

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

February 21, 2023

The regular called meeting of the Board of Fire Commissioners of Travis County Emergency Service District #4 was held on Tuesday, February 21, 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 6:33 pm.

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

1. Open meeting: Commissioner Torgrimson called the meeting to order at 6:33 pm.
2. Public Comments: None
3. Consider and take appropriate action on the minutes of the January 17, 2023 Regular Meeting: Commissioner Alexander made the motion to accept the minutes of the January 17, 2023 regular meeting and was seconded by Commissioner Clark. The motion passed unanimously by a show of hands among those present.
4. Consider and take appropriate action on the January 2023 treasurer's report, which may include other reports: Ms. Logan presented to the commissioners the January 2023 treasurer's report, the expenditures over \$2000 report, cash flow report, and others. After review and discussion, Commissioner Clark made a motion to accept the January 2023 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 January 2023 TexPool Investment Summary Report with the commissioners.

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6. Discuss and take appropriate action on Outreach to County Commissioners: David Bailey stated that there is a bill in the Legislation that would require all ESD commissioners to be elected rather than appointed. He will keep the board apprised on that as things develop and recommends the Travis County ESD board members meet with their county commissioners to voice their opinions on whether they approve. He also recommends meeting with the county commissioners at least once a year.

7. 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 Opiela made the motion to authorize David Bailey to look at procuring a possible brush pick up vender where the county doesn't pick up brush, beginning in April, to clear the right of way and was seconded by Commissioner Alexander. The motion passed unanimously by a show of hands among those present.

8. 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.

9. 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.

10. Executive Session: None

11. Next Meeting: March 21, 2023

12. Adjournment: Commissioner Torgrimson declared that the agenda had been completed and adjourned the meeting at 7:54 pm.


Approved by:



Attest:



MONTHLY REPORT FOR FEBRUARY 21ST, 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.

- * **Wildland Brush Removal Section A, Collection week of 2/20/23**
- * **Winter Ice Storm Mara- Debris Removal.**
 - Option 1 is Travis County TNR Street list- removed by March 30.**
 - Option 2 is COA/ARR contract extension: \$1.1m for Island E, \$38K for C&D.**

Fire Stations and Facilities.

911 Drive: Ice storm damage cleanup on 2/16. Cleared roadway and reduced the fuel load hazard. More cedar trees to be removed. (email on 2/17)

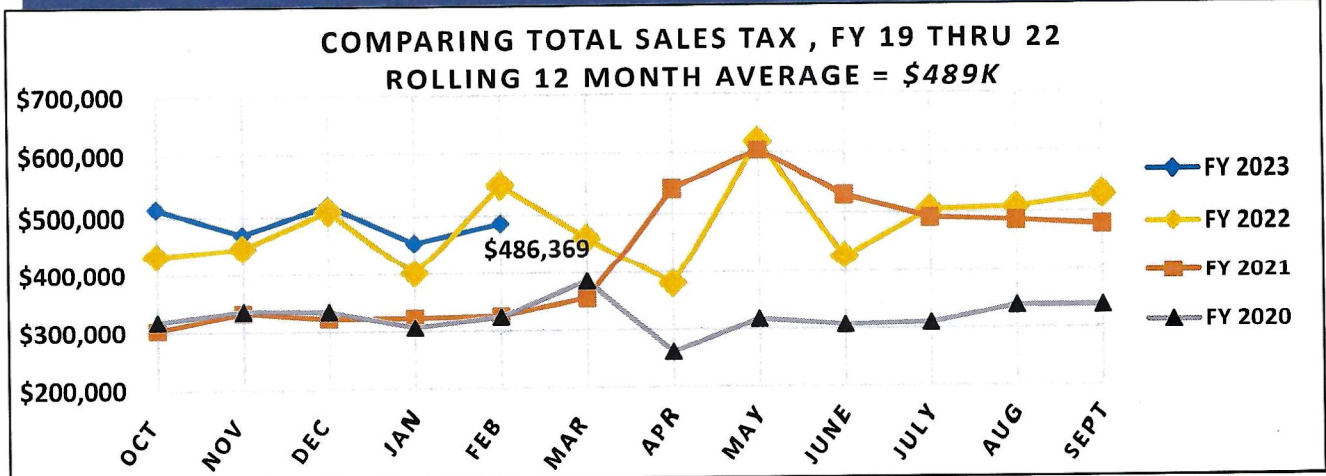
Station 48- a) ADA inspection report, post-remodel, 2 violations: (see attached #1)
 b) Meeting the cell tower construction personnel on 2/23 @9am.

Station 47 parking lot construction: Still setting stakes to match the permitted lot.

Station 47 remodel. Construction documents are ready; email 2/21. (attached #2)

- Firefighters:** AFD Labor Contract is currently under a six-month extension. Voting this week for another 3-month extension. Signed contract by June?

2) REVENUE / FINANCE



2b) ANNUAL SALES AND USE TAX ANALYSIS FOR 2022- SEE HANDOUT

ITEM #1

Comment: The 1st floor single user toilet has the flush on the wall side - it should be on the open side opposite the wall

1 of 3

TABS2022010128



1st floor

Violation:

808 Lavatories and Sinks.

808.5 Exposed Pipes and Surfaces.

Water supply and drain pipes under lavatories and sinks shall be insulated or otherwise configured to protect against contact. There shall be no sharp or abrasive surfaces under lavatories and sinks.

Comment: The first floor single user lavatory has exposed plumbing - all plumbing should be covered to prevent contact



Item 2- Station 48 remodel construction drawings.

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Travis County ESD #4
Check Detail
February 21, 2023

Type	Num	Date	Name	Memo	Account	Paid Amount
Check	47265	02/21/2023	Void	over print	1000 Wells Fargo ...	0.00
TOTAL						0.00
Check	47266	02/21/2023	Logan Consulting	Inv 23-2 as per contract	1000 Wells Fargo ... 5925 Administrative ...	-2,193.50
TOTAL						-2,193.50
Check	47267	02/21/2023	Professional Civic ...	Inv Jan 2023 as per contract	1000 Wells Fargo ... 5925 Administrative ...	-2,870.00
TOTAL						-2,870.00
Check	47268	02/21/2023	William D. Webb	Inv 52 as per contract	1000 Wells Fargo ... 5925 Administrative ...	-908.68
TOTAL						-908.68
Check	47269	02/21/2023	Burns Anderson Ju...	File 019.15707 Inv 8... legal	1000 Wells Fargo ... 5902 Legal Fees	-100.00
TOTAL						-100.00
Check	47270	02/21/2023	M Logan	1099's 1099's	1000 Wells Fargo ... 5802 Office Supplies	-24.94
TOTAL						-24.94
Check	47271	02/21/2023	Iris Larrea	SAFE-D Conferenc... SAFE-D Conference ...	1000 Wells Fargo ... 5602 Accommodation...	-864.42
TOTAL						-864.42

Travis County ESD #4
Check Detail
February 21, 2023

Type	Num	Date	Name	Memo	Account	Paid Amount
Check	47272	02/21/2023	Charles Alexander	SAFE-D Conferenc...	1000 Wells Fargo ...	-423.20
TOTAL				SAFE-D Conference ...	5602 Accommodation...	-423.20
Check	47273	02/21/2023	Travis Central Appr...	Jurs 57 Inv 8066	1000 Wells Fargo ...	-2,597.68
TOTAL				Jurs 57 Inv 8066	5905 TCAD Budget ...	-2,597.68