

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

January 18, 2022

The regular called meeting of the Board of Fire Commissioners of Travis County Emergency Service District #4 was held on Monday, January 18, 2022, 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 6:34 pm.

Present: Commissioners Torgrimson, Opiela, Laryea and Clark

Not Present: Commissioner Alexander

District Contractors: David Bailey and M Logan

Also present: James Medack, CPA

1. Open meeting: Commissioner Torgrimson called the meeting to order at 6:34 pm.
2. Public Comments: None
3. Elect Officers – Reconstitute the Board: The board was constituted as follows: Peter Torgrimson, President; Charles Alexander, Vice President; Aleah Clark, Secretary; Eric Opiela, Treasurer, and Iris Laryea, Assistant Treasurer. All positions were nominated and passed unanimously.
4. Audit Presentation – James Medack, CPA: James Medack, CPA gave the FY21 audit and all commissioner's present were given a hard copy for review. Mr. Medack stated the audit was a clean one without prejudice. Commissioner Opiela made the motion to accept the FY21 audit report and was seconded by Commissioner Clark. The motion passed unanimously by a show of hands among those present.
5. Consider and take appropriate action on the minutes of the December 13, 2021 Regular Meeting: Commissioner Clark made the motion to accept the minutes of the December 13, 2021 regular meeting and was seconded by Commissioner Laryea. The motion passed by a show of hands among those present with Commissioner Opiela abstaining.

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6. Consider and take appropriate action on the December 2021 treasurer's report, which may include other reports: Ms. Logan presented to the commissioners the December 2021 treasurer's report, the expenditures over \$2000 report, cash flow report, and others. After review and discussion, Commissioner Opiela made a motion to accept the December 2021 treasurer's report, including the expenditures over \$2000 report, and the line-item expenditures as reflected in the report, and other reports. Commissioner Laryea seconded the motion and it passed unanimously by a show of hands among those present.
7. Update on the TexPool Investment report: Ms. Logan reviewed the December 2021 TexPool Investment Summary Report with the commissioners. No questions were asked.
8. Discussion on continuing education requirements and status for Commissioners: To be placed on February agenda.
9. Update on Station 48 remodel – Consider and take appropriate action on Invoice 4531 from Fatter & Evans \$21,939.87: Commissioner Opiela made the motion to approve the invoice 4531 and was seconded by Commissioner Laryea. The motion passed unanimously by a show of hands among those present.
10. Consider and take appropriate action concerning an Attorney General's opinion on tax exemptions: Commissioner Opiela made the motion to have the County Attorney seek out the Attorney General's opinion with regards to the ability to roll back a homestead exemption, if offered. The motion was seconded by Commissioner Clark and passed unanimously by a show of hands among those present.
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.
12. Review and Approve Pending Disbursements: Commissioner Opiela 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. Check detail attached.
13. Executive Session: None

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14. Adjournment: Commissioner Torgrimson declared that the agenda had been completed and adjourned the meeting at 7:38 pm.

Next meeting is scheduled for February 15, 2022.

Approved by:


Peter Torgrimson

Attest:

Luis Larga

GR1000-1b Minutes-Written

MONTHLY REPORT FOR JANUARY 18TH, 2022 BOARD MEETING

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

1) CURRENT AFD SERVICE-CONTRACT UPDATE:

- Operations:** New Fire Land curbed and paved for Austin's Colony. (p.3)
Harold Green Rd entry now named Tesla Rd.
- Prevention:** Brush Pick-up in Jan./Feb. (p.2)
Delays in 1st week end due to Covid work shortages and heavy usage.
Fire Hydrant concerns along Lake Austin. (p.3)

Fire Station remodels:

48 kitchen / dining:

Friday, Jan. 21- Notice in the Paper (and at Miller Plan Room, which an online bid source)

Friday Jan. 28- Mandatory Pre-Bid meeting at station 48.

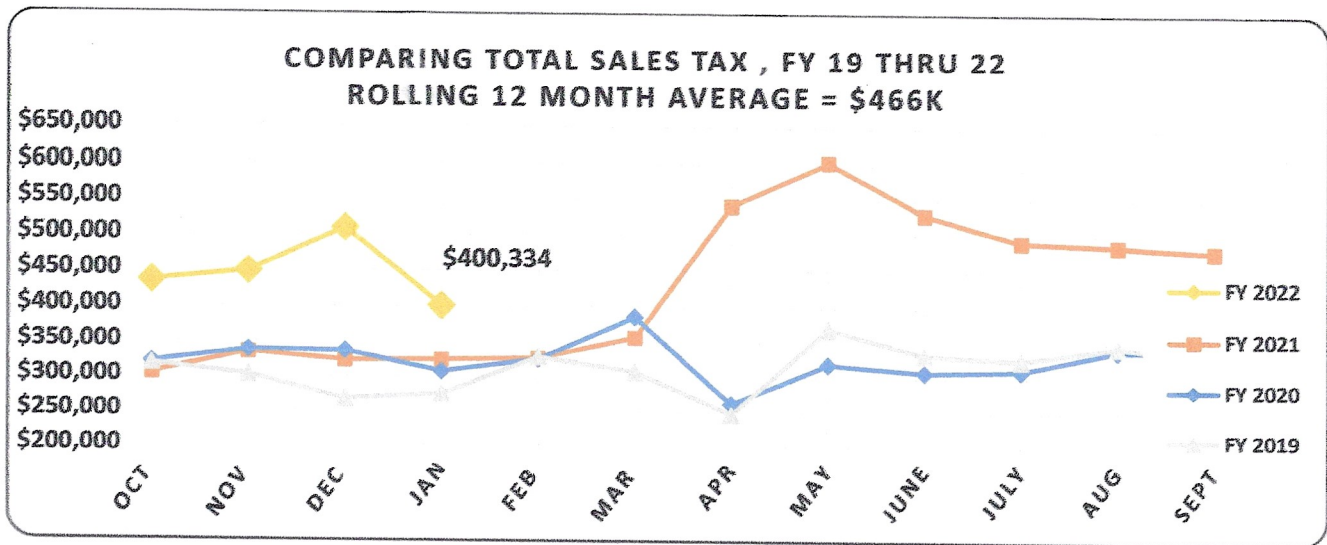
Friday Feb 8th- Last day for any responses to queries from interested bidders.

Friday Feb 11- Deadline for submission 2 pm

Friday Feb 11- Opening and initial ranking as an acceptable or unacceptable proposal. - 3pm.

47 parking lot permit - expensive roadblocks. (earlier email)

2) REVENUE / FINANCE



3) OTHER ITEMS

a) SAFE – D Conference in Round Rock: Feb. 17-19, 2022

Have you registered??

Reimbursement processes?

www.safe-d.org

b) Dates released for 2022 BRUSH PICK UP.

January 3 - January 7, 2022	Section E- City Park Rd.
January 10 – January 14, 2022	Sections D & C- Spicewood Springs and Palmer
February 7 - February 11, 2022	Section B- Springdale
February 14 - February 18, 2022	Section A- Austin's Colony

c) Property Tax Exemptions- Seeking an Attorney General's Opinion.

Need the help of the County Attorney.

Could take 6 months.

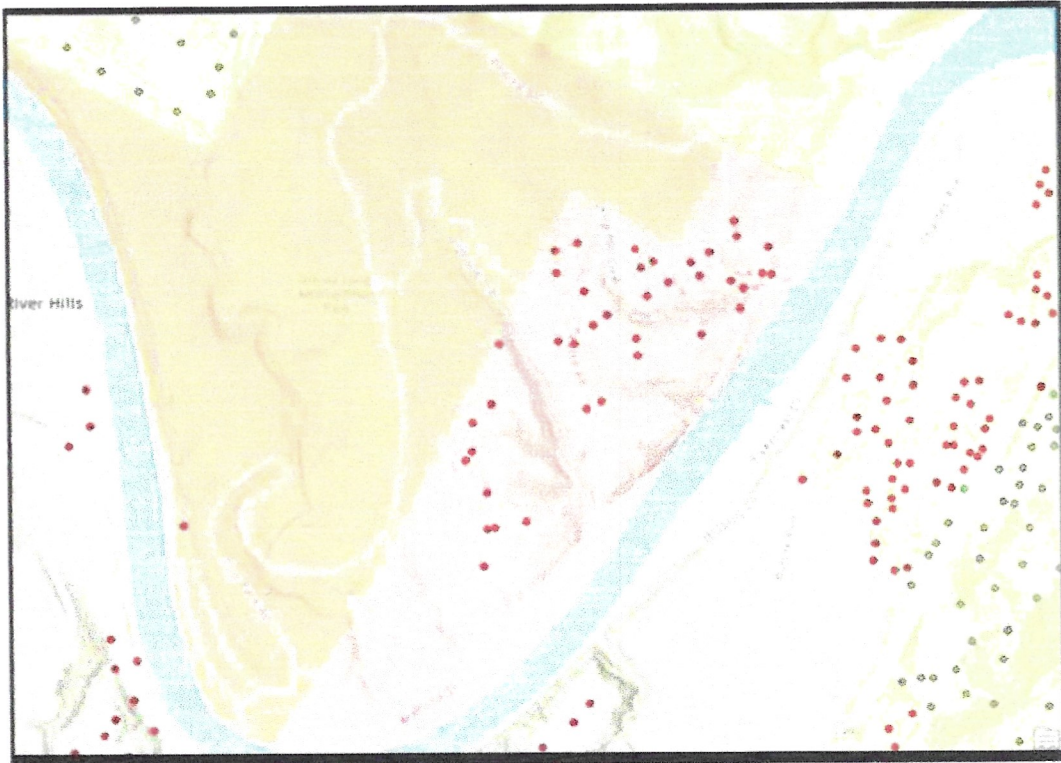
d) Community Care Lease Renewal.

Agreed to a single annual check rather than monthly.

① Hydrant map seen by responding fire companies.

Red – Private

Gray = City approved.



② New Fire Lane at the Community Center
(also start of new exit road)



Travis County ESD #4
Check Detail
January 17, 2022

Type	Num	Date	Name	Memo	Account	Paid Amount
Check	47192	01/17/2022	William D. Webb	Inv 39	1000 Wells Fargo ...	-849.24
TOTAL				Inv 39	5925 Administrative ...	-849.24
Check	47193	01/17/2022	Logan Consulting	Inv 22-01	1000 Wells Fargo ...	-2,050.00
TOTAL				per contract dropbox,avast,1099	5925 Administrative ... 5802 Office Supplies	-209.92
Check	47194	01/17/2022	Tax Assessor Colle...	2021 Collection Fee	1000 Wells Fargo ...	-15,429.37
TOTAL				8251 parcels	5904 Tax Assessor ...	-15,429.37
Check	47195	01/17/2022	Professional Civic ...	Inv Dec 2021	1000 Wells Fargo ...	-1,650.00
TOTAL				per contract	5925 Administrative ...	-1,650.00
Check	47196	01/17/2022	Austin Fire Depart...	Inv FY22Q2	1000 Wells Fargo ...	-1,048,714.00
TOTAL				per contract	5000 COAA/AFD Co...	-1,048,714.00
Check	47197	01/17/2022	Medak & Oltmann, ...	Inv 8186	1000 Wells Fargo ...	-5,000.00
TOTAL				per agreement	5901 Audit	-5,000.00
Check	47198	01/17/2022	Fatter & Evans Arc...	Inv 4531	1000 Wells Fargo ...	-21,939.87
TOTAL				architectual drawings	5804 Station 48 Re...	-21,939.87