

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

December 19, 2023

The regular meeting of the Board of Fire Commissioners of Travis County Emergency Services District #4 was held on Tuesday, December 19, 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, Opiela, Alexander, Clark and Laryea

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 November 14, 2023 Regular meeting:](#) Commissioner Clark made the motion to accept the minutes of the November 14, 2023 regular meeting. The motion was seconded by Commissioner Alexander and the motion passed unanimously by a show of hands among those present.
4. [Consider and take appropriate action on the November 2023 treasurer's report which may include other reports:](#) Commissioner Clark made the motion to approve the November 2023 treasurers' reports and was seconded by Commissioner Laryea. The motion passed unanimously by a show of hands among those present.
5. [Update on the TexPool Investment report:](#) Ms. Logan reviewed the November 2023 TexPool Investment Summary Report with the commissioners.
6. [Update on FY23 Audit:](#) Ms. Logan stated that she was meeting with the CPA on January 16, 2024 for a field visit and expects the audit to go smoothly. The presentation will happen later in the spring.

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7. [Update with appropriate action regarding the modifications to the Modular Building at Station 48:](#) Chief Bailey stated the District is now in control of the building with Central Health having vacated. He is still working on modifications and will keep the board apprised.
8. [Update with appropriate action regarding the use-agreement between TCESD4 and TCESD12 for the modular building at Station 48:](#) Chief Bailey stated that the lease agreement is being worked out through attorney, Ken Campbell and will apprise the board at the January 2024 meeting.
9. [Update on Commissioner training and SAFE-D Conference:](#) Ms. Logan stated that the conference is in Irving, Texas February 22-24, 2024. She further made each commissioner aware that they were all in compliance with training requirements for their current term but urged each to attend, if possible.
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. Commissioner Opiela made the motion to allow Peter Torgrimson to sign the letter of intent with Westminster Glen Homeowners Association for fuel reduction services and allow David Bailey to enter into a contract with a vendor of his choosing to perform the work. Commissioner Clark seconded and the motion passed unanimously by a show of hands among those present.
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 –](#) January 16, 2024
13. [Executive Session:](#) None
14. [Adjournment:](#) Commissioner Torgrimson declared that the agenda had been completed and adjourned the meeting at 7:14 pm.

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Approved by:

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

Attest:

A handwritten signature in blue ink, reading "Peter Targuinsan", written over a horizontal line.

MONTHLY REPORT FOR DEC. 19TH, 2023 BOARD MEETING

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

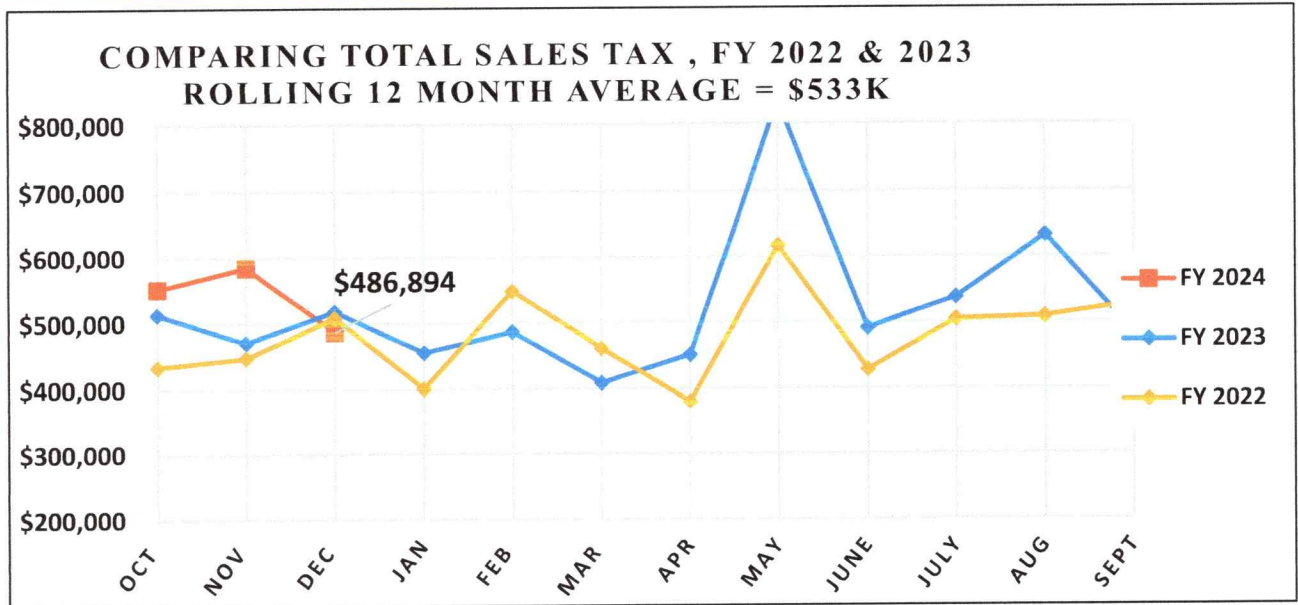
1) CURRENT AFD SERVICE-CONTRACT UPDATE:

- Fire Prevention, Risk Reduction. Annual Brush Pickup** for wildfire fuel removal:
 - Jan. 8th, for City Park Rd.
 - Jan. 22nd for Spicewood and McNeil
 - Feb. 12th for Springdale
 - Feb. 22 for Austin's Colony, Blue Bluff and FM 973
- B) We received our first formal request from Westminister Glen HOA, for *assistance with fuel reduction*. Working to get some fuel reduction prior to Jan. 8th for free brush pickup.
- Fire Stations and Facilities**
 - **Station 48- Modular Building-**
 - 1) We now **have control of the building**. 2) Lease contract is being worked out through attorney Ken Campbell.
 - 2) Insurance quote from VFIS: **Only a \$700 increase, NOT \$7k!!**
 - 3) Finding carpenter to remove one wall and relocate one door.
 - 4) Cell Tower lease, footprint, *still waiting on them getting a permit*.
 - **Station 47: Station remodel: waiting on Site Plan exemption from COA.**
Construction drawings 95% complete.
 - **911 Drive:** Lots of tree cutting, prior to Jan. 8th.
- Grant Funded Radios:** Hardware is starting to arrive; We have passed them to AFD.

2 OTHER RELATIONSHIPS

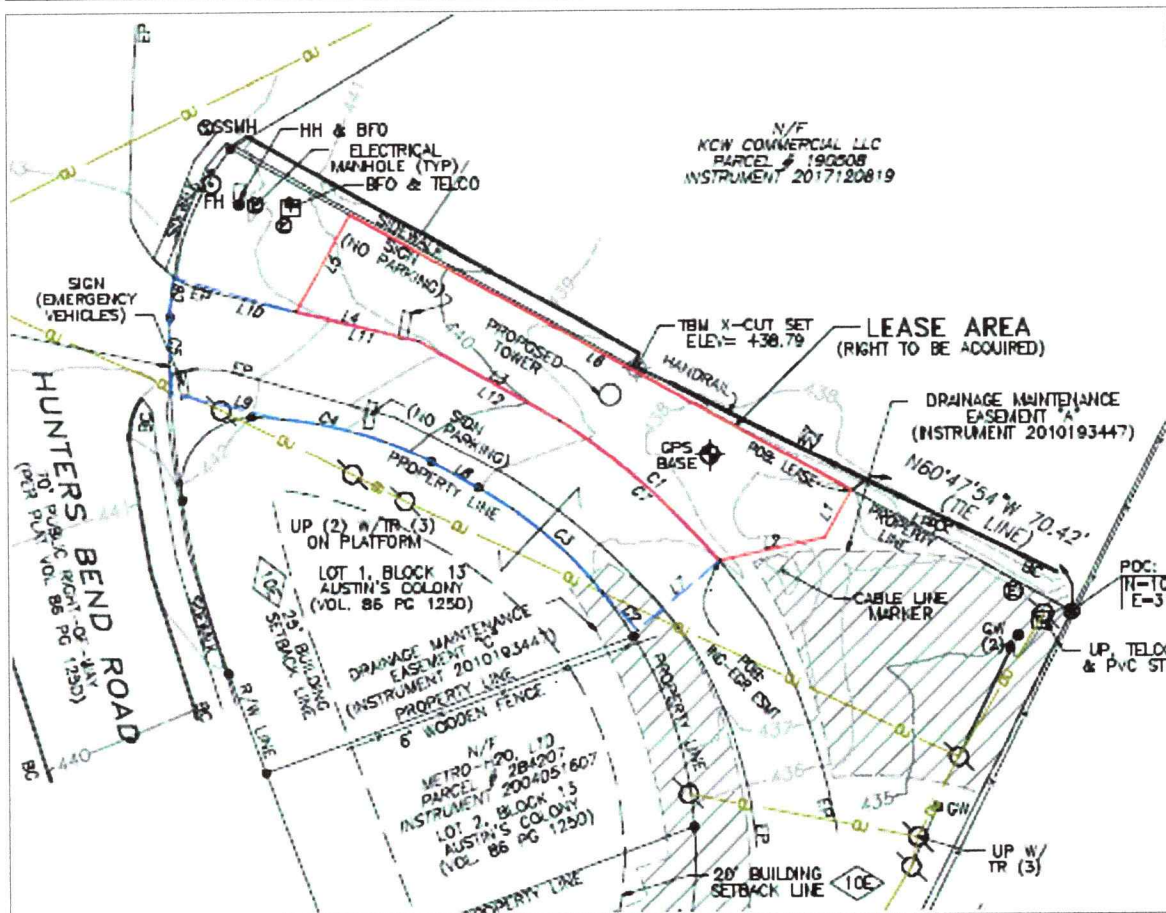
- A) **TC Commissioner Court** Appointments: Alexander, Opiela and Torgrimson all re-appointed on 12/12. We still needing action from Precinct 1 and 4.
- B) Travis **Co. Fire Marshal-** Glen Gilman is their Wildfire Coordinator.
 - a. Fuel Reduction efforts in the **Blue Bluff Dr.** area in the spring / summer.
 - b. Grant Application: ESD 2, 4, 12, 11 to address Home Hardening / Residence Resiliency. Assessments and Repairs to home owners; managed through Meals on Wheels.

3 SALES TAX TRENDS



4 OTHER

A) Proposed Lease area for Cell Tower. Hemphill, Inc is seeking the permits from TC....



Travis County ESD #4
Check Detail
December 19, 2023

| Type | Num | Date | Name | Memo | Account | Paid Amou... |
|-------|-------|------------|--------------------------------|----------------------|---------------|--------------|
| Check | 47328 | 12/19/2023 | Travis Central Appraisal Di... | 1st qtr FY24 | 1000 Wells... | -3,433.41 |
| TOTAL | | | | 1st qtr FY24 | 5904 Appra... | -3,433.41 |
| Check | 47329 | 12/19/2023 | VFIS of Texas | Inv 10688 add on... | 1000 Wells... | -599.00 |
| TOTAL | | | | Inv 10688 add on ... | 5502 Gener... | -599.00 |
| Check | 47330 | 12/19/2023 | Professional Civic Services | Inv Nov 2023 | 1000 Wells... | -2,870.00 |
| TOTAL | | | | Inv Nov 2023 | 5925 Admin... | -2,870.00 |
| Check | 47331 | 12/19/2023 | SAFE-D | conf register | 1000 Wells... | -295.00 |
| TOTAL | | | | l Laryea | 5601 SAFE-... | -295.00 |
| | | | | A Clark | 5601 SAFE-... | -590.00 |
| Check | 47332 | 12/19/2023 | William D. Webb | Inv 62 | 1000 Wells... | -1,083.00 |
| TOTAL | | | | as per contract | 5925 Admin... | -1,083.00 |
| Check | 47333 | 12/19/2023 | Tax Assessor Collector Tra... | 2023 Levy collect... | 1000 Wells... | -18,945.42 |
| TOTAL | | | | 8346 parcels | 5904 Appra... | -18,945.42 |
| Check | 47334 | 12/19/2023 | VFIS of Texas | EO Bond Inv 9859 | 1000 Wells... | -400.00 |
| TOTAL | | | | Inv 9859 | 5502 Gener... | -400.00 |

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Check Detail
December 19, 2023

| Type | Num | Date | Name | Memo | Account | Paid Amou... |
|-------|-------|------------|------------------|--------------------|----------------|--------------|
| Check | 47335 | 12/19/2023 | Logan Consulting | Inv 24-12 | 1000 Wells... | -2,303.00 |
| | | | | as per contract | 5925 Admin... | -2,303.00 |
| TOTAL | | | | | | -2,303.00 |
| Check | 47336 | 12/19/2023 | M Logan | VPN on new lapt... | 1000 Wells... | -37.04 |
| | | | | VPN on new laptop | 5802 Office... | -37.04 |
| TOTAL | | | | | | -37.04 |