

Travis County Emergency
Service District 4.



14312 Hunters Bend Dr.
Austin, Texas 78723
Office (512) 836-7566,
Fax (512) 832-8389
www.esd4.org

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

October 18, 2022

The regular called meeting of the Board of Fire Commissioners of Travis County Emergency Service District #4 was held on Tuesday, October 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 6:37 pm.

Present: Commissioners Torgrimson, Alexander, Clark, Opiela and Laryea
District Contractors: David Bailey and M Logan

1. Open meeting: Commissioner Torgrimson called the meeting to order at 6:37 pm.
2. Public Comments: None
3. Consider and take appropriate action on the minutes of the September 20, 2022 Regular Meeting: Commissioner Alexander made the motion to accept the minutes of the September 20, 2022 regular meeting and was seconded by Commissioner Opiela. The motion passed unanimously.
4. Consider and take appropriate action on the September 2022 treasurer's report, which may include other reports: Ms. Logan presented to the commissioners the September 2022 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 September 2022 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.
5. Update on the TexPool Investment report: Ms. Logan reviewed the September 2022 TexPool Investment Summary Report with the commissioners.

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6. Update on FY22 Audit: Ms. Logan stated she is working on closing out the year and has gotten with the auditor, James Medack, and will be setting up the field work appointment soon.
7. Discussion and possible action on acquiring the services of a sales tax management/audit company for the district: Mr. Bailey stated that he is speaking with someone at HdL Companies regarding this matter but nothing definitive has been developed. He will continue to engage and report back to the board in November.
8. Consider and take appropriate action to authorize the District Administrator to enter into discussions concerning the construction of a cell phone tower on the property at Station 48: Commissioner Opiela made the motion to appoint David Bailey to research and enter into discussions with the cell phone tower project and was seconded by Commissioner Clark. 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.
10. Review and Approve Pending Disbursements: Commissioner Opiela made the motion to approve the pending disbursements and was seconded by Commissioner Alexander. The motion passed unanimously by a show of hands among those present. Check detail attached.
11. Discuss and consider appropriate action related to Phase I of the ESD 4 Strategic Planning Process: discussion not to exceed 30 minutes: David Bailey took the board through a couple of exercises that outlines possible scenarios for Phase I. No action taken.
12. Executive Session: None
13. Adjournment: Commissioner Torgrimson declared that the agenda had been completed and adjourned the meeting at 8:22 pm.

Next meeting is scheduled for November 15, 2022.

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Approved by:


Peter Torgersen

Attest:

Mrs. S. Lanza

GR1000-1b Minutes-Written

MONTHLY REPORT FOR OCTOBER 18TH, 2022 BOARD MEETING

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

1) CURRENT AFD SERVICE-CONTRACT UPDATE:

Prevention, Risk Reduction.

- a) Wildfires under Austin Energy power lines? Meeting 10/21 with multi player.
- b) Fire Code adoption by an ESD- versus through Travis County Fire Marshal- "this decade's medical direction"
ESD 2, 6, 9, 12 and now 11. (ESD 4 and 3 had a code and relinquished back to TC)

Community Communication / Outreach:

- a) 45 communications (emails, voice mails, etc)
- b) National Night Out visits.
- c) Help with parking lot permit (emails to commissioners)

Fire Station remodels:

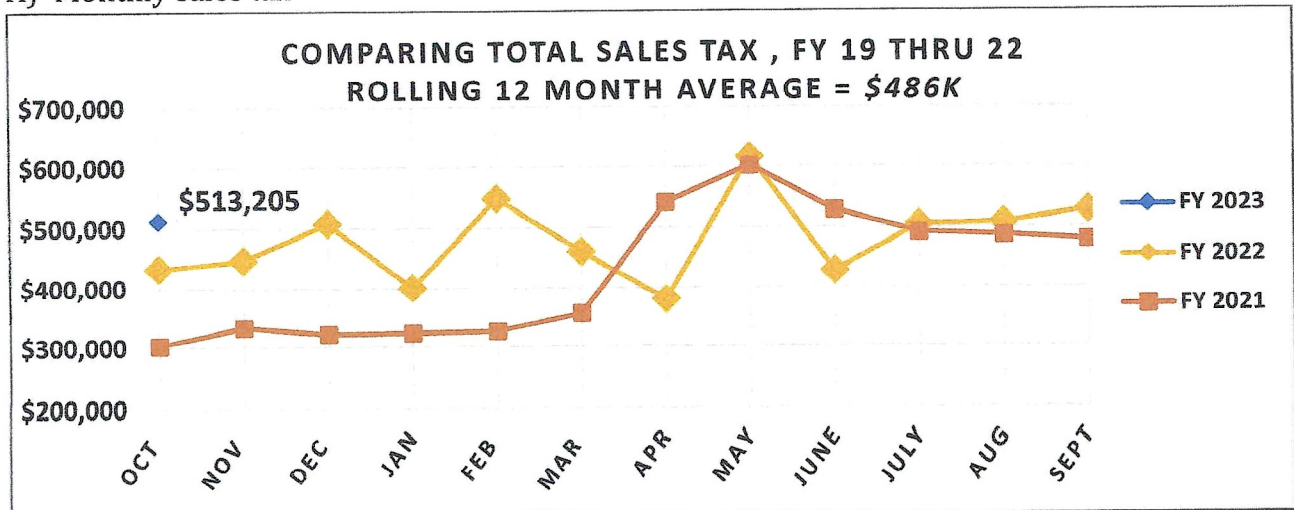
48 kitchen / dining: Trying to close out this project, final draw is ~\$50k.
Wanting final walk through on HVAC systems.

47 parking lot construction:

- Final permit hold up? Right of Way conflict with TC 2045 plan. (see attached)

2) REVENUE / FINANCE

A) Monthly sales tax



3) OTHER ITEMS

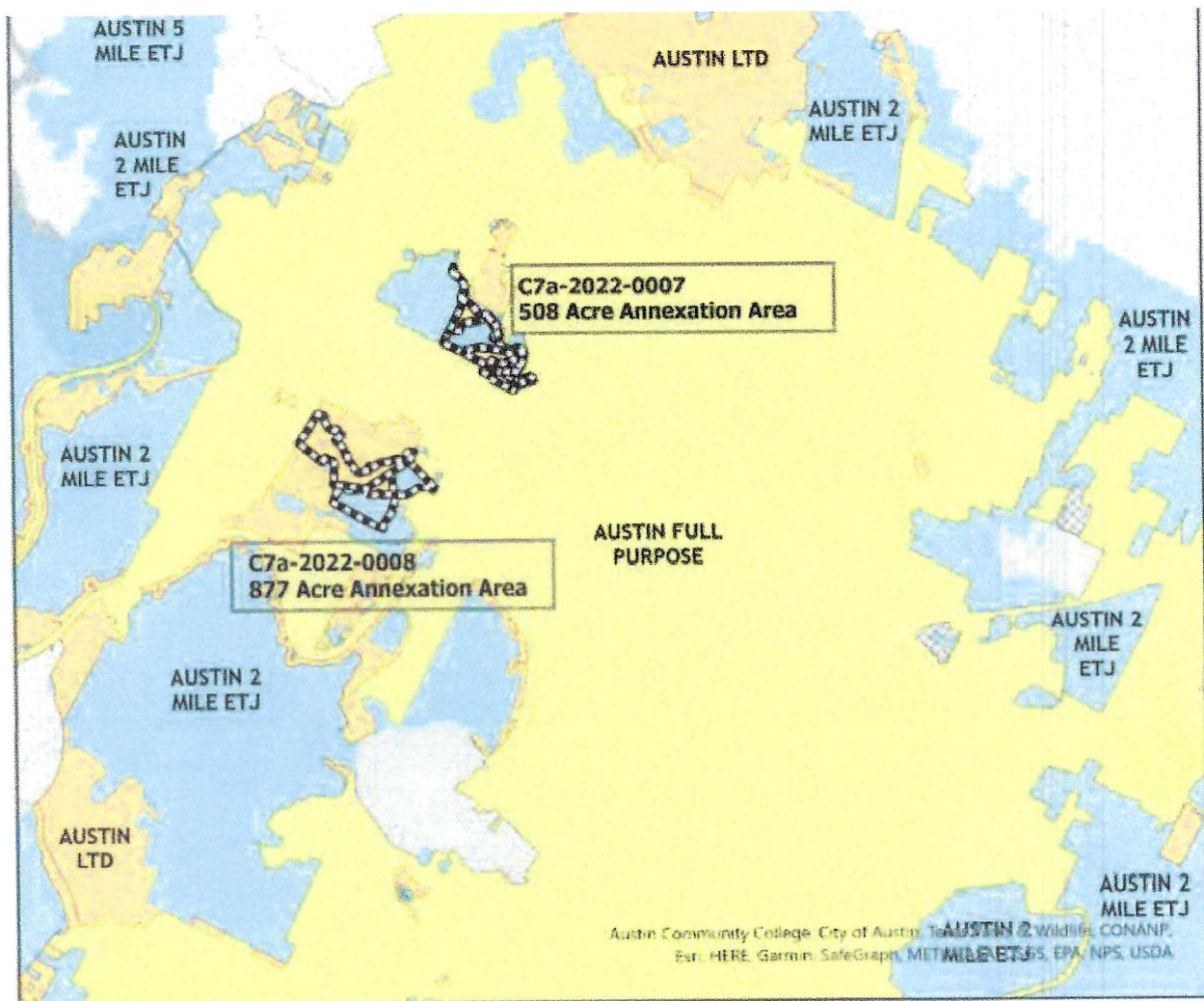
A) Cell Tower Lease agreement

We've been approached to place 150' self-supported tower at St.48. Latest negotiation points:

- 1) Length of the lease: I offered 25 term – they want a 50 term?
- 2) Rental increases – Hemphill does not do CPI but may be able to do a fixed annual increase.
- 3) Access – there should never be an issue with the access. We can design the site to allow for parking on our leased premises to avoid any conflict.
- 4) Options – Hemphill would like a 24-month option period to complete all due-diligence.

B) **Water tower went away!** No damage, no injuries. No crew problems.

C) **Annexations by the COA-** 1385 acres around City Park Rd and Spicewood Springs Rd. A total of 34 parcels, all Tax Exempt and none generating sales tax.



Travis County ESD #4
Check Detail
October 18 - 31, 2022

Type	Num	Date	Name	Memo	Account	Paid Amount
Check	47238	10/18/2022	Travis County ESD No. 2	Inv 92482	1000 Wells Fargo ...	-269.50
				Fire Chief's meeting	5911 Meetings	
TOTAL						-269.50
Check	47239	10/18/2022	Professional Civic Services	Inv Sept 2022	1000 Wells Fargo ...	-2,430.00
				as per contract	5925 Administrative ...	
TOTAL						-2,430.00
Check	47240	10/18/2022	William D. Webb	Inv 48	1000 Wells Fargo ...	-454.34
				as per contract	5925 Administrative ...	
TOTAL						-454.34
Check	47241	10/18/2022	Logan Consulting	Inv 23-10	1000 Wells Fargo ...	-2,193.50
				as per contract	5925 Administrative ...	
TOTAL						-2,193.50