

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**

November 16, 2021

The regular called meeting of the Board of Fire Commissioners of Travis County Emergency Service District #4 was held on Tuesday, November 16, 2021, at 6:30 p.m. at Sleep Inn & Suites NW Austin – 8410 Hwy 290E. Austin, TX 78724. Commissioner Torgrimson being in the chair and a quorum present, the meeting was called to order at 6:33 pm.

Present: Commissioners Torgrimson, Alexander, Laryea, Opiela and Clark
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 October 19, 2021 Regular Meeting: Commissioner Opiela made the motion to accept the minutes of the October 19, 2021 regular meeting and was seconded by Commissioner Laryea. The motion passed by a show of hands among those present with Commissioner Clark abstaining.
4. Consider and take appropriate action on the October 2021 treasurer's report, which may include other reports: Ms. Logan presented to the commissioners the October 2021 treasurer's report, the expenditures over \$2000 report, cash flow report, and others. After review and discussion, Commissioner Opiela made a motion to accept the October 2021 treasurer's report, including the expenditures over \$2000 report, and the line-item expenditures as reflected in the report, and other reports. Commissioner Laryea seconded the motion and it passed unanimously by a show of hands among those present.
5. Update on the TexPool Investment report: Ms. Logan reviewed the October 2021 TexPool Investment Summary Report with the commissioners. No questions were asked.

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6. Consider and take appropriate action on Commissioner Compensation Policy: Commissioner Laryea made the motion to adopt the Commissioner Compensation Policy as presented and was seconded by Commissioner Clark. The motion passed unanimously by a show of hands among those present.
7. 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.
8. 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.
9. Executive Session: None
10. Adjournment: Commissioner Torgrimson declared that the agenda had been completed and adjourned the meeting at 7:06 pm.

Next meeting is scheduled for December 13, 2021.


Approved by:

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

Attest:

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

MONTHLY REPORT FOR NOVEMBER 16TH, 2021 BOARD MEETING

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

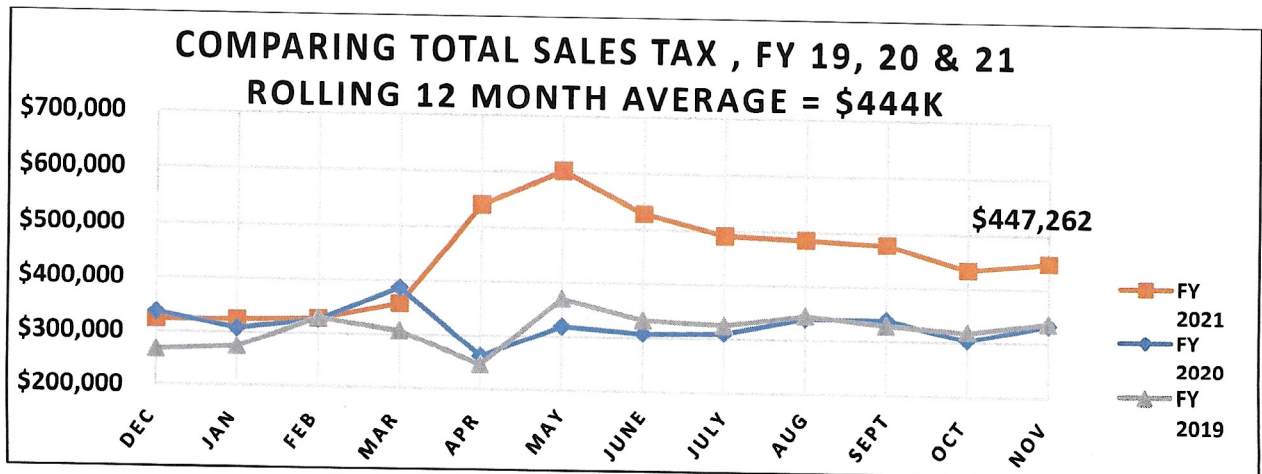
1) CURRENT AFD SERVICE-CONTRACT UPDATE:

- Operations:** Tesla Tours w Crews. Weekly, in December.
- Prevention:** a) Burn Ban removed. **150** outdoor burning notifications, YTD.
c) Austin's Colony *Community Center* / Tesla Roadway improvements.
- Fire Station maintenance:** Water damage in Station 48 office.
 - ~~1) Removed the AC, emptied the office~~
 - ~~2) Tested by Austex Environmental; creation of a Remediation Protocol~~
 - ~~3) Hire company to remove the hazard.~~
 - ~~4) Re-Test post drywall removal.~~
 - 5) Repair the office as part of the spring remodel.

Fire Station remodels:

Phase	Additional Parking lot 47	48 Remodel
I Design	✓ Complete (KSA)	✓ Complete (Evans and Fattner)
II Construction Document/Permits	<ul style="list-style-type: none"> • Waiting for the formal variance hearing date. • Should be in January. ✓ Did get approval through the Travis County System.	✓ Signed architect services contract. <b style="color: red;">New set of construction docs.
III Competitive Bid Process		No later than February 1 st . (see note in backup)
IV Construction oversight		

2) REVENUE / FINANCE



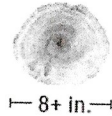
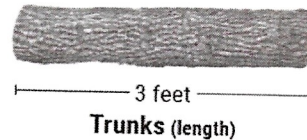
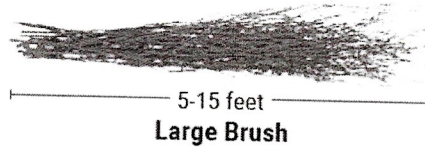
2) OTHER ITEMS

- b) Dates released for 2022 BRUSH PICK UP.

January 3 - January 7, 2022	Section E- City Park Rd.
January 10 - January 14, 2022	Sections D & C- Spicewood Springs and Palmer
February 7 - February 11, 2022	Section B- Springdale
February 14 - February 18, 2022	Section A- Austin's Colony

Your **ESD4 LARGE BRUSH SPECIAL COLLECTION** begins the **WEEK OF:**
Month, Day, Year

Set Out Guidelines



Please leave on curb through Friday of your scheduled week.

Large Brush Collection Guidelines

- Stack unbound brush in one row that is **no more than 4 feet high and 15 feet across.**
- Place brush at **least 5 feet away** from other objects with the cut ends facing the street.
- Cut trunks 3-8" in diameter to lengths **no longer than 6 feet.**
- Cut trunks over 8" in diameter to lengths **no longer than 3 feet.**

BRUSH must be TO THE CURB by 6:30 A.M. on Monday of your collection week. Collections occur Monday through Friday.

DO NOT:

- Set out items for bulk collection, such as furniture, tires or appliances
- Block sidewalks, mailboxes, or water meters
- Stack or lean brush against a fence, telephone connection box or under low-hanging limbs/wires
- Place brush in alleys

To help prevent oak wilt, oaks should only be pruned during the hottest summer months and coldest winter months.

Brush collection outside of your scheduled week is available for an additional fee. Call 3-1-1 for pricing. You can also drop off brush for free at Hornsby Bend Biosolids Management Plant, 2210 FM 973 (details at austintexas.gov/brushdropoff).

austinrecycles.com

Si quiera esta información en español, llame al 3-1-1

11/21



- Quote regarding parking lot variance request.

“ in related new,s the notices were mailed out for the Travis County permit last week.

Due to the location of the property, we have to get both Travis County and City of Austin development permits. The Travis County process is much less involved, but they require that the applicant mail out notices to the surrounding property owners of the requested development permit (it's a legal requirement, and the City does something similar).

Surrounding property owners should have received their Travis County notices recently or will receive them in the next day or so.

I expect that we will be confirmed for the January Environmental Commission by early December and will let you know once we hear anything new.”-

KSA engineering.

Travis County ESD #4
Check Detail
November 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
Check	ACH	11/05/2021	Professional Civic ...	Inv Oct 21	1000 Wells Fargo 3577	
TOTAL				as per contract	5925 Administrative Services	-2,415.00
Check	ACH	11/08/2021	City of Austin	Permit for Sta 47	1000 Wells Fargo 3577	
TOTAL				Permit 2020-090600	5803 Station 47 Remodel	-25,064.00
Check	ACH	11/23/2021	Visa	D Bailey	1000 Wells Fargo 3577	
TOTAL				sign sign permit office clean up phone gmail	5803 Station 47 Remodel 5803 Station 47 Remodel 5804 Station 48 Remodel 5801 Utilities 5910 Web Hosting	-265.87 -44.27 -255.36 -980.00 -34.58 -192.00
Check	ACH	11/23/2021	David Bailey	webpay	1000 Wells Fargo 3577	
TOTAL				tracking it down	5804 Station 48 Remodel	-479.00
Check	ACH	11/15/2021	M Logan	postage-adobe	1000 Wells Fargo 3577	
TOTAL				postage-adobe	5802 Office Supplies	-250.00
Check	ACH	11/15/2021	Logan Consulting	Inv 21-11	1000 Wells Fargo 3577	
TOTAL				as per contract	5925 Administrative Services	-2,050.00
Check	ACH	11/15/2021	SAFE-D	Inv 2220	1000 Wells Fargo 3577	
TOTAL						-2,050.00

Travis County ESD #4
Check Detail
November 2021

Type	Num	Date	Name	Memo	Account	Paid Amount
TOTAL				Yearly dues	5603 SAFE-D Membership Dues	-1,100.00
Check	47185	11/15/2021	William D. Webb	VOID: Inv 37 LOST...	1000 Wells Fargo 3577	-1,100.00
TOTAL						0.00
Check	47186	11/16/2021	M Logan	Reimburse SAFE-...	1000 Wells Fargo 3577	-358.00
				lrs, Aleah	5601 SAFE-D Training	-358.00
TOTAL						-358.00