

Travis County Emergency  
Service District 4.



14312 Hunters Bend Dr.  
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**www.esd4.org**

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

January 16, 2024

The regular meeting of the Board of Fire Commissioners of Travis County Emergency Services District #4 was held on Tuesday, January 16, 2024, 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 6:38 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 6:38 pm.
2. [Public Comments:](#) None
3. [Elect Officers – Reconstitute the Board:](#) Commissioner Opiela made the motion to keep the board as is with Peter Torgrimson, President; Charles Alexander, Vice President; Aleah Clark, Secretary; Eric Opiela, Treasurer and Iris Laryea, Assistant Treasurer. The motion was seconded by Commissioner Alexander and passed unanimously by a show of hands among those present.
4. [Consider and take appropriate action on the minutes of the December 19, 2023 Regular meeting:](#) Commissioner Alexander made the motion to accept the minutes of the December 19, 2023 regular meeting. The motion was seconded by Commissioner Laryea and passed unanimously by a show of hands among those present.
5. [Consider and take appropriate action on the December 2023 treasurer's report which may include other reports:](#) Commissioner Opiela made the motion to approve the December 2023 treasurers' reports and was seconded by Commissioner Clark. The motion passed unanimously by a show of hands among those present.
6. [Update on the TexPool Investment report:](#) Ms. Logan reviewed the December 2023 TexPool Investment Summary Report with the commissioners.

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7. [Update with appropriate action regarding the modifications to the Modular Building at Station 48:](#) Contractor has been identified and plans are being formulated. No further action taken.
8. [Update with appropriate action regarding the use-agreement between TCESD4 and TCESD12 for the modular building at Station 48:](#) Commissioner Opiela made the motion to enter into a contract with TCESD12 for the use of the modular building at Sation 48 and was seconded by Commissioner Alexander. The motion passed unanimously by a show of hands among those present.
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. Commissioner Opiela made the motion to approve adding a new General Ledger item to the financial statement for "Wildland Fuel Removal" and was seconded by Commissioner Clark. The motion passed unanimously by a show of hands among those present.
10. [Review and Approve Pending Disbursements:](#) Commissioner Opiela 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.
11. [Executive Session:](#) None
12. [Date of next meeting](#) – February 20, 2024
13. [Adjournment:](#) Commissioner Torgrimson declared that the agenda had been completed and adjourned the meeting at 7:31 pm.


Approved by:

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

Attest:

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

## MONTHLY REPORT FOR JAN 16<sup>TH</sup>, 2024 BOARD MEETING

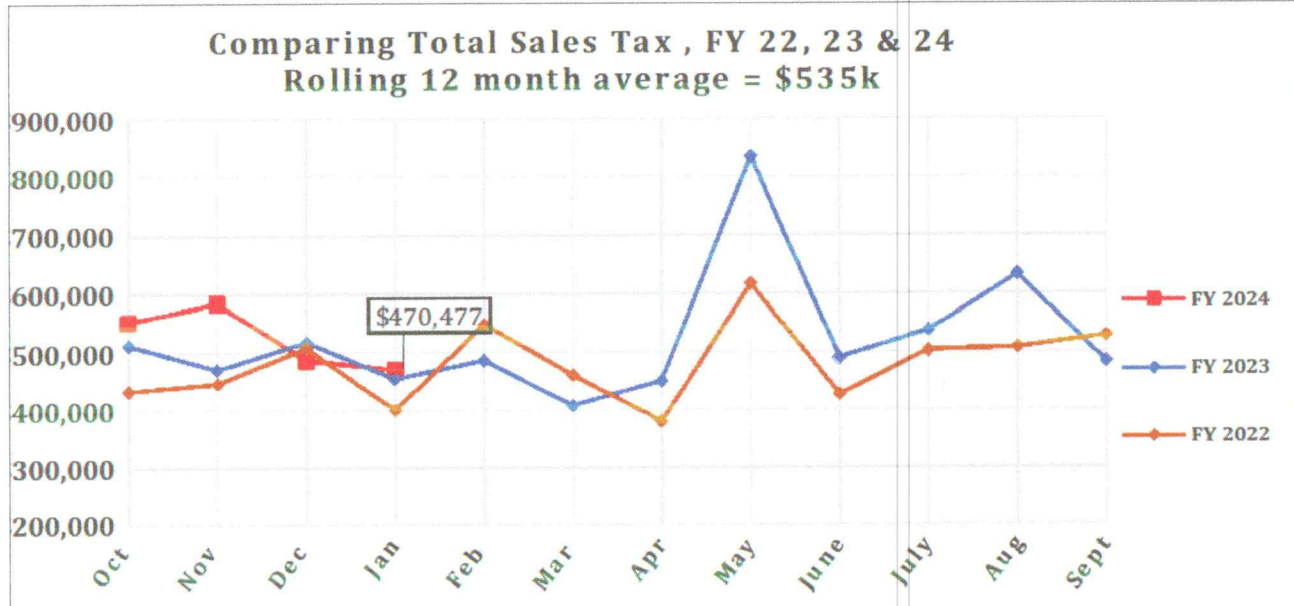
To:	Travis County Emergency Service District 4.	
From:	District Administrator	Professional Civic Services, LLC

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

- Fire Prevention, Risk Reduction. Annual Brush Pickup** for wildfire fuel removal:
  - Jan. 22<sup>nd</sup> for Spicewood and McNeil, Feb. 12<sup>th</sup> for Springdale
  - Feb. 22 for Austin's Colony, Blue Bluff and FM 973
  - 1) Westminster Glen HOA, for assistance with fuel reduction is **on-going**.
  - 2) Bluff Bend Rd. Mobile Home Park; assistance with fuel reduction planned for April.
  - 3) Should we create a new budget expense line item- to better track our efforts?
  
- Fire Stations and Facilities**
  - Station 48-** Modular Building- Lease with TCESD 12, Ready to sign?
    - Getting an estimate to remove one wall, relocate one door, and add a shower.
    - a) Cell Tower lease still waiting on them getting a permit. (easement access).
    - b) Retention pond **citation!** Hiring a company to clean
  
  - Station 47: Station remodel:** Construction drawings 95% complete.
    - Parking Lot:** High winds stressed that high privacy fence. Min. Repairs.
  
  - 911 Drive:** Lots of tree cutting, prior to Jan. 8<sup>th</sup>. (\$1,527)
    - A concerned neighbor.
  
- Grant Funded Radios:** All radios and accessories have arrived and are in inventory. (\$90K)

### 2 OTHER RELATIONSHIPS

- A) **TC Commissioner Court** Appointments: Commissioners Clark and Laryea appointed 1/16.
- B) **Mandated annual reports** submitted to:
  - a. TDEM (Tex Dept of Emergency Management)-we use SAFE-D
  - b. State Comptroller's Office, Sales Tax Database of Special Purpose Districts.
  - c. Public Notice in the Chronicle stating our formal address for Administrative Office.
  - d. ESD 4 commissioner terms updated to the website.
  - e. Annual Financial Audit with James Medack, CPA. "Always available for an answer."



4 APPROVALS/ SIGNATURES

- Signature from President Torgrimson on easement release (cell tower)
- Signatures from President Torgrimson and Sec. Clark on Modular Lease to ESD 12.
- Discuss with possible action on new Budget Line Item (GL) for Wildland Fuel Removal.

So far we have spent: \$1527, \$1940, \$13,800 and hope for many more projects.

Travis County ESD #4

Check Detail

January 16, 2024

Type	Num	Date	Name	Memo	Account	Paid Amou...
Check	47337	01/16/2024	Void		1000 Wells...	
TOTAL						0.00
Check	47338	01/16/2024	M Logan	misc office supp...	1000 Wells...	
				1099 NEC	5802 Office...	-30.80
TOTAL						-30.80
Check	47339	01/16/2024	Whole Tree Services, LLC	Inv 24-01	1000 Wells...	
				Juniper clearing	5805 Fuel R...	-1,527.50
TOTAL						-1,527.50
Check	47340	01/16/2024	Motorola Solutions	Radios with grant	1000 Wells...	
				8281772325	5926 Strate...	-68,253.60
				8281769632	5926 Strate...	-4,628.16
				8281771636	5926 Strate...	-156.72
				8281772541	5926 Strate...	-17,646.64
TOTAL						-90,685.12
Check	47341	01/16/2024	Gardner Land Services, LLC	Inv 1142	1000 Wells...	
				brush clear skid st...	5805 Fuel R...	-1,940.00
TOTAL						-1,940.00
Check	47342	01/16/2024	Professional Civic Services	Inv December	1000 Wells...	
				as per contract	5925 Admin...	-2,415.00
TOTAL						-2,415.00
Check	47343	01/16/2024	William D. Webb	Inv 63	1000 Wells...	
				as per contract	5925 Admin...	-1,083.00
TOTAL						-1,083.00
Check	47344	01/16/2024	Logan Consulting	Inv 24-01	1000 Wells...	
				as per contract	5925 Admin...	-2,303.00
TOTAL						-2,303.00