00 per calendar year and was seconded by Commissioner Alexander. The motion passed unanimously by a show of hands among those present.
9. 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. 2. Other Items: Consider and take appropriate action on the minutes of the September 21, 2021 Tax Hearing: Commissioner Alexander made the motion to accept the minutes from the September 21, 2021 Tax Hearing and was seconded by Commissioner Opiela. The motion passed unanimously by a show of hands among those present.
10. Review and Approve Pending Disbursements: Commissioner Opiela made the motion to approve the pending disbursements and was seconded by Commissioner Laryea. The motion passed unanimously by a show of hands among those present. Check detail attached.
11. Executive Session: None
12. Adjournment: Commissioner Torgrimson declared that the agenda had been completed and adjourned the meeting at 7:45 pm.

Next meeting is scheduled for November 16, 2021.

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Approved by:

Peter Wezinsan

Attest:

Luís L. Laryen

GR1000-1b Minutes-Written

Responsibilities and Revenue 2020-21

Old Lampasas/ Spicewood Springs			
# of Addresses	433	5.8%	
# of Calls	33	2%	
Property Tax	~\$213k	7%	
Sales Tax	~\$102k	2%	

City Park Road / West			
# of Addresses	1256	15.5%	
# of Calls	65	4%	
Property Tax	~\$1.2M	39%	
Sales Tax	~\$150k	3%	

McNeill Rd. / North			
# of Addresses	715	8.9%	
# of Calls	166	11%	
Property Tax	~\$231k	7.6%	
Sales Tax	~\$305k	6%	

Springdale Rd.			
# of Addresses	957	11.8%	
# of Calls	612	18%	
Property Tax	~\$273k	9%	
Sales Tax	~\$2.3M	43%	

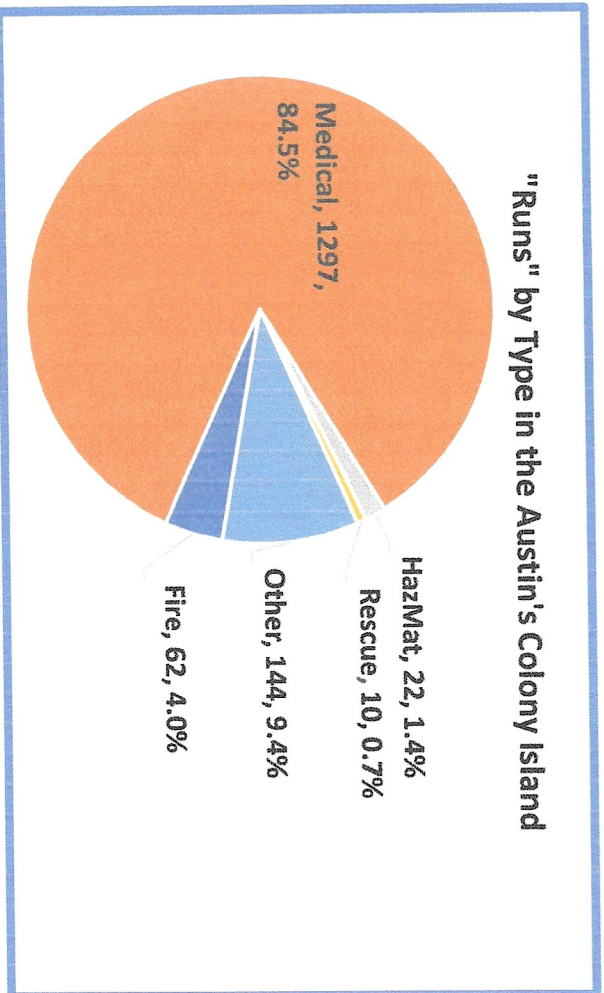
Austin Colony/ East 130			
# of Addresses	3445	49%	
# of Calls	998	65%	
Property Tax	\$1.05M	34.4%	
Sales Tax	~\$2.20M	45%	

Item: 7


All calculations are for illustrative purposes only, and are based on broad yearly averages.

Example of "Incidents" versus "Runs"

"Incidents" per island		# of Units needed to make "Runs" in the Austin's Colony Island	
Austin's Colony	998	62	Fire
Springdale	269	1297	Medical
McNeil/ North	166	22	HazMat
Spicewood Sprin	33	10	Rescue
City Park Rd	65	144	Other
Total in District	1531	1535	



Item: 9

MONTHLY REPORT FOR OCTOBER 19, 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.
- Prevention:** a) Burn Ban in effect Sept. 24th.
b) Austin's Colony *Community Center* / Roadway improvements.
- Fire Station maintenance:** Water damage in Station 48 office.
 - 1) Removed the AC, emptied the office
 - 2) Tested by Austex Environmental; creation of a Remediation Protocol
 - 3) Hire company to remove the hazard.
 - 4) Re-Test post drywall removal.
 - 5) Repair the office as part of the spring remodel.
- **Fire Station maintenance:** Road shoulder at Station 47 repaired; new sign installed.

Fire Station remodels:

Phase	Additional Parking lot 47	48 remodel
I Design	✓ Complete (KSA)	✓ Complete (Evans and Fattner)
II Construction Document/Permits	Waiting for the formal variance hearing. ✓ Did get approval through the Travis County System.	✓ Signed architect services contract.
III Competitive Bid Process		No later than February 1 st (see note in backup)
IV Construction oversight		

From the Signed Contract:

Schedule: Work shall be completed and ready for advertisement for public bidding approximately ten weeks after the agreement is executed, with the goal of advertising for bids before February 1st, 2022. Additionally, the work products necessary for permit applications shall likewise be completed and ready for submission approximately 10 weeks after the agreement is executed, with the goal of having all permit applications completed before February 1st, 2022.

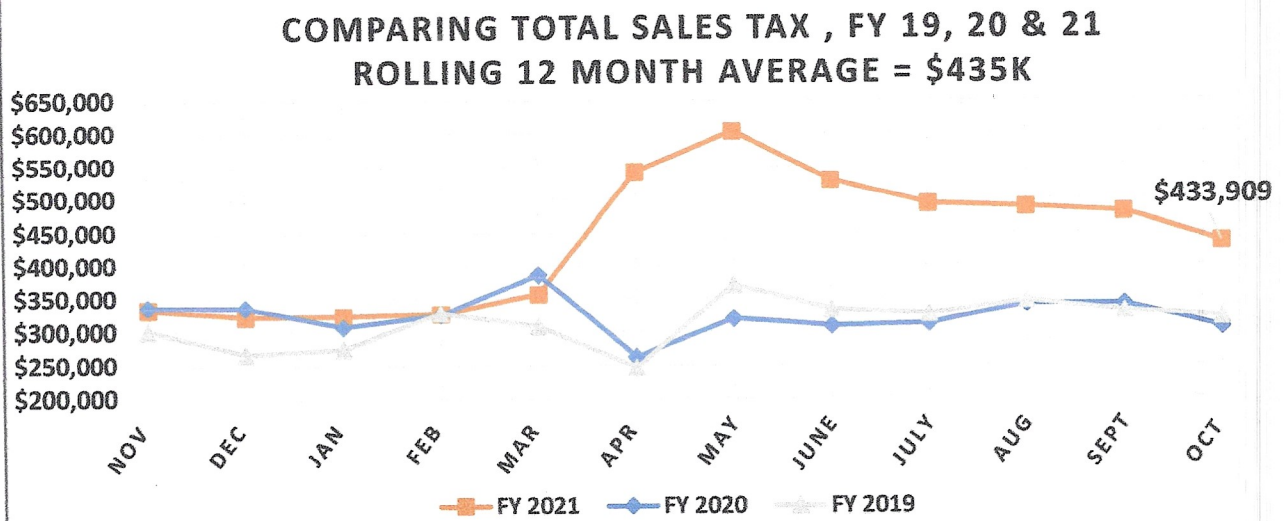
- If the above deadlines are not met the Firm shall pay to the Client FIFTY AND 00/100 DOLLARS (\$50.00) for each day thereafter that the work is not completed as set forth herein.
- Work days lost due to the unresponsiveness of the owner will be credited to the Firm as an extension to the February 1st, 2022 deadline. "

2) OTHER ITEMS

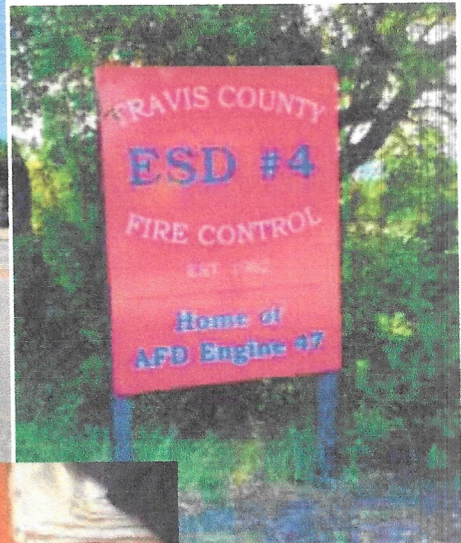
- Consider and take appropriate action on the minutes of the September 21 2021 Tax Hearing.
- Updates on Legal issues and Insurances.

□ Meet and Greet with County Commissioners? Eric O, Charles A?

3) REVENUE / FINANCE



BACKUP ITEMS:



Latest thinking on the Harold Green Road Extension. DRAFT



Travis County ESD #4
Check Detail-brd pkt
October 19, 2021

Mem: 10

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	47176	10/19/2021	Travis Central Appraisal Di...	added rev receiv...	1000 Wells Fargo ...	
Bill	6809	09/30/2021		from missed invoice	5905 TCAD Budget ...	-2,012.05
TOTAL						-2,012.05
Check	47177	10/19/2021	Austin Fire Department	FY22Q1	1000 Wells Fargo ...	
TOTAL				As per contract	5000 COA/AFD Co ...	-1,221,448.00
Check	47178	10/19/2021	William D. Webb	Inv 36	1000 Wells Fargo ...	
TOTAL				as per contract	5925 Administrative ...	-600.00
Check	47179	10/19/2021	Logan Consulting	Inv 21-10	1000 Wells Fargo ...	
TOTAL				as per contract	5925 Administrative ...	-2,050.00
Check	47180	10/19/2021	Gene Wills	211019	1000 Wells Fargo ...	
TOTAL				work on Reynolds...	5902 Legal Fees	-1,042.40
Check	47181	10/19/2021	Gwen Baum	Inv 133	1000 Wells Fargo ...	
TOTAL				uniforms	5700 Station Expen...	-357.48
TOTAL						-357.48