

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

October 17, 2023

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

**Present:** Commissioners Torgrimson, Opiela, Alexander, Clark and Laryea

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

**Public:** Chief Ryan Smith

1. [Open meeting:](#) Commissioner Torgrimson called the meeting to order at 6:30 pm.
2. [Public Comments:](#) None
3. [Discussion and possible action regarding a potential use-agreement between TCESD4 and TCESD12 for the modular building which would be used to house TCESD12 response assets:](#) Chief Bailey and Chief Smith gave an overview of the potential use for the modular building at Station 48. Commissioner Opiela made the motion to have Chief Bailey enter into contract negotiations with TCESD12 for the use of the modular building at Station 48 and was seconded by Commissioner Clark. The motion passed unanimously by a show of hands among those present. Chief Bailey will report back to the board at the November 14, 2023 meeting.
4. [Consider and take appropriate action on the minutes of the September 19, 2023 Regular meeting and the September 19, 2023 Hearing :](#) Commissioner Laryea made the motion to accept the minutes of the September 19, 2023 regular meeting and the September 19, 2023 Hearing. The motion was seconded by Commissioner Clark and the motion passed unanimously by a show of hands among those present.
5. [Consider and take appropriate action on the September 2023 treasurer's report which may include other reports:](#) Commissioner Opiela made the motion to approve the September 2023 treasurers' reports and was seconded by Commissioner Laryea. The motion passed



unanimously by a show of hands among those present. Ms. Logan stated that September is a soft close until FY23 audit has been completed.

6. [Update on the TexPool Investment report:](#) Ms. Logan reviewed the September 2023 TexPool Investment Summary Report with the commissioners.
7. [Update on FY23 Audit:](#) Ms. Logan stated that she is closing out FY23 and will provide the auditor with all required information by November 15<sup>th</sup>. She will keep the board apprised of fieldwork dates and possible audit presentation dates.
8. [Consider and take appropriate action regarding the future use and modification to the Modular Building at Station 48:](#) Commissioner Opiela made the motion to have Chief Bailey move forward with possible modifications on the modular building at Station 48 and was seconded by Commissioner Clark. The motion passed unanimously by a show of hands among those present.
9. [Discussion and possible action concerning the following purchases:](#)
  1. [Station treadmills](#) – Approved, check presented.
  2. [Station storage sheds](#) – Approved, check presented.
  3. [Radio upgrades: personal and engine radios via grant funding](#) – Commissioner Opiela made the motion to have Chief Bailey move forward with upgrading the radios as per county wide grant specifications, not to exceed \$95,000.00, and was seconded by Commissioner Clark. The motion passed unanimously by a show of hands among those present.
  4. [Stone mailbox for 911 drive](#) – Approved, check presented.
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 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.
12. [Date of next meeting](#) – November 14, 2023

Travis County Emergency  
Service District 4.



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

13. Executive Session: None

14. Adjournment: Commissioner Torgrimson declared that the agenda had been completed and adjourned the meeting at 8:02 pm.

Approved by:

Handwritten signature of Peter Torgrimson in black ink, written over a horizontal line.


Attest:

Handwritten signature in blue ink, written over a horizontal line.

GR1000-1b Minutes-Written



## MONTHLY REPORT FOR OCT. 17<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:

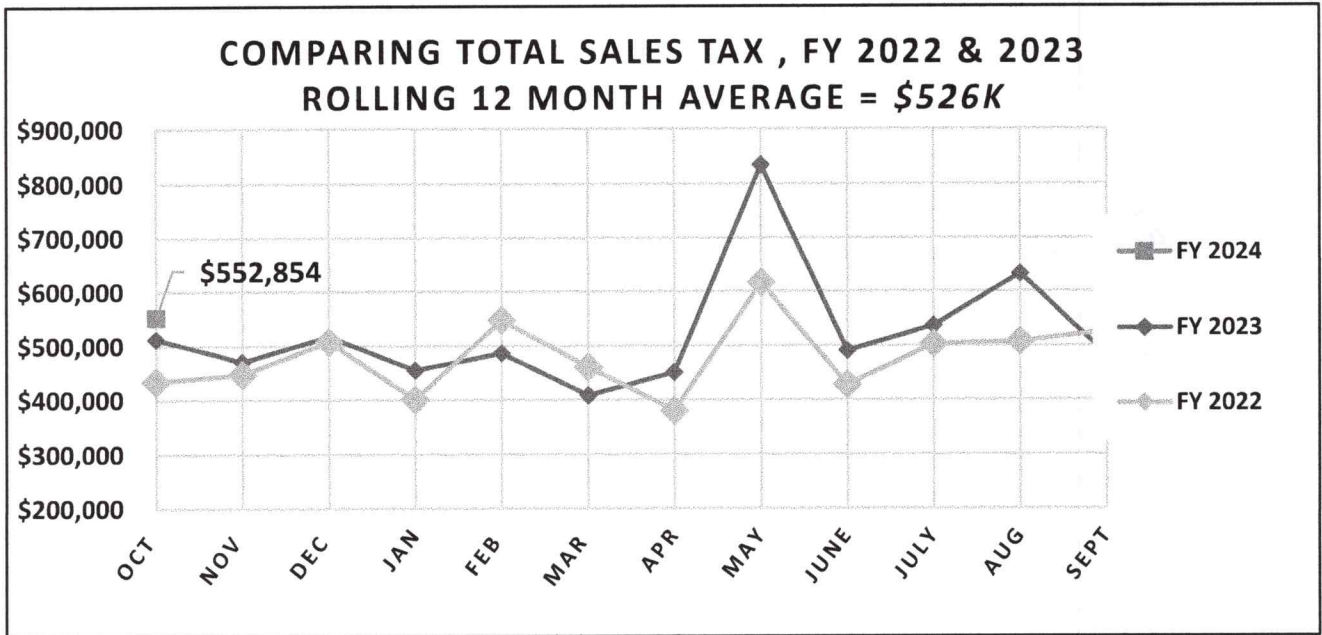
- Operations:** 1) Continued poor Response Times? 1on1 with ATCESM Director, 10/27.
  - 2) Hoping to Identify possible improvements through TC ESD 12 agreement.
  - 3) Meeting with Tesla safety staff on Oct 11<sup>th</sup>. *(1500 calls so far in 2023 !!)*.
- Wild-Fire Prevention, Risk Reduction.** 1) Brush/ Fuel Removal Options?
  - Contract with ESD 6 Lakeway FD, for fuel removal? Could Schedule for next year.
- Facilities / Properties.**
  - **Station 48- NEW** storage shed?
    - a) Modular Building; Central Health, small delay getting out...
    - b) Working the details with TC ESD 12 re renovations.
    - c) Increased VFIS premium— Valued the property at \$120,000 plus \$10k for furnishings- --- Perhaps the rational for monthly use fee.?
  - **Station 47 a)** parking lot: closing out the GCreek Contract, final checks.
    - b) Station remodel: waiting on approved construction drawings: balconies and impervious cover.
    - c) Large Storage Shed *repair*
  - **911 Drive** - rebuild stone mailbox \$2050, to be reimbursed by responsible party.

### 2) OTHER PURCHASES / FINANCIALS

- a) Grant funded radio updates. \$95k, December check? Also, AFD credit?
- b) Treadmills for the stations? 3 options, to purchase new for each station.
  - Matrix Endurance w LED- to match AFD, coming in at ~\$10.6k
  - Vision, by Matrix, w the 22" ENT console, coming in at ~\$11.2K
  - BodyCraft, w 16' Touch Tech, to match TC ESD 6, coming in at ~\$9.1k
- c) **REIMURSEMENT OF \$58K for sales tax misallocation??** Letter from Comptroller.

### 3) SALES TAX TRENDS

- 1) The rolling 12 month average continues to climb.....
- 2) The reimbursement request is based in that huge May allocation--- more discussion to take place.



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

Type	Num	Date	Name	Memo	Account	Paid Amou...
Check	47312	10/17/2023	William D. Webb	October Invoice 60	1000 Wells...	-1,083.00
TOTAL				as per contract	5925 Admin...	-1,083.00
Check	47313	10/17/2023	Logan Consulting	Inv 23-10	1000 Wells...	-2,303.00
TOTAL				as per contract	5925 Admin...	-2,303.00
Check	47314	10/17/2023	Professional Civic Services	Inv Sept 23	1000 Wells...	-3,185.00
TOTAL				as per contract	5925 Admin...	-3,185.00
Check	47315	10/17/2023	G. Creek Construction	Pay app #4 and \$...	1000 Wells...	-26,463.40
TOTAL				Pay App #4	5100 Capit...	-34,215.08
				Pay App #5 Final	5100 Capit...	-60,678.48
Check	47316	10/17/2023	ATX Masonry and Stone	rebuild mailbox	1000 Wells...	-2,050.00
TOTAL				rebuild mailbox	5803 Statio...	-2,050.00
Check	47317	10/17/2023	Affordable Portable	Inv 19810	1000 Wells...	-4,407.00
TOTAL				Shed at Sta 48	5100 Capit...	-4,407.00
Check	47318	10/17/2023	Johnson Fitness & Wellness	2 treadmills	1000 Wells...	-5,319.26
TOTAL				Station 47 treadmill	5100 Capit...	-5,319.26
				Station 48 treadmill	5100 Capit...	-10,638.52