

Minutes of Travis County Emergency Services District #3

October 26, 2020

Attached to and incorporated into these minutes is a copy of the official agenda for the October 26, 2020 meeting.

The meeting was held electronically via a ZOOM connection and not in person, due to the COVID pandemic.

Under Agenda Items 1 & 2: Commissioner President Edd New called the Travis County Emergency Services District #3 (TCESD# 3, the District) Board of Commissioners' regular meeting to order at 7:00 p.m. via a ZOOM connection. A quorum was established with Commissioners David Detwiler, John Villanacci and Matt Escobedo present.

Fire department personnel present at the meeting included: Chief Wittig, Business Manager Holloway, Firefighters Ramsdell and Torres along with a log in from Attendee Management, Inc.

Under Agenda Item 3: There were no Visitors comments.

Under Agenda Item 4: Commissioner Villanacci moved to approve the September 28, 2020 regular meeting minutes. Commissioner Escobedo seconded the motion, which carried unanimously.

Under Agenda Item 5: The September Treasurers monthly reports were reviewed. Commissioner Detwiler moved to approve. Commissioner Villanacci seconded the motion, which carried unanimously.

Under Agenda Item 6: Checks and distributions over \$2,000 were reviewed for the period of September 25 to October 23, 2020. Commissioner Villanacci moved to approve. Commissioner Detwiler seconded the motion, which carried unanimously.

Under Agenda Item 7: There was a short discussion regarding the Engagement Letter for the Audit ending September 30, 2020 from Maxwell Locke & Ritter CPA's. Commissioner Villanacci moved to approve the signing of the Engagement Letter. Commissioner Detwiler seconded the motion, which carried unanimously.

Under Agenda Item 8: A discussion ensued regarding the Sale of Quint 302 Aerial Ladder to the City of Round Rock Fire Department. The asking price was set at \$295,000. The City of Round Rock is offering \$270,000 with a 10% Deposit. Commissioner Detwiler moved to approve the sale to Round Rock in the amount of \$270,000 and a 10% deposit. Commissioner Escobedo seconded the motion, which carried unanimously.

Under Agenda Item 9: An updated construction cost discussion regarding station 301 was mentioned. The report from Chief Wittig was that the cost of construction was on budget per prior Board approval. No action taken.

Under Agenda Item 10: Proposed Amended Budgets for the years ending 9-30-20 and upcoming 9-30-21 were discussed and reviewed. The proposed Amended Budgets were based on the acquisition timing of the NEW Quint Aerial Ladder. After comments and discussion the Board decided NOT to amend the already approved budgets for those corresponding years. Commissioner Detwiler moved to not modify or amend the already approved budgets. Commissioner Villanacci seconded the motion, which carried unanimously.

Under Agenda Item 11: The Commissioners reviewed the Sales Tax Status Report for September.

Under Agenda Item 12: Chief Wittig presented the Monthly Status Report for September. The Board requested that the TCESD#3 Firefighters that were dispatched to California to assist in battling the wild fires summarize their experiences and have a report for the November Board meeting.

Under Agenda Item 13: There were no announcements other than Commissioners Detwiler and Villanacci both agreed for a reappointment for the years of 2021 and 2022 should the County Commissioners elect to do so.

Under Agenda Item 14: It was announced that the next REGULAR Board meetings of TCESD#3 would be held November 23rd, December 28, 2020 and January 25, 2021 at Station 302.

Under Agenda Item 15: Meeting was adjourned at 8:29 p.m.

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, October 26, 2020. On March 16, 2020, in accordance with Texas Government Code § 418.016, Governor Abbott suspended various provisions of the Open Meetings Act that require government officials and members of the public to be physically present at a specified meeting location due to the COVID-19 virus. Pursuant to that suspension, members of the public will not be allowed to attend this regular meeting in person.

The **public** may view this regular meeting while in progress online at the following web address:

<https://us02web.zoom.us/j/81501837394?pwd=Yy9WbzJkOHIhTnMwSTdDaW5kWHpzUT09>

An electronic copy of the agenda and its published contents can be found at:

<http://www.oakhillfire.org/esddocs/Meetings/ESD Board Package 20201026.pdf>

Please note that members of the **public** who wish to communicate to the Commissioners during the "Public Comments" item (#3) on the agenda may do so by selecting the "Raise Hand" icon on their screen and standby for acknowledgement.

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. **Comments from the Public:** Receive comments from visitors and a response once acknowledged.
4. Review and approve the minutes of the September 28, 2020 regular meeting of the District.
5. Review and approval of the Treasurers' monthly report for September 2020.
6. Approve payments over \$2,000 from September 25 to October 23, 2020.
7. Discuss and approve Engagement Letter from Maxwell Locke & Ritter for audit ending September 30, 2020.
8. Discuss and approve the sale of Quint 302 to the Round Rock Fire Department.
9. Discuss and approve the projected additional contract cost regarding the improvements to Station 301.
10. Discuss and amend TCESD#3 Budgets for years ending 9-30-20 and 9-30-21.
11. Review Sales Tax Statistics
12. Review of Chief's Monthly Status Reports
 1. Significant incident runs;
 2. Statistics;
 3. Special Project Updates
13. Other Business:
 1. Report on any ESDCC activities. Announcement of the next ESDCC meeting dates.
 2. Commissioner Announcements (no action will be taken on any such announcements).
14. Announcement of future meeting dates of the Board of ESD 03 Commissioners.
15. Adjourn.

By: _____ Herb Holloway, 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. 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. 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 he 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 October 23, 2020.

By: _____ Herb Holloway, Business Manager