

Minutes of Travis County Emergency Services District #3

July 18, 2016

Attached to and incorporated into these minutes is a copy of the official agenda for the July 18, 2016 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 John Villanacci, Carroll Knight and David Detwiler attending. Fire department personnel present at the meeting included: Fire Chief Wittig; District Chief Hartigan, Battalion Chief J.D. Patton, Business Mgr. Herb Holloway, Admin. Assistant Linda Navarre, Firefighters Jason Ramsdell, Scott Barfield and Andrew Goldthwaite

Under Agenda Item 3: There were no general comments from visitors at this time. Probation Firefighter Andrew Goldthwaite introduced himself.

Under Agenda Item 4: President New announced that there could possibly be a closed meeting at this regular meeting.

Under Agenda Item 5: Commissioner Knight moved to approve the June 16, 2016 minutes of the regular meeting of the District. Commissioner Villanacci seconded the motion, which carried unanimously.

Under Agenda Item 6: The May and June Treasurers monthly reports were reviewed. Commissioner Villanacci moved to approve both. Commissioner Knight seconded the motion, which carried unanimously.

Under Agenda Item 7: Commissioner Villanacci moved to authorize expenditures over \$2,000.00 each, written from June 15 to July 14, 2016. Commissioner Knight seconded the motion, which carried unanimously.

Under Agenda Item 8: The TCESD#3 proposed Employee Handbook was reviewed and discussed. Commissioner Villanacci moved to approve Handbook for publication and distribution. Commissioner Knight seconded the motion, which carried unanimously.

Under Agenda Item 9: The proposed TCESD#3 budget was reviewed as to general aspects of net revenue, reserves and potential tax rates. Mr. New tabled further discussions until the next regular meeting and no action was taken.

Under Agenda Item 10: The record shows that a sales tax collection report was presented by Chief Wittig.

Under Agenda Item 11: Fire Chief Wittig presented the Status Report for June.

Under Agenda Item 12: President New announced that there would be no closed session to discuss personnel matters regarding Fire Chief Wittig and the matter was tabled.

Under Agenda Item 13: Meeting was not closed.

Under Agenda Item 14: President New mentioned that he and Business Manager Holloway met with potential new auditors and would present an agenda item for next meeting.

Under Agenda Item 15: It was announced that the next regular Board meetings of TCESD#3 would be held August 22nd and September 26, 2016.

Under Agenda Item 16: There being no further business, the meeting was adjourned at 8:14 p.m.

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 7:00 p.m. on Monday, July 18, 2016 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. Announcement that a Closed Session will be called and temporary adjournment.
5. Review and approval of minutes of the June 16, 2016 regular meeting of the District.
6. Review and approval of the Treasurers' monthly report for May and June 2016.
7. Approve payments over \$2,000 from June 15 to July 14, 2016.
8. Discuss and possibly approve proposed TCESD#3 Employee Handbook.
9. Review and discuss the TCESD#3 budget for 2016-17 and possibly approve same.
10. Review Sales Tax Statistics.
11. Review of Chief's Monthly Status Reports
 1. Significant incident runs;
 2. Statistics;
 3. Special Project Updates
12. Adjournment into closed session per Texas Government Code, Section 551.074 (Personnel Matters), to deliberate the evaluation and employment regarding the Fire Chief.
13. Call to order and open meeting
14. 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)
15. Announcement of future meeting dates of the Board of ESD 03 Commissioners.
16. 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 July 14, 2016.

By: _____ Herb Holloway, Business Manager