

# Minutes of Travis County Emergency Services District #3

## May 19, 2008

Attached to and incorporated into these Minutes is a copy of the official Agenda for the May 19, 2008 meeting.

Under Agenda Items 1 & 2: Board President Bob Taylor called the Travis County Emergency Services District #3 (TCESD 3, the District) Board of Commissioners' regular meeting to order at 7:01 p.m. A quorum was established with Commissioners Bob Taylor, John Villanacci, Edd New, Rick Coneway, and Carroll Knight attending.

Fire department personnel present at the meeting included: Fire Chief Warren; Assistant Fire Chief Wittig; Business Mgr. Miller; District Chief Hartigan; and Captain Barfield.

Under Agenda Item 3: President Taylor welcomed Mr. Nicholas Comsudi, President of ESD#9 Board of Commissioners, to the meeting.

Under Agenda Item 4: Commissioner Villanacci moved to approve the minutes of the May 19<sup>th</sup> meeting. Commissioner Coneway seconded the motion, which carried unanimously.

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

Under Agenda Item 6: Commissioner Villanacci moved to authorize expenditures over \$2,000.00 each, written from April 30<sup>th</sup> through May 20<sup>th</sup>. Commissioner Knight seconded the motion, which carried unanimously.

Under Agenda Item 7: Fire Marshall Lacey presented tables and discussed the various types of construction used in houses and commercial structures. Type 5 (wood frame) is the most commonly used locally. Regarding hydrant testing, he noted that unless all hydrants in the district were tested on the same day, the numbers would always be different. There are ranges for hydrants to allow for time of day etc. Questions were asked about testing equipment side by side and using built-in testing gauges.

Under Agenda Item 8: Fire Marshall Lacey brought a sample Residential Fire Sprinkler Packet that will be given to buyers preferably during the planning stage of a house but should be presented even if the building is complete in case the buyer should want to retrofit. The package features three brochures, a fact sheet, two DVD's and a distribution form and sprinkler acceptance form. This packet is modeled after one used in Mesa, Arizona, copies of which were also brought to the meeting. FM Lacey announced the Prevention Division was ready to roll out the education plan and that all the aforementioned information will be on the web site. The amended Code, featuring the sprinkler mandate, goes into effect May 25<sup>th</sup> and Stratus (as a major developer in the District) has been asked to encourage the builders to use the packet effectively. FM Lacey mentioned another set of paperwork, similar to the Packet will be created for insurance agents and realtors.

Under Agenda Item 9: Commissioner New informed the Board that the State of Texas permits investments in brokerage CD's, which our current Investment Policy does not. The District is also restricted to investing in the regular account at TexPool whereas the State of Texas permits investments in TexPool Prime giving 25 more basis points. Commissioner New asked the Board to let him know whether they were interested in writing a revised Investment Policy for the District.

Under Agenda Item 10: Commissioner Villanacci moved to approve a resolution amending the list of authorized representatives on the TexPool account, which will add Commissioner Knight. Commissioner Coneway seconded the motion, which carried unanimously.

Under Agenda Items 11: Commissioner New moved to approve various amendments to the FY2008 budget. Commissioner Knight seconded the motion, which carried unanimously.

Under Agenda Item 12: There was discussion regarding Chief Warren's Issue Paper suggesting a bid for contract services to the City of Sunset Valley. Two commissioners suggested that the District would want to share the job (and the remuneration) with ESD#9. Commissioner Villanacci moved to authorize Chief Warren to approach Sunset Valley to see if there was any interest and what they (Sunset Valley) would be willing to pay. Commissioner Knight seconded the motion, which carried unanimously.

Under Agenda Item 13: Assistant Chief Wittig reported that the Mackey Field project was about \$11,000 away from site work completion and that the drill tower was up to roof level. A grant has been submitted to LCRA for the cost of the storage building to be used alongside drill tower training.

Under Agenda Item 14: Commissioner Taylor commented on recent meetings of the Commissioner's Council, noting in particular there needed to be some 're-education' in the NIMS area. Pete Baldwin has been advised to eliminate the Modified NIMS document.

Under Agenda Item 17: President Taylor announced June 23<sup>rd</sup> at 7 p.m. for a budget workshop and June 30<sup>th</sup> at 7 p.m. for the next regular board meeting.

The general meeting was temporarily adjourned at 8:35 p.m.

Under Agenda Items 15: An executive session was called to order at 8:40 p.m. with Commissioners and Chief Warren and Assistant Chief Wittig in attendance. The session was for the purpose of discussing a personnel matter.

Under Agenda Item 16: No actions were needed on matters discussed in Executive Session.

The Executive session was adjourned at 8:53 p.m.  
The general meeting was reconvened at 8:54 p.m.

Under Agenda Items 18: There being no further business, Commissioner New moved to adjourn the general meeting at 8:55 p.m. The motion was seconded by Commissioner Knight and carried unanimously.

Respectfully submitted,

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

Representative Commissioner: \_\_\_\_\_ (Signature)

(Printed Name) \_\_\_\_\_

NOTICE IS HEREBY GIVEN that the Board of Commissioners of Travis County Emergency Services District No. 3 (TCESD3) will hold a regular board meeting at 7:00 p.m. on Monday, May 19, 2008 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 April 28<sup>th</sup> meeting.
5. Treasurer's Report.
6. Approve payments over \$2,000 with sworn statements for the following:
  1. Checks dated 4/30/08 – 5/14/08
  2. Checks dated 5/15/08 – 5/20/08
7. Receive comments from Fire Marshall Lacey about questions raised to our advisory letter to water utilities concerning hydrant testing and test flow rates
8. Receive an update on the roll-out plan for education of area builders related to requirements to make home sprinklers available to buyers.
9. Review and possibly approve a revised Investment Policy for the District.
10. Review and approve a resolution listing authorized representatives on the TexPool account which will add Commissioner Knight.
11. Review and possible approval of amendments to the 2008 FY budget.
12. Chief's Operations Report.
13. Mackey Field Project update.
14. Comments from Commissioner Taylor on activities of the ESD Commissioners' Council meeting.
15. 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.
16. Consider and take appropriate action on matters discussed in Executive session.
17. Announcement of future meeting dates of the Board of ESD 03 Commissioners.
18. 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 May 15, 2008 \_\_\_\_\_ Megan Lundquist, Office Manager