

Minutes of Travis County Emergency Services District #3 March 26, 2007

Board President Bob Taylor called the Travis County Emergency Services District #3 (TCESD 3) Board of Commissioners' regular meeting to order at 7:00 p.m. A quorum was established. Attending were Commissioners David Luther, Bob Taylor, John Villanacci, Edd New, and Rick Coneway.

Fire department personnel present at the meeting included: Fire Chief Warren; Assistant Fire Chiefs Elliot, Rodriguez, and Wittig; Business Mgr. Miller; Fire Marshall Michael Lacey; District Chief Groman; Public Information Officer Warren; and Captain Barfield.

Under Agenda Item 3: Commissioner Villanacci moved to approve the minutes of the February 26th meeting with Commissioner Coneway seconding. The motion carried unanimously.

Under Agenda Item 4: Commissioner Luther moved to approve the Treasurer's Report. Commissioner Coneway seconded the motion, which carried unanimously.

Under Agenda Item 5: Commissioner New reviewed some key figures and statement in the annual audit report from Blakeslee, Monzingo. He noted that the fixed assets accounts were now accurate but that it was vital to conduct an inventory of all ESD3 property this year. Commissioner Coneway moved to approve the audit with Commissioner Luther seconding. The motion carried unanimously.

Under Agenda Item 6: Commissioner New moved to close out the Circle Drive project, which came in a little under \$200,000 less than budgeted. Commissioner Villanacci seconded and the motion carried unanimously.

Under Agenda Item 7: Commissioner Luther moved to pay the Broaddus and Spencer Godfrey invoices from funds set aside for construction, but hold the Rizzo payment (\$10,412) until the leaking roof at Circle Drive is repaired and continue to hold the Longaro and Clarke payments (\$2,886.88). Commissioner Coneway seconded the motion which passed unanimously.

Under Agenda Item 8: Commissioner New explained some of the larger proposed changes to the 2007 budget. Commissioner Taylor stated that the parking spaces would not be completed in the foreseeable future. Commissioner Luther moved to approve the changes to the 2007 except for \$8,000 for parking spaces and the related decrease in the contingency fund. Commissioner New seconded the motion, which carried unanimously.

Under Agenda Item 9: Commissioner Villanacci moved that the Oak Hill Regional Emergency Response Training Foundation be included as a named insured on TCESD3's VFIS commercial package insurance policy. Commissioner New seconded the motion, which carried unanimously.

Under Agenda Item 10: Chief Warren presented a Billing for Services schedule. Questions were asked regarding the billing for a call made on another ESD's territory. Chief Warren explained that billing is done only on "our dirt", i.e. within TCESD3's boundaries only. Commissioner Luther is to

examine the contract with Revenue Rescue. Commissioner Coneway moved to adopt the presented billing schedule, seconded by Commissioner Villanacci. The motion carried unanimously.

Under Items 11: Chief Warren presented a Volunteer Staffing Policy. There was some discussion regarding the question of how the volunteers would be paid – 1099 or payroll. Assistant Chief Elliott remarked that similar personnel in the Westlake Fire Department were paid through payroll. Commissioner New moved to adopt the Volunteer Staffing Policy, with Commissioner Coneway seconding. The motion carried unanimously.

Under Agenda Item 12: Assistant Chief Wittig mentioned that the budget and purchase order page had been created to match the preliminary outline of costs already presented. However, he brought to the meeting a new schedule showing the costs if concrete was used instead of asphalt. Since the concrete is more durable, it was considered worth the increased price to use it. In answer to Commissioner Taylor's question regarding RFPs, A.C. Wittig said that that they probably wouldn't use RFPs but would be ready to go out for bids next month.

Under Agenda Item 13: Assistant Chief Wittig reported that there were no LCRA grants on the horizon and that the FEMA grants so far examined pertained to repair of existing equipment rather than funding new construction. It remains to pursue the USDA grant, whose conditions will be published soon.

Under Agenda Item 14: The staff had no comments to add to Commissioner Taylor's responses to House Bill #2729.

Under Agenda Item 15: Chief Warren reported that no incidents of significance occurred in February. He introduced Fire Marshal Michael Lacey who addressed some code enforcement issues.

FM Lacey spoke of a plan to improve fire hydrant inspection. Under this plan the District Chiefs will distribute lists to the crews who will perform a pressure test on those hydrants listed. He said flow tests will not be performed this year – they were performed last year and are usually performed every 2 – 3 years. He described various methods and degrees of detail used in hydrant testing. FM Lacey spoke of working with large corporations, of private hydrants, and of water needs for larger than usual homes, and of sprinkler systems (recommended for buildings over 4,000 square feet). FM Lacey also spoke of in-service maintenance building inspections for target hazards such as schools.

Chief Warren said that some of the desired training figures were unavailable this month. He introduced the new graphs to show response times and said that they would use 8 minutes as the target response time. Chief Warren spoke of downed vehicles, including R-301. Assistant Chief Rodriguez is to develop a matrix to track the down time of R-301 and Q-302.

Under Agenda Items 16-19: No activity.

Under Agenda Item 20: The next regular meeting date was set for April 23rd with a working meeting to be held on April 7th at 8:00 a.m. at the CE-Bar fire station.

Under Agenda Item 21: Commissioner Villanacci moved to adjourn the meeting at 9:00 p.m. The motion was seconded by Commissioner Luther and carried unanimously.

Respectfully submitted,

Rick Coneway, Secretary
Board of Commissioners
(Minutes taken by Madeline Miller)

Approved by Board of Commissioners: April 23, 2007

Representative Commissioner: _____ (Signature)

(Printed Name) _____