

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

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## **September 23, 2013**

Attached to and incorporated into these minutes is a copy of the official agenda for the September 23, 2013 meeting.

Under Agenda Items 1 & 2: Commissioner Edd New called the Travis County Emergency Services District #3 (TCESD 3, the District) Board of Commissioners' regular meeting to order at 7:06 p.m. A quorum was established with Commissioners Edd New, Carroll Knight, John Villanacci, David Detwiler, and Gina Starr-Hill attending.

Fire department personnel present at the meeting included: Fire Chief Wittig; Business Mgr. Holloway; District Chief Hartigan, and Office Mgr Bluemel.

Under Agenda Item 3: There were no general comments from Visitors.

Under Agenda Item 4: Commissioner Villanacci moved to approve the minutes of the August 26<sup>th</sup> meeting. Commissioner Detwiler seconded the motion, which carried unanimously.

Under Agenda Item 5: After a brief discussion, Commissioner Knight moved to approve the August treasurer's report seconded by Commissioner Villanacci, which carried unanimously.

Under Agenda Item 6: The record shows that the amended FY2013 Budget was received and reviewed. Commissioner Detwiler moved to approve the amended budget, seconded by Commissioner Knight, which carried unanimously.

Under Agenda Item 7: Commissioner Knight moved to order the tax rate for the 2013 tax year at 7.27 cents per \$100 valuation of appraised property for Maintenance and Operations and 2.37 cents per \$100 valuation of appraised property for Interest and Sinking (Debt) Fund. Total Effective Tax Rate for 2013 will be 9.64 cents per \$100 valuation of appraised property within the boundaries of the District. Commissioner Hill seconded the motion, which carried unanimously.

Under Agenda Item 8: The record shows that a sales tax collection report was received and reviewed.

Under Agenda Item 9: Commissioner Villanacci moved to authorize expenditures over \$2,000.00 each, written from August 23, 2013 to September 19, 2013. Commissioner Starr-Hill seconded the motion, which carried unanimously.

Under Agenda Item 10: Fire Chief Wittig presented the Status Report for August.

Under Agenda Item 11: Commissioner Starr-Hill moved to authorize Business Associate Agreement (HIPAA agreement) with Travis County concerning records management system. Commissioner Knight seconded the motion, which carried unanimously.

Under Agenda Item 12:

At 8:34 p.m. President New announced a withdrawal of the Board into a Closed Meeting as authorized pursuant to Texas Government Code Section 551.074, et seq.

At 9:05 p.m. President New reconvened the general meeting.

Under Agenda Item 13: NO action taken.

Under Agenda Item 14: Commissioner New commented on the continued discussions of possibly combining fire services County wide and planning for a special meeting for a new TCESD 3 financial forecast.

Under Agenda Item 15: Commissioner New announced the next Board meetings to be held October 28<sup>th</sup>, and November 25<sup>th</sup>, 2013.

Under Agenda Item 16: Their being no further business, Commissioner New moved to adjourn the meeting at 9:05 p.m., which carried unanimously.

Respectfully submitted,

Carroll Knight, Commissioner  
*(Minutes taken by Herb Holloway)*

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, September 23rd, 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. General visitor communications: Receive comments from visitors.
4. Review and approval of minutes of the August 26, 2013 regular meeting of the District.
5. Review and approval of the Treasurer's monthly report for August 2013.
6. Review and possibly approve budget amendments for the 2013 fiscal year.
7. Vote to adopt the tax rate for the 2013-2014 year. Record individual votes.
8. Review Sales Tax Statistics.
9. Approve payments over \$2,000 with sworn statements for the following:
  1. Checks dated August 23 to – September 19, 2013
10. Review of Chief's Monthly Status Reports
  1. Significant incident runs;
  2. Statistics;
  3. Special Projects
11. Review and possibly approve Business Associate Agreement (HIPAA agreement) with Travis County concerning records management system.
12. Closed Meeting under Section 551.074 of the Texas Government Code to discuss a personnel matter related to the Fire Chiefs position.
13. Consider and take appropriate action on matters discussed in Closed Meeting (s).
14. Other Business:
  1. Report on any ESDCC activities. Announcement of the next ESDCC meeting date.
  2. Commissioner Announcements (no action will be taken on any such announcements)
15. Announcement of future meeting dates of the Board of ESD 03 Commissioners.
16. 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. 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 September 19, 2013.

\_\_\_\_\_ Kurstin Bluemel, Office Manager