

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

November 15, 2022

The regular called meeting of the Board of Fire Commissioners of Travis County Emergency Service District #4 was held on Tuesday, November 15, 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 6:32 pm.

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

1. Open meeting: Commissioner Torgrimson called the meeting to order at 6:32 pm.
2. Public Comments: None
3. Consider and take appropriate action on the minutes from the public hearing on September 20, 2022 and the minutes of the October 18, 2022 Regular Meeting: Commissioner Alexander made the motion to accept the minutes of the September 20, 2022 public hearing and the October 18, 2022 minutes from the regular meeting and was seconded by Commissioner Opiela. The motion passed unanimously by a show of hands among those present.
4. Consider and take appropriate action on the October 2022 treasurer's report, which may include other reports: Ms. Logan presented to the commissioners the October 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 October 2022 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 October 2022 TexPool Investment Summary Report with the commissioners.

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6. Discussion and possible action on acquiring the services of a sales tax management/audit company for the district: Commissioner Opiela made the motion to have David Bailey monitor the sales tax revenue and reports and was seconded by Commissioner Laryea. The motion passed unanimously by a show of hands among those present.
7. Update on the cell phone tower on the property at Station 48: David Bailey stated that after discussions with the station and Austin Fire Department, there were no conflicts with the tower being installed.
8. 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. 3.b. Commissioner Opiela made the motion to empower David Bailey to negotiate with the lawyer on cell tower contract at Station 48 and was seconded by Commissioner Alexander. The motion passed unanimously by a show of hands among those present.
9. Discuss and consider appropriate action on moving the TCESD#4 board meeting to the Nathaniel Booker Community Center at 14502 Lippincott Drive, Austin, TX 78725: Commissioner Opiela made the motion to move the board meetings to the above address beginning January 2023 and was seconded by Commissioner Laryea. The motion passed unanimously by a show of hands among those present.
10. Update on Commissioner Training and SAFE-D Conference: Ms. Logan provided all commissioners with their training requirements and stated the conference was being held February 2-4, 2023 at Kalahari Resort in Round Rock Texas. She encouraged all who wished to attend, register as soon as possible as slots were filling up quickly.
11. Confirm December 13, 2022 meeting date: Commissioner Laryea made the motion to move the date to December 13 from December 20th to accommodate the holiday season and was seconded by Commissioner Alexander. The motion passed unanimously by a show of hands among those present.
12. 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.

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13. Discuss and consider appropriate action related to Phase II of the ESD 4 Strategic Planning Process: discussion not to exceed 30 minutes: David Bailey took the board through a couple of exercises that outline possible scenarios for Phase II. No action taken.
14. Executive Session: None
15. Adjournment: Commissioner Torgrimson declared that the agenda had been completed and adjourned the meeting at 8:32 pm.

Next meeting is scheduled for December 13, 2022.


Approved by:

Rita Torgrimson

Attest:

[Signature]

MONTHLY REPORT FOR NOVEMBER 15TH, 2022 BOARD MEETING

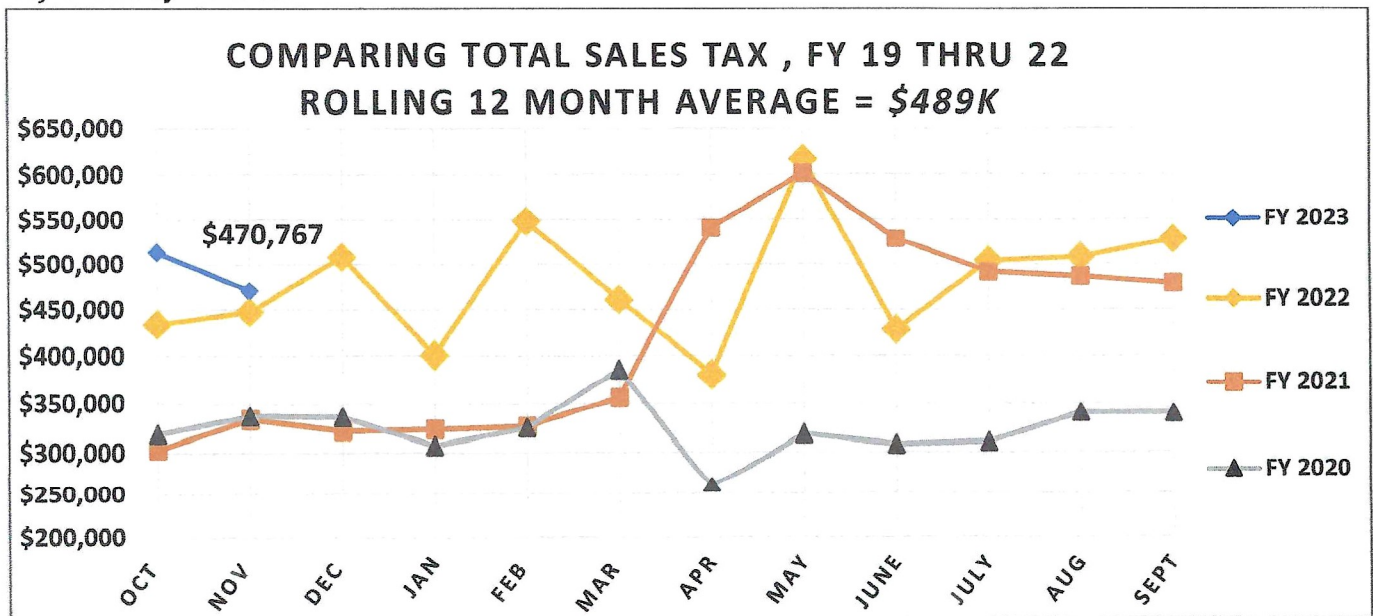
To:	Travis County Emergency Service District 4.	
From:	District Administrator	Professional Civic Services, LLC

1) CURRENT AFD SERVICE-CONTRACT UPDATE:

- Prevention, Risk Reduction.**
 - a) Large meeting regarding wildfires under Austin Energy power lines. Advice & answers provided by AE and AFD.
 - b) Fire Marshal services? (See attached)
- Community Communication / Outreach:**
 - 34 emails, webforms, phone calls. Burn ban lifted, uptick in notifications.
- Fire Station remodels:**
 - 48 kitchen / dining:** Expecting final closeout invoice in December.
 - 47 parking lot construction:** OSS septic permit is issued, Work to begin 11/28.

2) REVENUE / FINANCE

A) Monthly sales tax

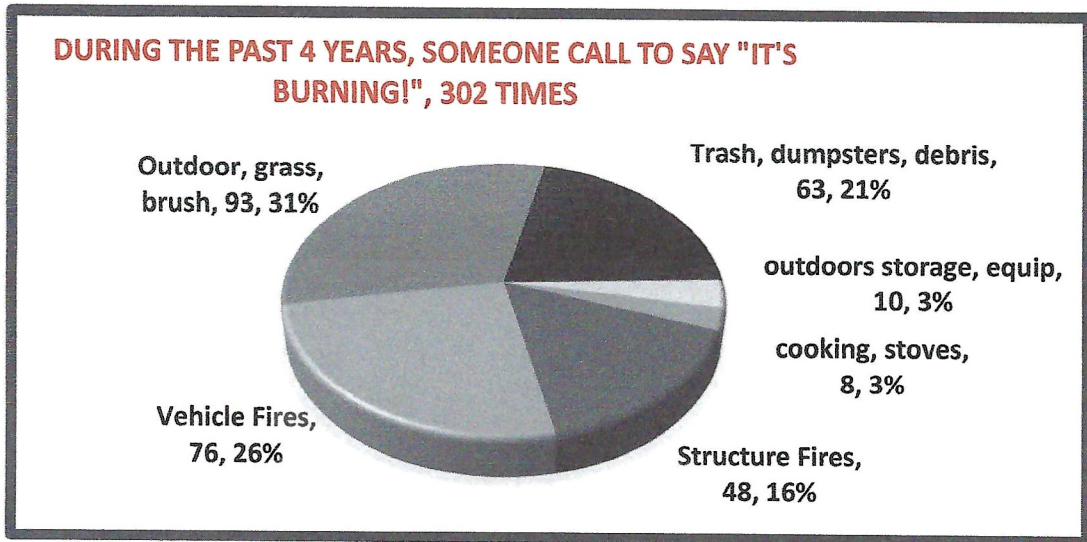


3) OTHER ITEMS

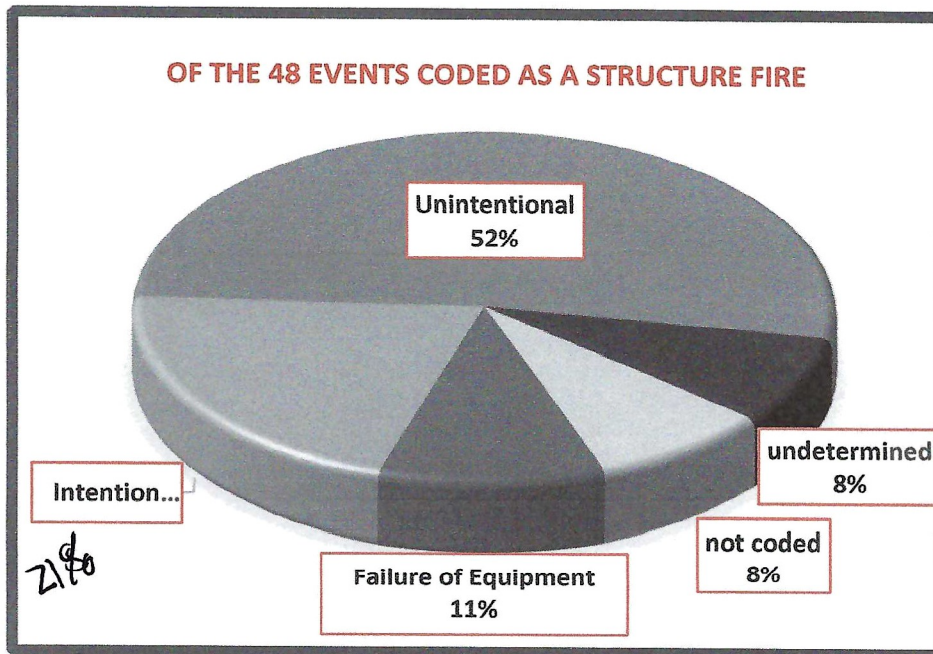
- a) Water tower went away! No damage, no injuries. Small building remains; but lot repaired
- b) Cell Tower agreement?
- c) hDL Sales Tax consulting proposal?

WHAT FIRES ARE WE CONTROLLING?

All fire incidents from 2018 to 2022.



The Travis Co. Fire Marshal was requested for 30 of the 302 calls.



Of the structure fires the TC Fire Marshal was called 9 times. 2 were determined to be intentional, 4 were determined to be Un-intentional and 3 are still undetermined.

NOTE: A similar analysis is warranted for Fire Inspection / Permitting service provided by the TC Fire Marshal's office. Currently working with TC FM for that analysis.

Travis County ESD #4
Check Detail
November 15, 2022

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check	47242	11/15/2022	Professional Civic ...	Inv October ...	1000 Wells Fargo ...	-3,430.00	-3,430.00
TOTAL				as per contract	5925 Administrative ...	-3,430.00	3,430.00
Check	47243	11/15/2022	Logan Consulting	Inv 23-11	1000 Wells Fargo ...	-2,193.50	-2,193.50
TOTAL				as per contract	5925 Administrative ...	-2,193.50	2,193.50
Check	47244	11/15/2022	William D. Webb	Inv 49	1000 Wells Fargo ...	-908.68	-908.68
TOTAL				as per contract	5925 Administrative ...	-908.68	908.68
Check	47245	11/15/2022	Tax Assessor Colle...	2022 Collecti...	1000 Wells Fargo ...	-17,195.36	-17,195.36
TOTAL				as per notice	5904 Tax Assessor ...	-17,195.36	17,195.36
Check	47246	11/15/2022	SAFE-D	Inv 3236 E O...	1000 Wells Fargo ...	-295.00	-295.00
TOTAL				SAFE-D Conf...	5601 SAFE-D Training	-295.00	295.00
Check	47247	11/15/2022	SAFE-D	Inv 3212	1000 Wells Fargo ...	-1,100.00	-1,100.00
TOTAL				membership	5603 SAFE-D Mem...	-1,100.00	1,100.00
Check	47248	11/15/2022	KSA	Amendment...	1000 Wells Fargo ...	-6,700.00	-6,700.00
TOTAL				parking lot ser...	5803 Station 47 Re...	-6,700.00	6,700.00