

Minutes of Travis County Emergency Services District #3

November 28, 2011

Attached to and incorporated into these minutes is a copy of the official agenda for the November 28th 2011 meeting.

Under Agenda Items 1 & 2: President Edd New called the Travis County Emergency Services District #3 (TCESD 3, the District) Board of Commissioners' regular meeting to order at 7:02 p.m. A quorum was established with Commissioners Bob Taylor, John Villanacci, Edd New, Carroll Knight, and Gina Starr-Hill attending.

Fire department personnel present at the meeting included: Acting Fire Chief Wittig; Business Mgr. Miller; District Chiefs Hartigan & Wilson; Captain Patton; Firefighters Clark, Grieser, Key, and Montgomery.

Under Agenda Item 3: There were no general visitors.

Under Agenda Item 4: Commissioner Taylor moved to approve the minutes of the October 24th meeting, the October 26th meeting, and the November 4th meeting. Commissioner Starr-Hill seconded the motion, which carried unanimously. It was stated by Commissioners Knight and Villanacci, who were absent at the November 4th meeting, that they would have voted aye on Item 3 at that meeting.

Under Agenda Item 5: Commissioner Villanacci moved to approve the Treasurer's report seconded by Commissioner Taylor. The motion carried unanimously.

Under Agenda Item 6: The record shows that a sales tax collection report was presented.

Under Agenda Item 7: Commissioner Villanacci moved to authorize expenditures over \$2,000.00 each, written from October 26th – November 29th 2011. Commissioner Starr-Hill seconded the motion, which carried unanimously.

Under Agenda Item 8: Commissioner Taylor moved to appoint Edd New, Carroll Knight, and Jeffrey Wittig directors of the Oak Hill Fire Foundation (also known as the Oak Hill Regional Emergency Response Training Foundation). Commissioner Starr-Hill seconded the motion, which carried unanimously.

Under Agenda Item 9: Commissioner Taylor provided some fresh information regarding other departments' reserve funds. Few have an actual policy but some set aside 40-41% of the budget for reserves. Commissioner Knight reported that Wells Fargo Bank would charge 2% for a line of credit and would also demand collateral. This would not be feasible. It was generally agreed that, while the District is engaging in deficit spending currently, it should endeavor to be extremely frugal henceforth. The District's reserve fund is approximately 30% of the current budget.

Under Agenda Item 10: Commissioner Taylor discussed the spreadsheet of raw attendance data, and those created by him and AC Wittig. Calculations show that having a 9th man on each shift did indeed save money over the last year. Commissioners requested that they see ongoing statistics on this subject, perhaps on a quarterly basis.

Under Agenda Item 11: The ad hoc committee reported that a scheduled meeting with Travis County ESD 6 had to be deferred. A meeting was held with Mike McDonald, Assistant City Manager of City of Austin (COA). Though still under exploratory discussion, the City appeared to be quite receptive to the District’s proposal of a contract for services. A similar concept is being explored with Travis County ESD 6. In general this scenario could entail TCESD3 property being leased to COA, who would take over the District’s firefighters as COA employees. The District would collect taxes, pay COA for service, and review performance. There are other models for a contract for services. It was made clear that, if this kind of service agreement is enacted, it would be difficult to reverse. Commissioner Starr-Hill voiced concern relating to the provision of service to rural areas in any agreement. Much work and analysis will be required to consummate an arrangement with many hurdles to overcome.

Under Agenda Item 12: Acting Chief Wittig presented the Monthly Status Report. Commissioner Taylor requested that Prevention statistics be included in the report henceforth.

Under Agenda Item 13:

At 8:15 p.m., President New convened a closed session under section 551 Texas Government Code for discussion of a personnel matter.

At 8:45 p.m., President New reconvened the open session of TCESD 3.

Under Agenda Item 14: There was no action to be taken.

Under Agenda Item 15: President New announced that the next ESDCC meeting would be held in Pflugerville on December 3rd 2011.

Under Agenda Item 16: President New announced Monday, December 19th as the next regular meeting date... Commissioner Starr-Hill requested that all present consider some form of awards dinner after the holidays. All the commissioners agreed that something should be in place. Commissioner Taylor suggested that someone should think about where, when, and to what extent a gathering should take place.

Under Agenda Item 17: There being no further business, the meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Carroll Knight, Commissioner
(Minutes taken by Madeline Miller)

Approved by Board of Commissioners: _____ (Date)

Representative Commissioner: _____ (Signature)

(Printed Name) _____

NOTICE IS HEREBY GIVEN that the Board of Emergency Services Commissioners of Travis County Emergency Services District No. 3 (TCESD3) will hold a regular meeting at 7:00 p.m. on Monday, November 28, 2011 in the Community Room of TCESD3 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. Visitor Communications:
 - a. Receive comments from visitors.
4. Review and approval of minutes of the October 24th, October 26th, and November 4th 2011 meetings of the District.
5. Review and approval of the treasurer's monthly report for October.
6. Review Sales Tax Statistics.
7. Approve payments over \$2,000 with sworn statements for the following:
 1. Checks dated 10/26/11 – 11/17/11
 2. Checks dated 11/18/11 - 11/29/11
8. Appoint members and directors of the Oak Hill Regional Emergency Response Training Foundation (OHRERTF) as mandated by the bylaws of said organization, Section 3.
9. Report by Commissioner Taylor on reserves policy for Travis County ESD #6 (TCESD6) and Travis County ESD #2 (TCESD2).
10. Report by staff on amount of overtime covered by the 9th firefighter on shift for fiscal year 2011. Discuss and take action on staffing policy, as appropriate.
11. Report by the board committee exploring possible relationships with other fire departments and discuss the ramifications of entering into any 'contract for services' with any other department(s). Take appropriate action as needed.
12. Chief's Monthly Status Report
 1. Significant incident runs
 2. Statistics
 3. Special Projects
13. Closed Meeting under Section 551.074 of the Texas Government Code to discuss a personnel matter related to the Acting Fire Chief.
14. Consider and take appropriate action on any matters discussed in Closed Meeting(s).
15. Other Business:
 1. Announcement of future meeting date(s) of the ESDCC.
 - 2.
16. Announcement of future meeting dates of the Board of ESD 03 Commissioners.
17. Adjourn.

By: _____ Madeline Miller, Business Manager

NOTE: The Board of Emergency Services Commissioners reserves the right to adjourn into Closed Meeting at any time during the course of this meeting to discuss any of the agenda items 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) or other applicable law. 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 Emergency Services 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 to speak on items on the agenda or other business of the District. 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 District reserves the right to terminate any presentation by a speaker if it is disruptive of the good conduct of the meeting, or is in violation of law.

The undersigned affirms and states that 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 November 23rd 2011

_____ Megan Lundquist, Office Manager