

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

November 14, 2023

The regular meeting of the Board of Fire Commissioners of Travis County Emergency Services District #4 was held on Tuesday, November 14, 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 6:35 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 6:35 pm.
2. Public Comments: None
3. Consider and take appropriate action on the minutes of the October 17, 2023 Regular meeting: Commissioner Opiela made the motion to accept the minutes of the October 17, 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 October 2023 treasurer's report which may include other reports: Commissioner Opiela made the motion to approve the October 2023 treasurers' reports and was seconded by Commissioner Alexander. The motion passed unanimously by a show of hands among those present.
5. Update on the TexPool Investment report: Ms. Logan reviewed the October 2023 TexPool Investment Summary Report with the commissioners.
6. Update with appropriate action regarding the modifications to the Modular Building at Station 48: Chief Bailey stated that Central Health was still in the process of moving out and was working toward opening their new building. He will apprise the board at the December meeting regarding status.

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7. [Update with appropriate action regarding the use-agreement between TCESD4 and TCESD12 for the modular building at Station 48:](#) Chief Bailey stated that the agreement has not been signed yet and will apprise the board at the December meeting.
8. [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.
9. [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.
10. [Review and Approve Pending Disbursements:](#) Commissioner Opiela made the motion to approve the pending disbursements and was seconded by Commissioner Alexander. The motion passed unanimously by a show of hands among those present. Check detail attached.
11. [Date of next meeting](#) – December 19, 2023
12. [Executive Session:](#) None
13. [Adjournment:](#) Commissioner Torgrimson declared that the agenda had been completed and adjourned the meeting at 7:19 pm.


Approved by:

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

Attest:

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

MONTHLY REPORT FOR NOV. 14TH, 2023 BOARD MEETING

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

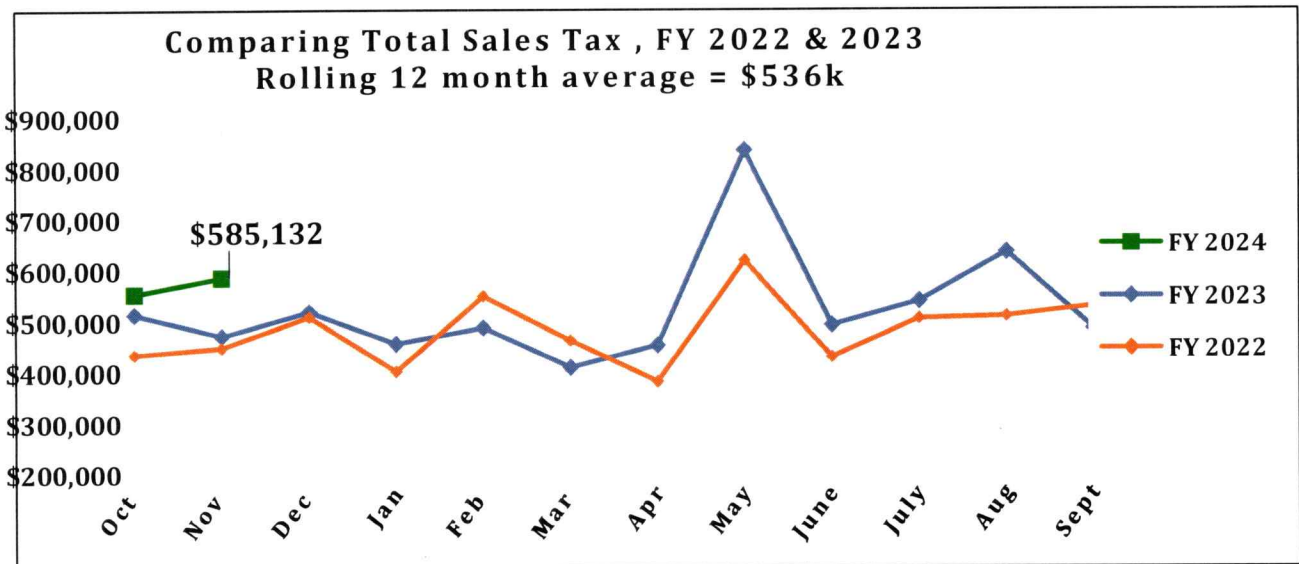
1) CURRENT AFD SERVICE-CONTRACT UPDATE:

- Operations:** Additional ESD 12 responders operating from Modular Building; working thru the dispatching, internet and telecom now. Not anticipating any issues.
- Fire Prevention, Risk Reduction.** Developing Plans & Programs aimed at two issues: 1) Fuel Reduction and 2) "Home Harding" with ESD2, 12, 11 and TC.
- Fire Stations and Facilities**
 - **Station 48-** New Storage Shed delivered; also new treadmill in place.
 - **Modular Building-** 1) A delay from Central Health? Planning mods while we wait.
2) Insurance quote from VFIS: **\$7800** per year, (\$125K /10K)
 - **Station 47:** Storage shed repaired; also new treadmill in place.
Station remodel: waiting on Site Plan *exemption from COA*.
 - **911 Drive-** road work; stabilizing the curb edge. Need to do more dead tree removal.

2) FINANCE ITEMS

- a) Radio Purchase through Federal Grant: we gave them "Notice to Proceed"- \$90,685.
- b) Returned the mis-allocation sales tax money: \$58,251 (they did, indeed, double-pay us.)

3) SALES TAX TRENDS



Travis County ESD #4
Check Detail
November 14, 2023

Type	Num	Date	Name	Memo	Account	Paid Amou...
Check	47319	11/14/2023	SAFE-D	Various inv	1000 Wells Fargo ...	
				Iris L Inv 3348	5601 SAFE-D Train...	-295.00
				David B Inv 3368	5601 SAFE-D Train...	-295.00
				Renewal Inv 4164	5603 SAFE-D Me...	-1,100.00
TOTAL						-1,690.00
Check	47320	11/14/2023	M Logan	Office Supplies	1000 Wells Fargo ...	
				Ink, paper, batteries	5802 Office Supplies	-190.81
TOTAL						-190.81
Check	47321	11/14/2023	Charles Alexander	SAFE-D Register	1000 Wells Fargo ...	
				Reimburse	5601 SAFE-D Train...	-420.00
TOTAL						-420.00
Check	47322	11/14/2023	Austin Masonry and Lands...	Inv 911 Drive	1000 Wells Fargo ...	
				repairs to shoulder	5803 Station 47 R...	-2,800.00
TOTAL						-2,800.00
Check	47323	11/14/2023	Travis County ESD No. 2	Chief Meeting	1000 Wells Fargo ...	
				D Bailey	5911 Meetings	-584.63
TOTAL						-584.63
Check	47324	11/14/2023	Logan Consulting	Inv 24-11	1000 Wells Fargo ...	
				Admin Support	5925 Administrativ...	-2,303.00
TOTAL						-2,303.00
Check	47325	11/14/2023	William D. Webb	Inv 61	1000 Wells Fargo ...	
				as per contract	5925 Administrativ...	-1,083.00
TOTAL						-1,083.00

Travis County ESD #4
Check Detail
November 14, 2023

Type	Num	Date	Name	Memo	Account	Paid Amou...
Check	47326	11/14/2023	Professional Civic Services	Inv 1110	1000 Wells Fargo ...	-3,920.00
				as per contract	5925 Administrativ...	-3,920.00
TOTAL						-3,920.00
Check	47327	11/14/2023	State Comptroller Office	refund of overpmt ...	1000 Wells Fargo ...	-57,086.41
				refund less 2% \$1,1...	4001 Sales Tax De...	-57,086.41
TOTAL						-57,086.41