

# **Minutes of Travis County Emergency Services District #3**

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**March 28, 2011**

*Attached to and incorporated into these minutes is a copy of the official agenda for the March 28<sup>th</sup> 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: Chief Warren; Assistant Chief Wittig; Business Manager Miller; District Chief Deming; Captains Cozby and Patton; Firefighter Ramsdell; and ESD3 & 9 volunteer, Lt. Escobedo.

Under Agenda Item 3: There were no general visitors.

Under agenda Item 4: Commissioner Villanacci moved to approve the minutes of the February 28<sup>th</sup> meeting. Commissioner Taylor seconded the motion, which carried unanimously.

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

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

Under Agenda Item 7: Commissioner Knight moved to authorize expenditures over \$2,000.00 each, written from March 1<sup>st</sup> – March 29<sup>th</sup> 2011. Commissioner Taylor seconded the motion, which carried unanimously.

Under Agenda Item 14: [Taken out of order to accommodate a prior engagement.] Captain Patton presented two proposals regarding a change in vacation/sick leave accrual policy. Commissioner Starr-Hill moved to remove the annual cap on accrued vacation hours, while retaining the cap of 240 hours for payment of vacation hours at termination of employment. Commissioner Villanacci seconded the motion, which carried unanimously.

Under Agenda Item 8: Assistant Chief Wittig presented the board with two bids for Brush 303: one for \$1,500 and one for \$2,000. AC Wittig also provided information on a fairly new ESD near Smithville that would welcome the truck as a donation. Commissioner Taylor moved to accept the bid of \$2,000 for Brush 303. Commissioner Villanacci seconded the motion, which carried unanimously.

Under Agenda Item 9: Commissioner Taylor moved to table the possible pay-off of Wells Fargo lease # 1974-003 indefinitely. Commissioner Knight seconded the motion, which carried unanimously.

Under Agenda Item 10: President New reported that he had spoken to ESD9 President, John Hogg, who wants to maintain contact. However, the ESD9 board does not appear to desire a meeting of all their commissioners together with all ESD3's commissioners. Commissioner Taylor pointed out that some discussion needs to take place regarding the level of commitment that the board of ESD9 has toward the 4-year standing contract the two

districts have in place currently. If the arrangement/contract is not to continue, TCESD3 will have to consider alternative arrangements. President New is to update the board again on April 25<sup>th</sup>.

Under Agenda Item 11: Commissioner Villanacci moved that one or more attorneys be identified, who could be hired to advise the District on annexation issues. The motion was seconded by Commissioner Taylor and carried unanimously.

Under Agenda Item 12: Staff was directed to form a small committee, with participation from one or two board members if desired, to create a job description for the business manager position. This description should be available at the regular April meeting to facilitate further discussion.

Under Agenda Item 13: Chief Warren presented the Status Report for the month of February 2011, again drawing attention to the special projects and needs. Highlighted in his report was the special May 7<sup>th</sup> ESDCC meeting, which all commissioners from all ESDs are strongly urged to attend.

Under Agenda Item 15: Commissioner Taylor drew attention to the documents in the package concerning ESDCC meetings in February and March. He stressed the importance of attendance at the May 7<sup>th</sup> meeting to be held in Pflugerville. Meet and Greet will be from 8:30 a.m. – 9:00 a.m. followed by the business meeting.

Under Agenda Item 16: President New announced April 25<sup>th</sup> as the next regular monthly meeting date for the Board.

Under Agenda Item 17: There were no closed meetings.

Under Agenda Item 17: There being no further business, President New announced adjournment at 8:42 p.m. All present voted aye.

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, March 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 February 28<sup>th</sup> 2011 meeting.
5. Review and approval of the treasurer's monthly report for February 2011
6. Sales Tax Statistics.
7. Approve payments over \$2,000 with sworn statements for the following:
  1. Checks dated 3/1/2011 – 3/15/2011
  2. Checks dated 3/16/11 – 3/29/2011
8. Discuss and take any appropriate action regarding the disposition of Brush 303.
9. Discuss the proposal to pay off a Wells Fargo Ground Lease ( #1974-003: Drill Tower) that was tabled from the February meeting. Take any appropriate action.
10. Update from President New regarding the relationship between Travis County ESD #3 Board of Commissioners and Travis County ESD #9 Board of Commissioners.
11. Discuss and take action, as appropriate, to seek legal advice concerning the timing and impact on the District from the potential annexation of the Barton Creek area by the City of Austin.
12. Discuss and adopt, possibly, a process to use for recruiting a Business Manager.
13. Chief's Monthly Status Report.
14. Discuss and take any appropriate action regarding a requested change in policy regarding vacation hours.
15. Other Business:
  - A. Highlights from the February 19<sup>th</sup> ESDCC meeting.
  - B. Agenda of the March 19<sup>th</sup> ESDCC meeting.
16. Announcement of future meeting dates of the Board of ESD 03 Commissioners.
17. Consider and take appropriate action on any matters discussed in Closed Meeting(s).
18. 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 March 24, 2011

\_\_\_\_\_ Megan Lundquist, Office Manager