

Minutes of Travis County Emergency Services District #3

February 25, 2008

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 Bob Taylor, John Villanacci, Edd New, Rick Coneway, and Carroll Knight.

Fire department personnel present at the meeting included: Fire Chief Warren; Assistant Fire Chiefs Elliot, Rodriguez and Wittig; Fire Marshal Lacey; Business Mgr. Miller; District Chiefs Groman and Plumlee; and PIO Warren.

Visitors included Brianna Patteson of Pedernales Electric Co-op (PEC) in Oak Hill; Pam Roy and David Munoz from PEC Headquarters and Dan F. Powers with the PEC group and representing Wilson Brown Productions. Also present were Robert Ferguson representing MUD and Matt Moore of Stratus Properties.

Attached to and incorporated into these Minutes is a copy of the official Agenda for the February 25, 2008 meeting.

Under Agenda Item 3: Commissioner Taylor recognized Carroll Knight and welcomed him to the Board of Commissioners.

Under Agenda Item 4: Commissioner Villanacci moved to elect Carroll Knight to the vacant position of Assistant Treasurer and to retain all other commissioners in the positions they hold currently. Commissioner New seconded the motion, which carried unanimously. All commissioners recited the Statement of Elected/Appointed Officer and affirmed the Oath of Office.

Under Agenda Item 5: Ms. Patterson and Mrs. Roy, both representing PEC, presented President Taylor a certificate of appreciation and a check for \$1,000 on behalf of PEC. President Taylor thanked the PEC representatives on behalf of the District. [Commissioner New moved to place this \$1,000 in the Oak Hill Regional Emergency Response Training Foundation ('Foundation'). Commissioner Coneway seconded the motion, which carried unanimously.]

Under Agenda Item 6: Commissioner Coneway moved to appoint Commissioner New and Commissioner Knight to the Board of the Foundation to fill the vacancies left after the retirement of David Luther and resignation of Bob Taylor. Carroll Knight seconded the motion, which carried unanimously.

Under Agenda Item 7: Commissioner Villanacci moved to approve the Order amending the Travis County ESD3 Fire Code, to be effective 90 days from the date of approval. Commissioner Coneway seconded the motion, which carried unanimously.

Under Agenda Item 8: Regarding the two, slightly different, drafts of a letter to be sent to the area water utility companies, Commissioner Villanacci moved to use the later version, which appears in draft form beginning page 26. Commissioner New seconded the motion which carried unanimously.

Under Agenda Item 9: Commissioners Coneway and New volunteered to meet with staff members to discuss the "Sick" or "PTO" question. Commissioner Coneway moved to approve the new handbook except for the benefits section on vacation, sick, and PTO. Commissioner Villanacci seconded the motion which carried unanimously.

Under Agenda Item 10: Staff reported that alarm activation policy was a Code 1 response which meant the vehicle would have no lights or sirens and have to obey all traffic laws. Most alarm activations result in a false alarm – actual fire is a very small percentage. If there are progressive alarm activations at the same location, a staff member will visit the location to resolve the problem. If the alarms continue, a fine may be imposed. Fines

are based on the cost to supply a vehicle and personnel to go to the scene. It was suggested that the staff prepare a spreadsheet or table to define the cost of responding to an alarm.

Under Agenda Item 11: Commissioner Taylor recused himself and left the meeting for the duration of discussion and/or action on this Item only. Commissioner Coneway moved to accept the termination of the existing contract between Tax Revenue Consultants and TCESD3. Commissioner New seconded the motion. Those voting aye were: Commissioners Villanacci, New, Coneway, and Knight. Commissioner Taylor: absent and not voting. The contract between Tina Rodriguez and TCESD3 was reviewed and approval tabled until it has been examined by Ken Campbell.

Under Agenda Item 12: Commissioner Coneway moved to approve the minutes of the January 28th meeting with Commissioner Knight seconding. The motion carried unanimously.

Under Agenda Item 13: Commissioner Villanacci moved to approve the Treasurer's Report. Commissioner Coneway seconded the motion, which carried unanimously.

Under Agenda Item 14: Commissioner New moved to approve payments over \$2,000 made between January 29th and February 25th. Commissioner Villanacci seconded the motion, which carried unanimously.

Under Agenda Item 15: Chief Warren presented an operations report for January 2008.

The commissioners reviewed the Annual Report with Assistant Chief Rodriguez and gave directions for few changes.

It was reported that, as of February 25th, there were 13 paying students enrolled in the Fire Academy to begin April 5th. Fire Chief Warren pointed out that the cost would be almost the same for 13 as for 25 students, since the majority of expense was for instructors. There was no action to report between Austin Community College (ACC) and TCESD3. ACC is concentrating on an agreement between itself and Austin Fire Department.

Regarding the ISO Report received from Mike Pietsch, it was suggested that a one-page summary be preferable to a lengthy report. However, Commissioner Coneway moved to continue the consulting arrangement with Mr. Pietsch toward lowering the District's ISO ratings. Commissioner Villanacci seconded the motion, which carried unanimously.

Under Agenda Item 16: Assistant Chief Wittig gave a report on the Mackey Field project, recounting more problems with contractors. Commissioner Coneway recommended Assistant Chief Wittig arrange for the engineer to have more oversight.

Under Agenda Item 17: Commissioner Taylor drew attention to the notes from the ESD Commissioners Council meeting.

Under Agenda Items 18, 19, & 20: There was no executive session, no visitor communications, and no announcements.

Under Agenda Item 21: President Taylor announced the next regular meeting would be held on March 24th 2008.

Under Agenda Item 22: There being no further business, Commissioner Coneway moved to adjourn the meeting at 9:30 p.m. Commissioner New seconded the motion, which carried unanimously.

Respectfully submitted,

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

NOTICE IS HEREBY GIVEN that the Board of Commissioners of Travis County Emergency Services District No.3 will hold a regular board meeting at 7:00 p.m. on Monday, February 25, 2008 in the Community Room of Travis County ESD3 Station 302, located at 4111 Barton Creek Boulevard, Austin, Travis County, Texas. The subject of and matters to be considered at said meeting include, among other business, the following:

1. Call to Order.
2. Proof of quorum.
3. Recognize the appointment of Carroll Knight to the Board of Commissioners.
4. Discussion and election of officers to fill vacancies on the Board of Commissioners.
5. Visitor Communications:
 1. Receive comments and presentation from Pedernales Electric Cooperative.
6. Consider and appoint two replacement commissioners as Board Members of the Oak Hill Fire Foundation.
7. Review and approve an amending order to the District's Fire Code adopting changes that incorporate the requirement that builders / developers offer domestic water-based home sprinklers as an option to all owners building new homes. Consider and adopt an enforcement date for the amended code.
8. Review and consider approving one of two re-edited letters to be sent to the various utility companies supplying water to the district.
9. Receive staff presentation; discuss and consider approving staff-recommended changes to department policy on Paid Time Off (PTO).
10. Receive information on the department's Code response policy for alarm activations and consider adopting changes to the policy.
11. Review and consider a proposal to cancel the current consulting contract with Tax Revenue Consultants and approve negotiating a contract with Tina Rodriguez, as individual consultant, to provide sales tax revenue oversight / management. As appropriate, authorize a commissioner to handle any contract negotiations.
12. Review and approval of minutes of the regular January 28, 2008 meeting.
13. Treasurer's Report.
14. Approve payments over \$2,000 with sworn statements for the following:
 1. Checks dated 1/29/08 to 2/20/08
 2. Checks dated 2/21/08 to 2/25/08.
15. Chief's Operations Report, including:
 1. 2007 Annual Report.
 2. State of FF Academy recruiting and ACC negotiations.
 3. Report from ISO Consultant: recommendations.
16. Mackey Field Project update.
17. Report from Commissioner Taylor on the ESD Commissioners' Council meetings / activities.
18. Executive Session to discuss matters concerning pending or contemplated litigation, real property, or personnel, as authorized pursuant to Texas Government Code Section 551.071, et seq.
19. Consider and take appropriate action on matters discussed in Executive Session.
20. Other visitor / attendee communications and general announcements.
21. Announcement of future meeting dates of the Board of Emergency Service District #3 Commissioners.
22. Adjournment.

By: _____ Madeline Miller, Business Manager

NOTE: The Board of Commissioners reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above as authorized by Texas Government Code, Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), and 551.076 (Deliberations about Security Devices).

Travis County Emergency Services District Number 3 is committed to compliance with the Americans with Disabilities Act. Reasonable modification and equal access to communications will be provided upon request. Please call the District Administrative Office at 288-5534 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may call the statewide Relay Program at 1-800-735-2988 or by dialing '711'.

Visitor Communications are regular agenda items at monthly meetings of the Board of Commissioners of Travis County Emergency Services District Number 3. Visitors who wish to speak under Visitor's Communications must sign up before the meeting is called to order. Each person, organization or group wishing to address the Board will be allowed a maximum of three (3) minutes. Speakers may register in person at the posted location of the meeting, starting 30 minutes prior to the start of the meeting and using the form provided. The speaker will give his/her name, address, organizational affiliation, if any, and indicate the subject he/she intends to address. The Board welcomes citizen comment on any issue, but the Open Meetings Act prohibits any board action on issues not posted on the agenda.

The undersigned affirms and states that he/she posted or caused to be posted a true and correct copy of the foregoing notice at a place convenient to the public at the Travis County ESD3 Administrative Office, 4111 Barton Creek Boulevard, Travis County, Texas, a location within said Travis County Emergency Services District Number 3 at _____ M. on February 21, 2007. _____ Megan Lundquist, Office Manager