

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

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**April 25, 2016**

Attached to and incorporated into these minutes is a copy of the official agenda for the April 25, 2016 meeting.

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 7:10 p.m. A quorum was established with Commissioners John Villanacci, Carroll Knight, David Detwiler and Gina Starr-Hill attending.

Fire department personnel present at the meeting included: Fire Chief Wittig; District Chief Hartigan, Battalion Chief Patton, Business Mgr. Holloway, Firefighters Allen Fulbright, George Schmitz, Andrew Lee, and Scott Barfield. Attorneys representing the District were Ken Campbell and Judy Osborn.

Under Agenda Item 3: There were no general comments from visitors at this time.

Under Agenda Item 4: President New announce that there would be two closed meetings at this regular meeting.

Under Agenda Item 5: President New closed the open meeting to discuss potential litigation with counsel at 7:29 p.m.

Under Agenda Item 6: President New called the meeting back into session at 8:04 p.m. No action taken.

Under Agenda Item 7: President New closed the open meeting to discuss personnel issues regarding the Fire Chief at 8:06 p.m.

Under Agenda Item 8: President New called the meeting back into session at 9:16 p.m. No action taken.

Under Agenda Item 9: President New tabled the review and discussion of the Employee Manual until a later date.

Under Agenda Item 10: Commissioner Knight moved that the District pay off the Wells Fargo note that financed the Drill/Training Tower with a remaining amount of \$391,799 principal plus accrued interest. Commissioner Villanacci seconded the motion, which carried unanimously.

Under Agenda Item 11: Commissioner Starr-Hill moved to approve the March 28, 2016 minutes of the regular meeting of the District. Commissioner Detwiler seconded the motion, which carried unanimously.

Under Agenda Item 12: Commissioner Knight moved to approve the Treasurer's monthly report for March 2016, Commissioner Villanacci seconded the motion, which carried unanimously.

Under Agenda Item 13: Commissioner Villanacci moved to authorize expenditures over \$2,000.00 each, written from March 24th to April 21, 2016. Commissioner Knight seconded the motion, which carried unanimously.

Under Agenda Item 14: The record shows that a sales tax collection report was presented by Chief Wittig.

Under Agenda Item 15: Fire Chief Wittig presented the Status Report for March.

Under Agenda Item 16: Commissioner New announced the next ESDCC meeting would be held May 21, 2016 at Barton Creek – Station 302.

Under Agenda Item 17: Commissioner New announced the next board meetings would be May 23<sup>rd</sup> , June 27<sup>th</sup> and July 25<sup>th</sup> 2016.

Under Agenda Item 18: There being no further business, Commissioner President New moved to adjourn the meeting at 9:30 p.m.

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, April 25, 2016 in the Community Room of TCESD3 Station 302 located at 4111 Barton Creek Blvd., 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. Announcement that several Closed Sessions will be called and temporary adjournment.
5. Adjournment into closed session per Texas Government Code, Section 551.071 (Consultation with Attorney), regarding potential litigation.
6. Call to order and open meeting.
7. Adjournment into closed session per Texas Government Code, Section 551.074 (Personnel Matters), to deliberate the evaluation and employment regarding the Fire Chief.
8. Call to order and open meeting.
9. Discussion and possible approval of revised and updated Employee Manual.
10. Discussion and possible approval of reducing the Districts debt by reducing or paying off Wells Fargo Note in the amount of \$391,799 which financed the Drill/Training Tower at 9211 Circle Dr.
11. Review and approval of minutes of the March 28, 2016 regular meeting of the District.
12. Review and approval of the Treasurers' monthly report for March 2016.
13. Approve payments over \$2,000 from March 24<sup>th</sup> to April 21, 2016.
14. Review Sales Tax Statistics.
15. Review of Chief's Monthly Status Reports
  1. Significant incident runs;
  2. Statistics;
  3. Special Project Updates
16. 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)
17. Announcement of future meeting dates of the Board of ESD 03 Commissioners.
18. 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 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 April 21, 2016.

By: \_\_\_\_\_ Herb Holloway, Business Manager