

Minutes of Travis County Emergency Services District #3

January 23, 2012

Attached to and incorporated into these minutes is a copy of the official agenda for the January 23rd 2012 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 7:03 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: Acting Fire Chief Wittig; Business Mgr. Miller; District Chief Hartigan; Captain Barfield; Lt. Fiebig; Engineer Kubin; and Volunteer Chris Ihrman.

Others in attendance included: Drew Petersen with John Lewis, CPA; Ken Campbell, ESD3 attorney; and Danny Hobby with Travis County Emergency Services.

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

Under Agenda Item 4: Commissioner Villanacci moved to approve the minutes of the December 19th 2011 meeting. Commissioner Knight seconded the motion, which carried unanimously.

Under Agenda Item 5: Danny Hobby presented information on the efforts underway to explore becoming a unified fire service for Travis County. Various negotiations are in progress and the County is taking some steps. Current discussions include operating procedures, hiring a PIO, initiating a Facebook page, and hiring staff to do these things

Under Agenda Item 6: Drew Petersen presented the Board with the final audit of FY2011. He summarized the format of the audit and noted certain calculations or adjustments made to accommodate GAP and GASB34. He mentioned that the audit process had been smooth and that there was no necessity for a management letter. Commissioner Taylor moved to approve the FY2011 Audit, seconded by Commissioner Starr-Hill. The motion carried unanimously.

Under Agenda Item 7: Commissioners New and Knight made a "Statement of Appointed Officer" and took the Oath of Office. Both Commissioner New and Commissioner Knight were re-appointed by County Commissioner Huber to serve a two-year term, ending December 31st 2013.

Under Agenda Item 8: Commissioner Taylor moved to retain the same officers for the coming year(s). Commissioner Villanacci seconded the motion, which carried unanimously.

Under Agenda Item 9: Commissioner Taylor moved to approve the December Treasurer's report seconded by Commissioner Villanacci. The motion carried unanimously.

Under Agenda Item 10: Commissioner Knight presented the Investment Officer's Report for the quarter ending December 31, 2011.

Under Agenda Item 11: The record shows that a sales tax collection report was presented.

Under Agenda Item 12: Commissioner Villanacci moved to authorize expenditures over \$2,000.00 each, written from December 21st 2011 – January 24th 2012. Commissioner Taylor seconded the motion, which carried unanimously.

Under Agenda Item 13: Commissioners New and Taylor reported that talks had been held regarding a Western Travis County ESD (WTCESD).

At 8:09 p.m., President New recessed the meeting to go into closed session to discuss Items 13 and 15 under Section 551.071 and Section 551.074 of the Texas Government Code.

At 8:44 p.m., President New reconvened the regular meeting.

President New announced that, because of the additional financial cost of doing so, TCESD3 will not be participating in WTCESD and that no further staff time will be devoted to that effort unless the circumstances change.

Under Agenda Item 14: Acting Chief Wittig presented the monthly status report.

Under Agenda Item 15: This Item was addressed in closed session, along with Item 13.

Under Agenda Item 16: Saturday, February 18th was announced as the next general meeting of the ESDCC, which will be held in Pflugerville.

Under Agenda Item 17: Commissioner Villanacci moved that Jeffrey Wittig be appointed Chief of ESD3, seconded by Commissioner Starr-Hill. The motion carried unanimously.

Under Agenda Item 18: President New announced February 27th as the next regular meeting date.

Under Agenda Item 19: There being no further business, Commissioner Taylor moved to adjourn the meeting at 8:00 p.m. Commissioner Villanacci seconded the motion, which carried unanimously.

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, January 23rd 2012 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 December 19th 2011 meeting of the District.
5. Report from Danny Hobby, County Executive, Travis County Emergency Services, on a Unified Fire Service in Travis County. Discuss and take action as appropriate.
6. Receive the FY2011 general audit from John F. Lewis, PC and take any appropriate action.
7. Statements of re- appointed commissioners; administration of oaths of office to re- appointed commissioners.
8. Election of officers of the Board of Commissioners.
9. Review and approval of the treasurer's monthly report for December.
10. Investment Officer's report for the 4th quarter 2011.
11. Review Sales Tax Statistics.
12. Approve payments over \$2,000 with sworn statements for the following:
 1. Checks dated 12/21/11 – 1/12/12
 2. Checks dated 1/13/12 - 1/24/12
13. Receive a report from Commissioners New and Taylor regarding a possible *West Travis County Emergency Services Districts* and take any appropriate action. The District reserves the right to enter into Closed Meeting on this item under Section 551.071, Texas Government Code.
14. Chief's Monthly Status Report
 1. Significant incident runs;
 2. Statistics;
 3. Special Projects
15. Closed Meeting under Section 551.074 and/or 551.071 of the Texas Government Code to discuss a personnel matter related to the status of the Acting Fire Chief.
16. Other Business:
 1. Report on the January 14th ESDCC meeting.
 2. Announcement of the next ESDCC meeting date.
17. Consider and take appropriate action on status of the Acting Fire Chief, if necessary.
18. Announcement of future meeting dates of the Board of ESD 03 Commissioners.
19. 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 January 19th 2012

_____ Kurstin Bluemel, Office Manager