

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

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**March 27, 2023**

Attached to and incorporated into these minutes is a copy of the official agenda for the March 27,2023 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 7:01 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 Torres, Firefighter's Ramsdell, Elkins, Ford, Hensley, Hester, Yocum and Brandt.

Maxwell Locke & Ritter – Auditors for Financials ending September 30, 2022 present with their representative Andrea Burgard C.P.A.

Under Agenda Item 3: Mathew Yocum and Mason Brandt introduced themselves to the Commissioners as newly hired firefighters under their probationary period.

Under Agenda Item 4: Andrea Burgard C.P.A. presented the Audited Financial Statements ending September 30,2022 for acceptance by the Board. Commissioner Villanacci moved to approve. Commissioner Detwiler seconded the motion, which was carried unanimously.

Under Agenda Item 5: At 7:18 p.m. President New called a Closed meeting under section 551.074 of the Texas Government Code regarding discussion, deliberation and action on employment, evaluation, duties or discipline of an employee.

Under Agenda Item 6: The Closed meeting was Reopened into the Regular meeting at 7:55 p.m. No action of the Board was necessary.

Under Agenda Item 7: Chief Wittig presented two proposals from third party vendors (LandPoint and MRA) regarding bids to study the possible growth and expansion of TCESD#3 locations. After discussion of both proposals Commissioner Villanacci moved to let the bid to MRA. Commissioner Escobedo seconded the motion, which was carried unanimously.

Under Agenda Item 8: The minutes of the February 27,2023 Regular meeting were reviewed. Commissioner Knight moved to approve. Commissioner Detwiler seconded the motion, which was carried unanimously.

Under Agenda Item 9: The Treasurers Report ending February 2023 was reviewed. Commissioner Knight moved to approve the report. Commissioner Escobedo seconded the motion, which was carried unanimously.

Under Agenda Item 10: Checks over \$2,000 from February 24<sup>th</sup> to March 23,2023 were reviewed. Commissioner Villanacci moved to approve. Commissioner Detwiler seconded the motion, which was carried unanimously.

Under Agenda Item 11: Sales Tax Statistics were reviewed.

Under Agenda Item 12: Chief Wittig presented the Monthly Status Report. Chief mentioned that four people would be interviewed in the near future for the open position of a Administrative Assistant and a Training Coordinator.

Under Agenda Item 13: It was announced that the ESDCC would hold its next meeting in May 13, 2023 at TCESD# 3.

Under Agenda Item 14: It was announced that the next REGULAR Board meetings of TCESD#3 would be held on April 24<sup>th</sup>, May 22<sup>nd</sup> and June 26, 2023 at Station 302.

Under Agenda Item 15: Meeting was adjourned at 8:45 p.m.

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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, March 27, 2023 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. Approve Financial AUDIT ending September 30, 2022, presentation by Maxwell Locke & Ritter – Andrea Burgard
5. Announce a Closed Meeting with Attorney under Section 551.071, Texas Government Code.
6. Resume regular open meeting.
7. Discuss planning and venue of presentations made by third party vendors in the April 2023 Board Meeting from LandPoint and MRA regarding the Districts growth and expansion possibilities.
8. Review and approve the minutes of the February 27, 2023 regular meeting for the District.
9. Review and approval of the Treasurers' monthly report for February 2023.
10. Approve payments over \$2,000 from February 24<sup>th</sup> to March 23, 2023
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 CO.