

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT No. 10

Regular Meeting Minutes September 15, 2021

1. **Call to order and establishment of a quorum:**

President Reid called the meeting to order at 7:03 p.m. A quorum was present with Commissioners Glen Reid, Mollie Clakley, Bob Stettner and Robyn Cantor were present. Commissioner Campbell was absent.

KAC
10-20-21

2. **Recognition of Citizens via Teleconference and/or Videoconference:**

The following citizens were present:

Chief Buddy Crain
EMS Division Chief Willem Milo
Lt. Brandon Burns
Erik Schleinkofer

3. **Citizen Comments:**

There were no comments.

4. **Review and approve Minutes from Regular Meeting dated 08/18/2021:**

The August meeting minutes were reviewed and no changes were proposed. A motion to approve the minutes as written was made by Commissioner Stettner, seconded by Commissioner Clakley and unanimously approved.

5. **Treasurer's Report:**

Commissioner Clakley reported that she had reviewed the check register and it looked appropriate. The calendar third quarter financial receipts/invoices will be reviewed after completion of the quarter. Chief Crain provided year-to-date financials, attached.

6. **Discuss and take action as appropriate regarding TCESD10s participation in the proposed Automatic Aid interlocal agreement renewal:**

After discussion, Commissioner Clakley motioned to authorize Chief Crain to execute the appropriate documents in order to enter into this agreement, if so approved to do so by Commissioner Campbell. The motion was seconded by Commissioner Cantor and unanimously approved.

7. **Discuss and take action as appropriate regarding an Interlocal Agreement with TCESD2 for participation in an Emergency Medical Preceptor Program:**

After discussion, Commissioner Clakley motioned to authorize Chief Crain to execute the appropriate documents in order to enter into this agreement, if so approved to do so by Commissioner Campbell. The motion was seconded by Commissioner Cantor and unanimously approved.

8. **Discuss and take action as appropriate regarding creation of Assistant Field Medical Officer position**

After discussion, Commissioner Cantor motioned to create a full-time position that functions as the Assistant Field Medical Officer. The motion was seconded by Commissioner Stettner and unanimously approved.

9. **Fire Chief's Report**

Chief Crain reported contact with Stacy Britton, our auditor and the establishment of a tentative review date in the last week of January 2022. Crain reported his intent to place an item on the Board's October agenda to formally review and take action on selection of an audit firm for the 2021 audit. Chief Crain reported having office space problems as a result of our expansion of Paramedic/EMS training and fire/rescue training. He reported his intent to contact a structural engineer to review the current fire station configuration and come up with a plan to build-out office space in the attic. Crain reported that all apparatus were in service and that all employees were well.

10. **Adjournment:**

Motion to adjourn by Commissioner Clakley, second by Commissioner Cantor and unanimously approved, with adjournment at 7:53 p.m.

Respectfully submitted,

Buddy Crain
Surrogate Scribe