

Minutes of Travis County Emergency Services District #3

November 17, 2008

Attached to and incorporated into these Minutes is a copy of the official Agenda for the November 17, 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, and Carroll Knight attending.

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

Under Agenda Item 3: There were no visitors.

Under Agenda Item 4: Commissioner New moved to approve the October 27th 2008 minutes. Commissioner Knight seconded the motion, which carried unanimously.

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

Under Agenda Item 6: Assistant Chief Wittig presented several scenarios applicable to a possible economic downturn lasting three or four years. Chief Wittig also presented a page of suggested expenses that could be reduced or eliminated. The last spreadsheet showed reductions whereby a solvent bottom line is achieved in 2017. It was requested that Chief Wittig update these scenarios as new facts and figures appeared. The Commissioners further directed the staff to review upcoming discretionary purchases to determine if certain items could be delayed until such time as the depth of the economic downturn is evaluated.

Under Agenda Item 7: The proposed resolution was postponed pending further review.

Under Agenda Item 8: Commissioner Villanacci moved to authorize expenditures over \$2,000.00 each, written from October 29th through November 18th 2008. Commissioner Knight seconded the motion, which carried unanimously.

Under Agenda Item 9: Chief Warren presented the operations report, drawing attention to the plentiful media mentions during the month of October regarding Oak Hill, Westlake, and other surrounding ESD's. Again, the Board noted the injury figures and questioned when return might be likely by those on Workers' Compensation leave. Chief Wittig advised that could be in December.

Under Agenda Item 10: Assistant Chief Wittig noted that no action had taken place regarding the purchase of a facility building.

Under Agenda Item 11: Commissioner Taylor presented the Interlocal Cooperative Agreement signed by Judge Biscoe to place in the ESD3 files. Commissioner Taylor then directed attention to the series of spreadsheets showing response time figures for First Responders and EMS organizations to life-threatening medical emergencies. General discussion focused on the need to shorten the response times generally and perhaps for First Responders to hire EMT-I's who could perform more advanced medical aid in the absence of an ambulance crew.

Under Agenda Item 12: President Taylor announced that Travis County has arranged to place Burn Ban signs throughout the county. The signs will be installed with the assistance of Texas Department of Transportation. Chief Warren described the signs which will have flip covers that would be used when there is not a burn ban. TCESD3 personnel will monitor signs within the District.

Under Agenda Items 13: President Taylor announced the next regular meeting would be held December 15th 2008.

Under Agenda Item 14: There was no executive session.

Under Agenda Item 15: There being no further business, Commissioner Villanacci moved to adjourn the general meeting at 8:14 p.m.

Respectfully submitted,

John Villanacci, Vice-President
Board of Commissioners
(Minutes taken by Madeline Miller)

Approved by Board of Commissioners: _____ (Date)

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, November 17, 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 September 22nd and October 27th meetings.
5. Treasurer's Report.
6. Discuss contingency planning related to the economic downturn.
7. Discuss and approve a resolution to assign the additional titles of Assistant-Vice President and Assistant Treasurer to the office of Secretary. Thus, this office could co-sign checks in the absence of both the President and Vice President or in the absence of both the Treasurer and Assistant Treasurer and perform any other duties that may arise in those absences.
8. Approve payments over \$2,000 with sworn statements for the following:
 1. Checks dated 10/29/08 – 11/08/08
 2. Checks dated 11/09/08 - 11/18/2008
9. Chief's Operations Report.
10. Mackey Field and Facility Storage Building Project update.
11. Discuss notes from the most recent ESDCC meeting and next steps in the Interlocal Process.
12. Approve installing and operating Burn-Ban signs throughout the District.
13. Announcement of future meeting dates of the Board of ESD 03 Commissioners

Adjourn to 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.*

Return to open session.

14. Consider and take appropriate action on matters discussed in Executive Session.
15. Adjourn.

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 November 13th 2008 _____ Megan Lundquist, Office Manager