

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

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## **March 25, 2013**

Attached to and incorporated into these minutes is a copy of the official agenda for the March 25<sup>th</sup>, 2013 meeting.

Under Agenda Items 1 & 2: Commissioner John Villanacci called the Travis County Emergency Services District #3 (TCESD 3, the District) Board of Commissioners' regular meeting to order at 6:30 p.m. A quorum was established with Commissioners John Villanacci, Carroll Knight, Bob Taylor and Gina Starr-Hill attending.

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

Also in attendance was Ken Campbell.

Under Agenda Item 3: All commissioners and fire department personnel present at the meeting watched the SAFE-D Legislative Webcast from 6:30 to 7:30 PM

Under Agenda Item 4: There were no general comments from visitors.

Under Agenda Item 5: Commissioner Knight moved to approve the minutes of the February 25<sup>th</sup> meeting. Commissioner Starr-Hill seconded the motion, which carried unanimously.

Under Agenda Item 6: Commissioner Villanacci commented on the need to discuss certain matters regarding the enforcement of the District's fire code with the District's Attorney, Ken Campbell. Commissioner Villanacci closed the meeting under Section 551.071, Texas Government Code at 7:39 p.m. in order for the Commissioners to consult with their attorney. At 8:16 p.m. the meeting was re-opened to the public. Commissioner Knight moved to authorize the District's attorney, the necessary District officials, and the code enforcement personnel to investigate and to preclude violations of the district's fire code as deliberated and to authorize the District's attorney, the necessary District officials, and the code enforcement personnel with Commissioner President Ed New and/or his designee to take necessary actions, including civil and/or criminal enforcement of District's fire code. Seconded by Commissioner Taylor and the motion carried unanimously.

Under Agenda Item 7: After a brief discussion, Commissioner Taylor moved to approve the February Treasurer's report seconded by Commissioner Starr-Hill, which carried unanimously.

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

Under Agenda Item 9: Commissioner Taylor moved to authorize expenditures over \$2,000.00 each, written from February 23, 2013 – March 21, 2013. Commissioner Starr-Hill seconded the motion, which carried unanimously.

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

Under Agenda Item 11: Commissioner Taylor moved to authorize Chief Wittig to sign the Automatic Aid Agreement between the City of Austin and ESDs 2,3,6,9,10 and 11 on behalf of the Board of Commissioners. Commissioner Starr-Hill seconded the motion, which carried unanimously.

Under Agenda Item 12: Commissioner Villanacci reported at the last ESDCC meeting briefly about the legislative updates and House Bills that were discussed. The next meeting of the ESDCC will be held April 20, 2013.

Under Agenda Item 13: Commissioner Villanacci announced the next board meeting to be held April 29, 2013.

Under Agenda Item 14: There being no further business, Commissioner Villanacci moved to adjourn the meeting at 9:11 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 6:15 p.m. on Monday, March 25th., 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. Attend the SAFE-D Legislative Webcast from 6:30 to 7:30 PM
4. General visitor communications: Receive comments from visitors.
5. Review and approval of minutes of the February 25, 2013 regular meeting of the District.
6. Report from District's attorney on fire code enforcement matters and discussion and action on authorizing District's attorney and necessary District officials to take necessary actions, including civil and/or criminal enforcement of District's fire code. The District reserves the right to enter into Closed Meeting on this item under Section 551.071, Texas Government Code, Consultation with Attorney.
7. Review and approval of the treasurer's monthly report for February 2013.
8. Review Sales Tax Statistics.
9. Approve checks dated 2/23/13 – 3/25/13 for payments over \$2,000 with sworn statements.
10. Chief's Monthly Status Report
  1. Significant incident runs;
  2. Statistics;
  3. Special Projects
11. Review and take action on Automatic Aid Agreement between the City of Austin and ESDs 2,3,6,9,10 and 11.
12. 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)
13. Announcement of future meeting dates of the Board of ESD 03 Commissioners.
14. 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 March 21, 2013.

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