

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

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## **November 28, 2022**

Attached to and incorporated into these minutes is a copy of the official agenda for the November 28,2022 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 7:00 p.m. A quorum was established with Commissioners Carroll Knight, David Detwiler, John Villanacci and Matt Escobedo in attendance. Fire department personnel present at the meeting included: Chief Wittig, Business Manager Holloway, Battalion Chief Hartigan and Firefighters Lyngaas and Hoffman.

Under Agenda Item 3: There were no Visitor comments.

Under Agenda Item 4: The Minutes of the October 24, 2022 REGULAR meeting were reviewed. Commissioner Escobedo moved to approve. Commissioner Detwiler seconded the motion, which carried unanimously.

Under Agenda Item 5: The minutes of the November 15, 2022 SPECIAL CLOSED meeting were reviewed. Commissioner Detwiler moved to approve. Commissioner Knight seconded the motion, which carried unanimously.

Under Agenda Item 6: The Treasurers Report ending October 2022 was reviewed. Commissioner Knight moved to approve the report. Commissioner Villanacci seconded the motion, which carried unanimously

Under Agenda Item 7: Checks over \$2,000 from October 21<sup>st</sup> to November 23, 2022 were reviewed. Commissioner Escobedo moved to approve. Commissioner Villanacci seconded the motion, which carried unanimously.

Under Agenda Item 8: The Engagement Letter from the Districts auditors Maxwell Locke and Ritter was reviewed. Commissioner Villanacci moved to approve. Commissioner Knight seconded the motion, which carried unanimously.

Under Agenda Item 9: The Board reviewed the current employee compensation matrix. There was discussion with no action taken.

Under Agenda Item 10: The Board did not go into a closed meeting under Section 551.074 of the Texas Government Code. Agenda Item 10 was dismissed. No action was taken.

Under Agenda Item 11: Sales Tax Statistics were reviewed.

Under Agenda Item 12: Chief Wittig presented the Monthly Status Report.

Under Agenda Item 13: It was announced that the ESDCC would hold its next meeting in mid-January 2023 in Pflugerville.

Under Agenda Item 14: It was announced that the next REGULAR Board meetings of TCESD#3 would be held on December 19,2022, January 23<sup>rd</sup> and February 27,2023 at Station 302.

Under Agenda Item 15: Meeting was adjourned at 7:49 p.m.

NOTICE IS HEREBY GIVEN that the Board of Emergency Services Commissioners of Travis County Emergency Services District No. 3 (TCESD3) will hold a regular and publicized meeting at 7:00 p.m. on Monday, November 28, 2022 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. Review and approve the minutes of the October 24, 2022 regular meeting of the District.
5. Review and approve the minutes of the November 15, 2022 SPECIAL MEETING for the District.
6. Review and approval of the Treasurers' monthly report for October 2022.
7. Approve payments over \$2,000 from October 21<sup>st</sup> to November 23, 2022.
8. Review and approve the engagement letter from the District's auditors Maxwell Locke and Ritter.
9. Review and discuss current employee compensation matrix.
10. Reserve the right to go into a closed meeting under Section 551.074 of the Texas Government Code to deliberate employment, duties and evaluate assignment with CFO on personnel matters.
11. Review Sales Tax Statistics
12. Review of Chief's Monthly Status Reports
  1. Significant incident runs;
  2. Statistics;
  3. Special Project Updates
13. Other Business:
  1. Report on any ESDCC activities. Announcement of the next ESDCC meeting dates.
  2. Commissioner Announcements (no action will be taken on any such announcements).
14. Announcement of future meeting dates of the Board of ESD 03 Commissioners.
15. 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 November 22, 2022.

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