

Minutes of Travis County Emergency Services District #3

October 24, 2011

Attached to and incorporated into these minutes is a copy of the official agenda for the October 24th 2011 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 7:04 p.m. A quorum was established with Commissioners Bob Taylor, John Villanacci, Edd New, and Carroll Knight attending.

Fire department personnel present at the meeting included: Fire Chief Warren; Assistant Chief Wittig; Business Mgr. Miller; District Chiefs Deming & Hartigan; Lieutenant Torres; Firefighters Bluemel, Key, Ramsdell and Schminke; and PIO Warren.

Under Agenda Item 3: There were no general visitors.

Under Agenda Item 4: Commissioner Villanacci moved to approve the minutes of the September 26th meeting. Commissioner Knight seconded the motion, which carried unanimously with Commissioner Taylor abstaining.

Under Agenda Item 5: Commissioner Taylor moved to approve the Treasurer's report seconded by Commissioner Villanacci. The motion carried unanimously.

Under Agenda Item 6: Commissioner Villanacci moved to accept the Investment Officer's report, seconded by Commissioner Taylor. The motion carried unanimously.

Under Agenda Item 7: The record shows that a sales tax collection report was presented.

Under Agenda Item 8: Commissioner Knight moved to authorize expenditures over \$2,000.00 each, written from September 28th – October 25th 2011. Commissioner Villanacci seconded the motion, which carried unanimously.

Under Agenda Item 9: Commissioner Taylor brought some figures before the board regarding the size of various departments' reserve funds. It may be that ESD3's reserve fund is a little underfunded. A bank line of credit to be used as necessary for reserves is to be investigated.

Under Agenda Item 10: Commissioner Taylor raised the possibility of eliminating the 9th person on a shift, citing the cost and doubting the necessity. If action were taken in this regard, the 9th person would be eliminated by attrition. No current employees are in jeopardy. No action was taken at this time.

Under Agenda Item 11: The ad hoc committee of Commissioners Taylor and Villanacci reported on meetings with personnel from some other departments and the possible exploration of an arrangement with Austin Fire Department (AFD) to provide services to ESD3 and absorb the ESD3 employees. Commissioner Taylor moved that President New be authorized to send a letter to Austin City Manager Marc Ott asking for deliberations to begin with the AFD and ESD3. Commissioner Villanacci seconded the motion, which carried unanimously.

Under Agenda Item 12: The possible solicitation of bids for an ATV vehicle was tabled at this time while commissioners and staff reviewed the necessity of acquiring such a vehicle and availability of similar vehicles at no cost.

Under Agenda Item 13: Chief Warren presented an overview of significant incidents during the month of September and gave statistics on volunteers, billing collections, automatic aid etc. He also presented statistics on ESD3 medical response, defining the type of medical emergency and the level of care provided.

Under Agenda Item 14: President New reported that the ESSAT group recommended a county department with a single command staff. Commissioner New mentioned that increased county taxes would need to be raised – and noted that a one cent increase would generate about \$10 million. All commissioners agreed that the county department was the best way to go but that the idea was still in its infancy and that it would take some time, maybe years, to come to fruition.

Also in the ‘Other business’ category, President New mentioned that the SAFE-D annual meeting would be held in February and that they would be offering many seminars for commissioners to attend in order to fulfill the new legal requirement for training every two years. [Commissioner Taylor supplied the dates of February 22nd – 24th for the SAFE-D meeting]

Under Agenda Item 15: President New reminded those present of the Special Meeting to be held at 4:00 p.m. on October 26th, with the next regular meeting to be held on Monday November 28th and the December meeting to be held on the 19th.

Under Agenda Item 16: There were no closed sessions.

Under Agenda Item 17: There being no further business, Commissioner Villanacci moved to adjourn at 8:20 p.m. Commissioner Taylor 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, October 24, 2011 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. Visitor Communications:
 - a. Receive comments from visitors.
4. Review and approval of minutes of the September 26th meeting of the District.
5. Review and approval of the treasurer's monthly report for September.
6. Receive the Report from the Investment Officer for the 3rd calendar quarter of 2011.
7. Review Sales Tax Statistics.
8. Approve payments over \$2,000 with sworn statements for the following:
 1. Checks dated 9/28/11 – 10/11/11
 2. Checks dated 10/12/11 – 10/25/11
9. Discuss Financial Reserves Policy and consider adopting changes as appropriate.
10. Discuss shift staffing policy and consider adopting changes as appropriate.
11. Receive an update from the ad-hoc committee (Commissioners Taylor & Villanacci) regarding discussions with other fire departments and take any appropriate action.
12. Discuss and possibly approve the solicitation of bids for an ATV rescue/firefighting vehicle.
13. Chief's Monthly Status Report.
 1. Significant incident runs
 2. Statistics
 3. Special projects
14. Other Business:
 1. Report from the October 22nd ESDCC meeting
15. Announcement of future meeting dates of the Board of ESD 03 Commissioners.
16. Consider and take appropriate action on any matters discussed in Closed Meeting(s).
17. 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 October 20th 2011

_____ Megan Lundquist, Office Manager