

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

January 17, 2023

The regular called meeting of the Board of Fire Commissioners of Travis County Emergency Service District #4 was held on Tuesday, January 17, 2023, at 6:30 p.m. at Nathaniel Booker Community Center, 14502 Lippincott Drive, Austin, TX 78725. Commissioner Torgrimson being in the chair and a quorum present, the meeting was called to order at 6:34 pm.

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

1. Open meeting: Commissioner Torgrimson called the meeting to order at 6:34 pm.
2. Public Comments: None
3. Audit Presentation – Commissioner Opiela made the motion to move the audit from Item number 4 to 3 and was seconded by Commissioner Laryea. The motion passed unanimously by a show of hands among those present. Mr. Medack, CPA gave the FY22 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 FY22 audit report and was seconded by Commissioner Alexander. The motion passed unanimously by a show of hands among those present.
4. Elect Officers – Reconstitute the Board – Commissioner Opiela made the motion to keep the board as is and was seconded by Commissioner Clark. The motion passed unanimously by a show of hands among those present. The board is as follows: Peter Torgrimson, President; Charles Alexander, Vice President; Aleah Clark, Secretary; Eric Opiela, Treasurer and Iris Laryea, Assistant Treasurer.
5. Consider and take appropriate action on the minutes of the December 13, 2022 Regular Meeting: Commissioner Laryea made the motion to accept the minutes of the December 13, 2022 regular meeting and was seconded by Commissioner Clark. The motion passed with Commissioner Alexander abstaining.

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6. Consider and take appropriate action on the December 2022 treasurer's report, which may include other reports: Ms. Logan presented to the commissioners the December 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 December 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.
7. Update on the TexPool Investment report: Ms. Logan reviewed the December 2022 TexPool Investment Summary Report with the commissioners.
8. Discussion on continuing education requirements and status for Commissioners: Ms. Logan stated that Commissioners Torgrimson and Alexander needed 3 hours by December 31, 2023 and everyone else had all they needed to be in compliance.
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. Commissioner Clark made the motion to accept the terms of the cell phone tower contract as presented and was seconded by Commissioner Alexander. 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 as amended with the addition of check 47258 for \$3,826.00 to Brycom, LLC that was accidentally left off report, and was seconded by Commissioner Clark. The motion passed unanimously by a show of hands among those present. Check detail attached.
11. Discuss and consider appropriate action related to Phase III of the ESD 4 Strategic Planning Process: discussion not to exceed 30 minutes: No action taken.
12. Executive Session: None
13. Next Meeting: February 21, 2023

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14. Adjournment: Commissioner Torgrimson declared that the agenda had been completed and adjourned the meeting at 8:00 pm.

Approved by:


A handwritten signature in black ink, appearing to be "Peter Torgrimson", written over a horizontal line.

Attest:

A handwritten signature in black ink, appearing to be "Peter Torgrimson", written over a horizontal line.

GR1000-1b Minutes-Written

MONTHLY REPORT FOR JANUARY 17, 2023 BOARD MEETING

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

1) CURRENT AFD SERVICE-CONTRACT UPDATE:

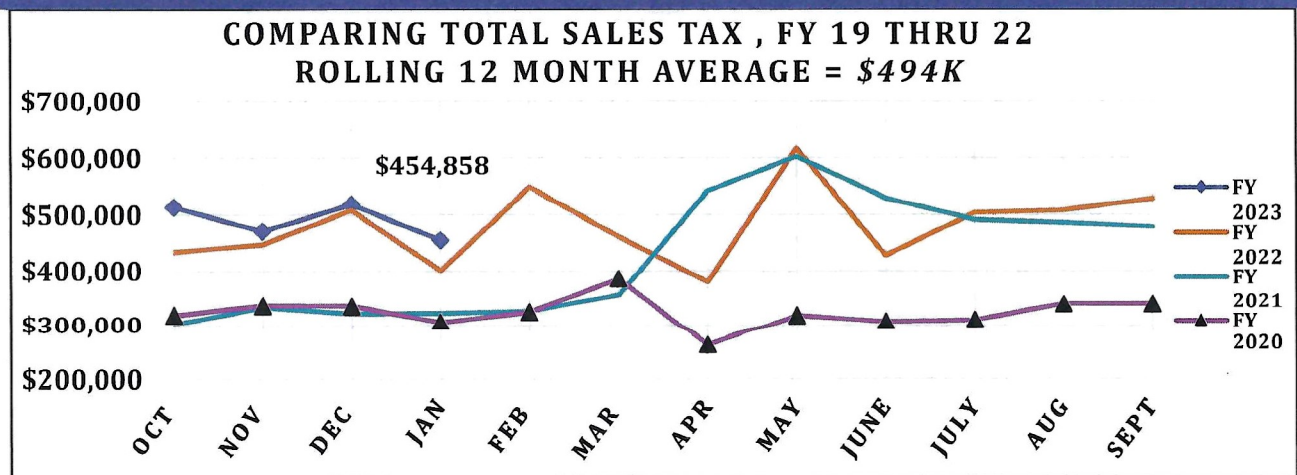
- Fire Prevention, Risk Reduction.**
 - 1) **Brush Pickup Dates for 2023**
 - Section E-Collection week of 1/9/23
 - Section D & C- Collection week of 1/23/23
 - Section B, Collection week of 2/13/23
 - Section A, Collection week of 2/20/23

- Fire Engines / Apparatus:** (40K per year x 2 engines), other apparatus?

- Fire Stations:** (~\$100k annual upkeep), plus capital improvements.
 - Station 47 parking lot construction:** OSS septic is relocated, parking lot begun.
 - Station 47 remodel?!** Meeting on 1/19/2023 to kick off this project.

- Firefighters:** AFD personnel contract (90% of the total contract): 1) normal negotiations failed (Aug), 2) mediation failed (Dec), 3) binding arbitration is tentatively set for March.

2) REVENUE / FINANCE



3) OTHER ITEMS

a) Cell Tower agreement is ready to be signed.

Hemphil, LLC from Tulsa, OK.

b) Expansion of station foot print:

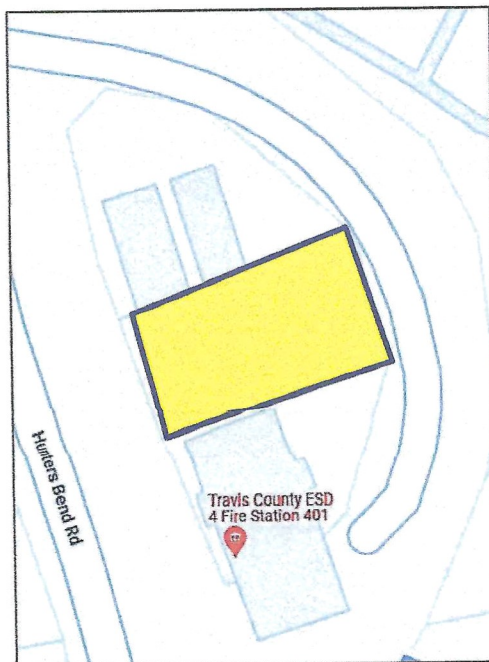
1) Contact made with COA Real Estate for City Park sliver.



.77 acres is the current parcel.

Looking for a similar expansion?

2) Contact made with SouthWest Water Corp for Station 48 piece.



3) Trying to get an answer from Tesla.

Travis County ESD #4
Check Detail
January 17 - 19, 2023

*AD Amended
Civil Clerk All*

Type	Num	Date	Name	Memo	Account	Paid Amount
Check	ACH	01/19/2023	Austin Fire Depart...	FY23 Q2 as per contract	1200 TexPool 9579 5000 COA/AFD Co...	-1,276,684.00 -1,276,684.00
TOTAL						
Check	47256	01/17/2023	Medak & Oltmann, ...	Inv 9833 FY22 audit	1000 Wells Fargo ... 5901 Audit	-6,000.00 -6,000.00
TOTAL						
Check	47257	01/17/2023	Charles Alexander	SAFE-D Conference	1000 Wells Fargo ...	-395.00
TOTAL						
Check	47259	01/17/2023	BRYCOM, LLC	VOID: install CAT 6 ...	1000 Wells Fargo ...	0.00
TOTAL						
Check	47260	01/17/2023	SAFE-D	P Tomgrimson Inv ... P Tomgrimson Inv 3...	1000 Wells Fargo ... 5601 SAFE-D Training	-295.00 -295.00
TOTAL						
Check	47261	01/17/2023	ADA Assistance	Inv 1400 inspection	1000 Wells Fargo ... 5804 Station 48 Re...	-530.00 -530.00
TOTAL						
Check	47262	01/17/2023	Logan Consulting	Inv 23-01 as per contract	1000 Wells Fargo ... 5925 Administrative ...	-2,193.50 -2,193.50
TOTAL						

Brycom, LLC
47258
3826.00

Travis County ESD #4
Check Detail
January 17 - 19, 2023

Type	Num	Date	Name	Memo	Account	Paid Amount
Check	47263	01/17/2023	William D. Webb	Inv 51 as per contract	1000 Wells Fargo ... 5925 Administrative ...	-1,138.85
TOTAL						-1,138.85
Check	47264	01/17/2023	Professional Civic ...	Inv Dec 2022 as per contract	1000 Wells Fargo ... 5925 Administrative ...	-1,750.00
TOTAL						-1,750.00