

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

August 15, 2023

The regular meeting of the Board of Fire Commissioners of Travis County Emergency Services District #4 was held on Tuesday, August 15, 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, Alexander, Clark and Laryea

Not Present: Commissioner Opiela

District Contractors: David Bailey and M Logan

Public: Charles Brotherton, Travis County Executive, Emergency Services and Paul Shreve, Greenshores on Lake Austin, (GOLA) POA

1. Open meeting: Commissioner Torgrimson called the meeting to order at 6:33 pm.
2. Public Comments: None
3. Discussion with Charles Brotherton, Travis County Executive, Emergency Services: Mr. Brotherton gave an overview of his duties and offered the board his assistance with whatever they may need. The board thanked him for his services.
4. Consider and take appropriate action on the minutes of the July 18, 2023 Regular Meeting: Commissioner Alexander made the motion to accept the minutes of the July 18, 2023 regular meeting and was seconded by Commissioner Clark. The motion passed unanimously by a show of hands among those present.
5. Consider and take appropriate action on the July 2023 treasurer's report which may include other reports: Commissioner Clark made the motion to approve the July 2023 treasurers' reports and was seconded by Commissioner Alexander. The motion passed unanimously by a show of hands among those present.



6. [Update on the TexPool Investment report:](#) Ms. Logan reviewed the July 2023 TexPool Investment Summary Report with the commissioners.
7. [Propose FY24 Budget:](#) Commissioner Clark made the motion to propose the FY24 Budget as presented and was seconded by Commissioner Laryea. The motion passed unanimously by a show of hands among those present.
8. [Propose 2023 Tax Rate:](#) Commissioner Alexander made the motion to propose the 2023 tax rate at .04/\$100 valuation (four cents per one-hundred-dollar valuation) and was seconded by Commissioner Clark. Roll call vote: Commissioners Torgrimson, Clark and Alexander voted AYE, Commissioner Laryea voted NAY. Commissioner Opiela was not present and did not vote. The motion passed.
9. [Discuss and Consider Action on Update on the modular building at Station 48:](#) David Bailey stated that Community Health has a contract drawn up for purchase of the building for \$112,000.00 and the attorneys are looking it over. He further stated it should be ready for review, approval and signatures by the September meeting.
10. [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.
11. [Review and Approve Pending Disbursements:](#) Commissioner Clark made the motion to approve the pending disbursements and was seconded by Commissioner Laryea. The motion passed unanimously by a show of hands among those present. Check detail attached.
12. [Executive Session:](#) None
13. [Adjournment:](#) Commissioner Torgrimson declared that the agenda had been completed and adjourned the meeting at 7:44 pm.

Approved by:

Peter Torgrimson

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Attest:

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

GR1000-1b Minutes-Written

MONTHLY REPORT FOR AUGUST 15TH, 2023 BOARD MEETING

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

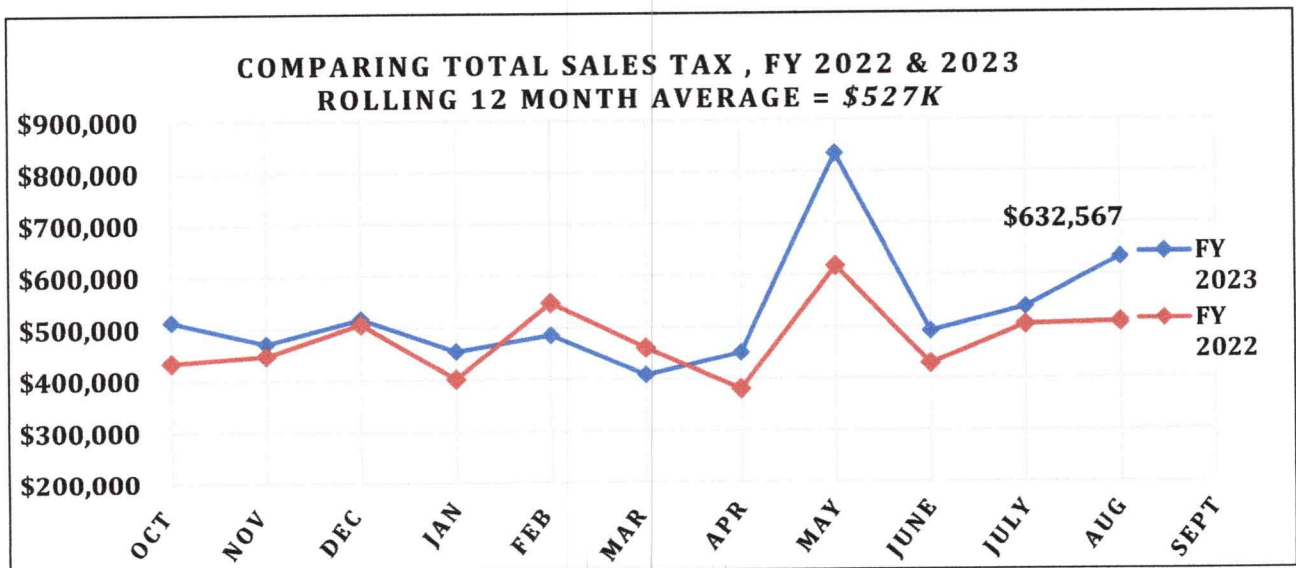
1) CURRENT AFD SERVICE-CONTRACT UPDATE:

- Operations:** 1) Increased Run Times? Meeting with ATCMES director and CAFCA.
2) County Resource Coordinator Position for managing large events.
- Fire Prevention, Risk Reduction.** 1) Burn Ban back in place on 7/18.
2) New self-reporting Evacuation Form.
- Fire Stations and Facilities**
 - Review of insurance policy: **911 Dr. response from VFIS.**
 - Texas Fire Department Facilities Conference (**takeaway Ex.1**)
 - **Station 48-** Central Health Building, working on a contract to execute in FY 2023.
 - **Station 47 parking lot:** 3rd Pay App to GCreek, ~\$50k left of the original \$333K.
- Firefighters:** AFD Labor Contract *unsettled until mid-September.* (**Pay raise Ex.2**)

2) STRATEGIC CONNECTIONS

- August 8th, Presentation to TC Commissioners Court-**Charles and Eric attendees.**
- August 12th, Coordinating Committee Meeting with AFD—Zoom or in Person. **TOPICS?**
- Meeting with Commissioner M. Gomez, Travis County Precinct 4- **We now have ALL 4?**

3) SALES TAX TRENDS



4) PROPERTY TAX TAKE AWAYS

- 1) 96% off all valuations come Single-family homes (67%) or existing business (29%).
- 2) The remaining 4% seems the most at risk for annexation.
- 3) Last year's exemptions directly helped 4188 save an average of \$62, while reducing the District's revenue by \$277K.
- 4) We currently have .02 cents in our Un-Used Increment Bank. How fast could we pivot?
- 5) July 25th certified Total were much higher than the estimates.

5) CRYSTAL BALL ITEMS

- 1) Take away from TX FD Facilities Conference 2023: *Cost range of new fire stations.*

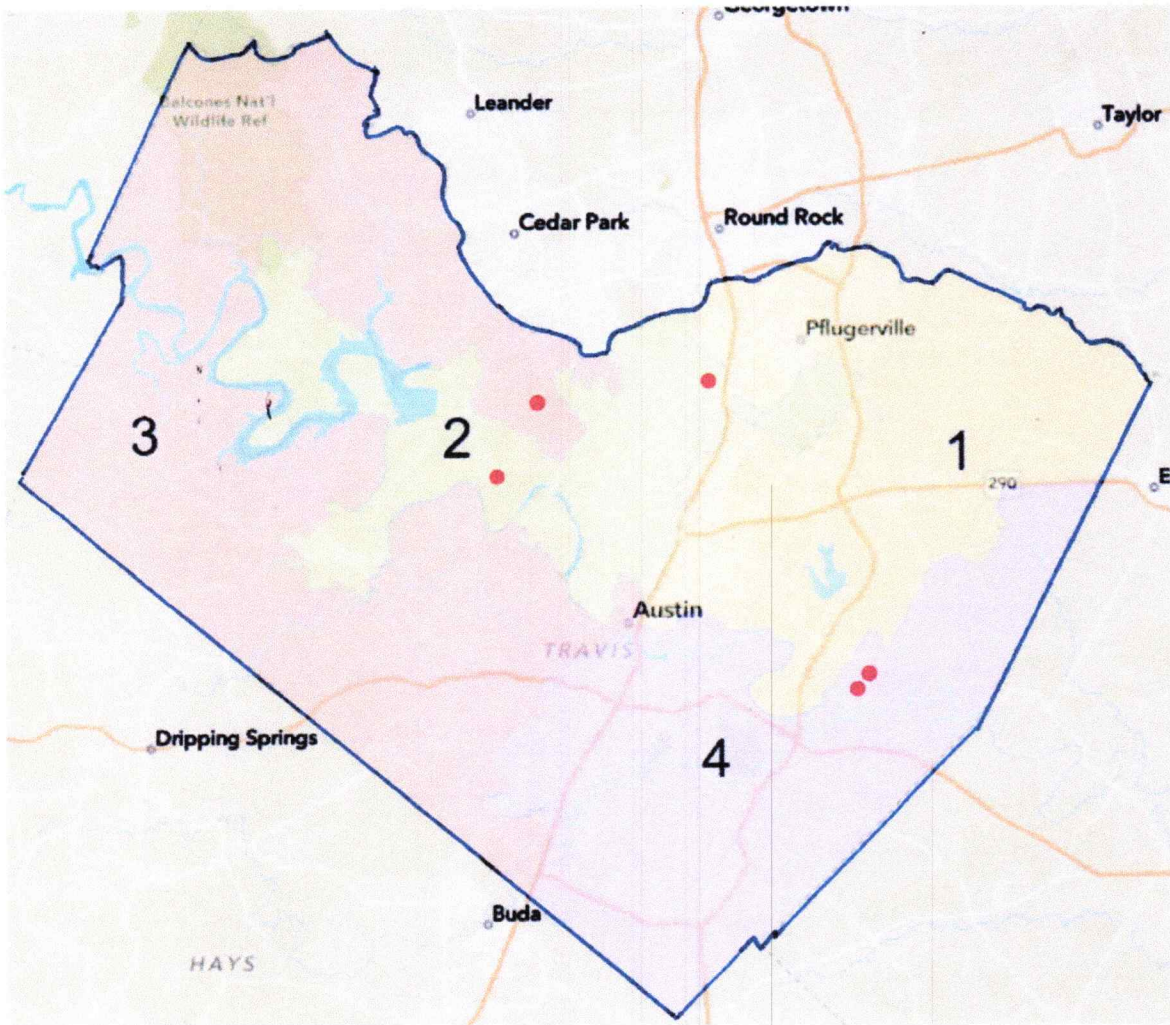
Size of the fire station.	Cost per square foot*				
	\$300	\$500	\$750	\$1,000	\$1,200
2000	\$600,000	\$1,000,000	\$1,500,000	\$2,000,000	\$2,400,000
4000	\$1,200,000	\$2,000,000	\$3,000,000	\$4,000,000	\$4,800,000
6000	\$1,800,000	\$3,000,000	\$4,500,000	\$6,000,000	\$7,200,000
8000	\$2,400,000	\$4,000,000	\$6,000,000	\$8,000,000	\$9,600,000

* = based on industries averages in Texas, calendar year 2023.

Forecasting the impact of potential pay raises to AFD Firefighters

		2023	2024 (proposed)	5% pay increase	2025 5% pay increase	2026 5% pay increase
Salary & Benefits	Rank (9 FF; 3 Spec & 3 Lt) Salary + Medicare (.0145) + Retirement + Health + Certifications + Longevity + est. Higher Class = Per Rank Annual Salary/Benefits. Multiply by # of positions in each rank Longevity + est. Higher Class = Per Rank	\$3,805,220	\$3,780,728	\$189,036	\$198,488	\$208,413
Overtime	\$1,200 x 30 ESD FTEs	\$36,000	\$36,000	<i>Even if all these stayed the same..</i>		
COA Overhead	(.0145) + Retirement + Health + Certifications +	\$330,448	\$340,681			
Facility Use Fee	Annual Salary/Benefits Multiply by # of	\$92,791	\$102,381			
Apparatus Replacement Fee	\$40,000 per apparatus (times 2 engines)	\$80,000	\$80,000			
Apparatus Maintenance Fee	Average AFD fuel usage for engines + average Fleet maintenance charge for engines (times 2 engines)	\$98,330	\$108,163			
AFD overhead	Total AFD support budget (Ops, commodities & contractals, Comm and Dispatch, Air Shop, Safety, Wellness, Med Ops, 51st Street) Multiplied by % of AFD workforce	\$304,896	\$379,189			
		\$4,747,685	\$4,827,142	\$5,016,178	\$5,214,667	\$5,423,079
				-3.77%	-3.77%	-3.84%
						-10.99%

So, 5% pay raises for the next 3 years = an overall increase of 11% or ~\$600K



TC Commissioner Precincts
3 ESD 4 Board Members
2023

Travis County ESD #4
Check Detail
August 15, 2023

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check	47300	08/15/2023	Capital Area Fire Chief's Association	Inv 7-29	1000 Wells Fargo 3577		-150.00
				membership dues	5925 Administrative Services	-150.00	150.00
TOTAL						-150.00	150.00
Check	47301	08/15/2023	G. Creek Construction	Pay App #3	1000 Wells Fargo 3577		-120,663.69
				Parking Lot	5803 Station 47 Remodel	-120,663.69	120,663.69
TOTAL						-120,663.69	120,663.69
Check	47302	08/15/2023	G. Creek Construction	Inv 22-640-2	1000 Wells Fargo 3577		-23,219.28
				mini splits HVAC	5804 Station 48 Remodel	-23,219.28	23,219.28
TOTAL						-23,219.28	23,219.28
Check	47303	08/15/2023	Lady Liberty Flag & Flagpole	Inv 13798 Final pmt	1000 Wells Fargo 3577		-2,194.95
				replace from accident	5804 Station 48 Remodel	-2,194.95	2,194.95
TOTAL						-2,194.95	2,194.95
Check	47304	08/15/2023	Professional Civic Services	Inv July 2023	1000 Wells Fargo 3577		-2,835.00
				as per contract	5925 Administrative Services	-2,835.00	2,835.00
TOTAL						-2,835.00	2,835.00
Check	47305	08/15/2023	Logan Consulting	Inv 23-8	1000 Wells Fargo 3577		-2,193.50
				as per contract	5925 Administrative Services	-2,193.50	2,193.50
TOTAL						-2,193.50	2,193.50
Check	47306	08/15/2023	William D. Webb	Inv 58	1000 Wells Fargo 3577		-908.68
				as per contract	5925 Administrative Services	-908.68	908.68
TOTAL						-908.68	908.68