

Travis County Emergency  
Service District 4.



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

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

**April 18, 2023**

The regular called meeting of the Board of Fire Commissioners of Travis County Emergency Service District #4 was held on Tuesday, April 18, 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 6:30 pm.

**Present:** Commissioners Torgrimson, Clark, Laryea with Opiela arriving at 6:40 pm

**Not Present:** Commissioner Alexander

**District Contractors:** David Bailey and M Logan

1. Open meeting: Commissioner Torgrimson called the meeting to order at 6:30 pm.
2. Public Comments: None
3. Consider and take appropriate action on the minutes of the March 21, 2023 Regular Meeting: Commissioner Clark made the motion to accept the minutes of the March 21, 2023 regular meeting and was seconded by Commissioner Laryea. The motion passed with Commissioner Torgrimson abstaining.
4. Consider and take appropriate action on the March 2023 treasurer's report, which may include other reports: Ms. Logan presented to the commissioners the March 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 March 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 March 2023 TexPool Investment Summary Report with the commissioners.

Travis County Emergency  
Service District 4.



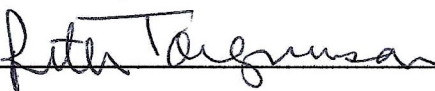
14312 Hunters Bend Dr.  
Austin, Texas 78723  
Office (512) 836-7566,  
Fax (512) 832-8389  
**www.esd4.org**

6. Update on the Third Tuesday meeting with Legislators at Texas Capitol: David Bailey stated that SAFE-D is sending email updates on the various bills before the legislative session. He will keep the board advised as more information becomes available.


Commissioner Opiela arrives at 6:40 pm


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.
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: May 16, 2023 - Commissioner Clark made the motion to move the May 16, 2023 meeting to Station 47 and was seconded by Commissioner Opiela. The motion passed unanimously by a show of hands among those present.
12. Adjournment: Commissioner Torgrimson declared that the agenda had been completed and adjourned the meeting at 7:05 pm.

Approved by:

  
\_\_\_\_\_

Attest:

  
\_\_\_\_\_

MONTHLY REPORT FOR APRIL 18 <sup>TH</sup> , 2023 BOARD MEETING		
To:	Travis County Emergency Service District 4.	
From:	District Administrator	Professional Civic Services, LLC

**1) CURRENT AFD SERVICE-CONTRACT UPDATE:**

**I. Operations:**

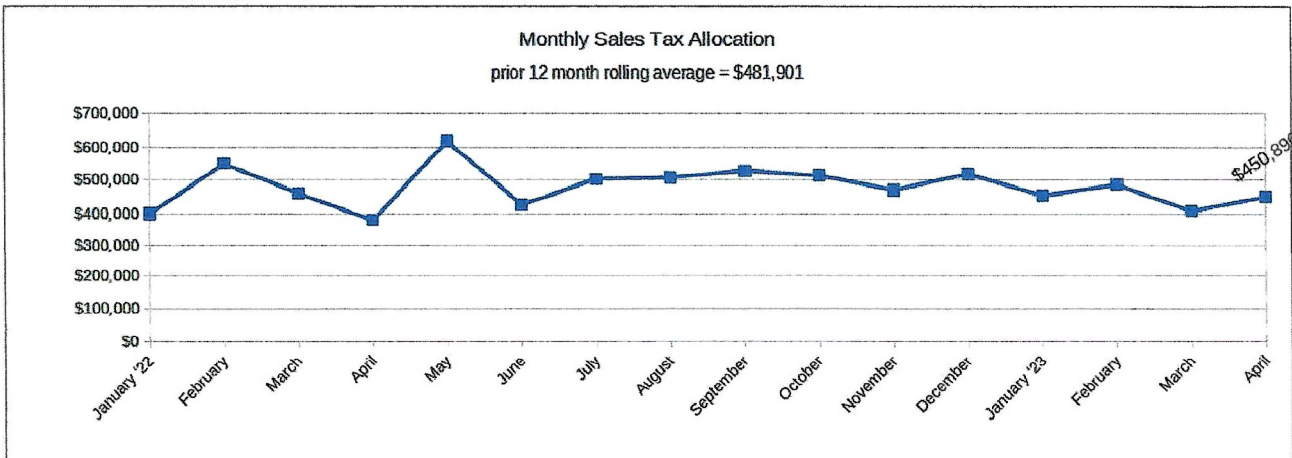
**II. Prevention:** 12 follow up contacts to citizens regarding outdoor burning, brush pick up program, fire marshal questions etc....

**III. Community Communication / Outreach:** **70 communications:** 23 webforms notification of outdoor buring, 17 voice mails, 30 emails.

**IV. Fire Station condition:**

- Station 47 parking lot:
  - ✓ One change order. To increased the depth of the parking slab from 6" to 9", just in case..... ( \$12,238 added to the original \$322K)
  - ✓ The outside beams and retaining walls are poured.
  - ✓ 1<sup>st</sup> pay app was for \$55k
  - ✓ 2<sup>nd</sup> pay app is pending for \$105K
  
- Station 47 remodel: Still hoping to solicit for bids in May.
  - ✓ Same Evans & Fattner Architect doing the construction and bid documents.
  
- Station 48 cell tower:
  - ✓ The corner of the lot is in a designated easement given to the COA. Hemphill needs COA to approve the installation. (see page 2)

**V. Financial:**



**2) STRATEGIC DECISIONS**

- **Annual Coordinating Committee meeting with AFD (April 25<sup>th</sup>, 3:00-4:30)**  
**Important Items brought by us:**
  - 1) Any need to keep the modular building, once Central Health vacates?**



**Travis County ESD #4**  
**Check Detail**  
April 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	ACH	04/01/2023	Austin Fire Depa...		1200 TexPool 9...	-1,097,158.00	-1,097,158.00
TOTAL					5000 COA/AFD ...	-1,097,158.00	1,097,158.00
Check	ACH	04/23/2023	Visa		1000 Wells Farg...	-605.95	-605.95
TOTAL					5910 Web Hosting 5910 Web Hosting 5801 Utilities 5801 Utilities 5802 Office Sup...	-180.00 -180.00 -35.98 -35.98 -173.99	180.00 180.00 35.98 35.98 173.99
Check	47282	04/18/2023	Logan Consulting		1000 Wells Farg...	-2,193.50	-2,193.50
TOTAL					5925 Administrati...	-2,193.50	2,193.50
Check	47283	04/18/2023	William D. Webb		1000 Wells Farg...	-1,135.85	-1,135.85
TOTAL					5925 Administrati...	-1,135.85	1,135.85
Check	47284	04/18/2023	G. Creek Constr...		1000 Wells Farg...	-55,371.60	-55,371.60
TOTAL					5100 Capital Fun...	-55,371.60	55,371.60
Check	47285	04/18/2023	KSA		1000 Wells Farg...	-1,438.00	-1,438.00
TOTAL					5803 Station 47 ...	-1,438.00	1,438.00

Travis County ESD #4  
Check Detail  
April 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	47286	04/27/2023	G. Creek Constr...		1000 Wells Farg...	-105,437.00	-105,437.00
				5803 Station 47 ...		-105,437.00	105,437.00
TOTAL						-105,437.00	105,437.00