

Minutes of Travis County Emergency Services District #3

April 28, 2014

Attached to and incorporated into these minutes is a copy of the official agenda for the April 28, 2014 meeting.

Under Agenda Items 1 & 2: Commissioner 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 Edd New, Carroll Knight, Gina Starr-Hill, John Villanacci, and David Detwiler attending.

Fire department personnel present at the meeting included: Fire Chief Wittig; Business Mgr. Holloway; District Chief Hartigan, Office Mgr Bluemel, Capt. Bergman , and Probationary Firefighter Scacco.

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

Under Agenda Item 4: Commissioner Starr-Hill moved to approve the minutes of the March 24, 2014 regular meeting. Commissioner Knight seconded the motion, which carried unanimously.

Under Agenda Item 5: Let the record show that Commissioner Knight presented a review of the Investment Officers report for the quarter ending March 31st. Commissioner Villanacci moved to approve the report, seconded by Commissioner Star-Hill, which carried unanimously.

Under Agenda Item 6 a: Commissioner Villanacci moved to approve the March Treasurer's report seconded by Commissioner Knight, which carried unanimously.

Under Agenda Item 6 b: Commissioner Knight moved to approve the accounting-auditing procedures for receipts and revenue recognition as recommended by Herb Holloway regarding Fire Prevention, EMT – Fire Academy and Bank Reconciliation processes. Commissioner Starr-Hill seconded the motion, which carried unanimously.

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

Under Agenda Item 8: Commissioner Villanacci moved to authorize expenditures over \$2,000.00 each, written from March 21, 2014 to April 23, 2014. Commissioner Detwiler seconded the motion, which carried unanimously.

Under Agenda Item 9: Commissioner Starr-Hill moved to approve the Texas Emergency Medical Task Force Resource Memorandum of Agreement seconded by Commissioner Villanacci, which carried unanimously.

Under Agenda Item 10: Review and discussion of Strategic plan and long term financial reserves.

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

Under Agenda Item 12: It was noted that the next ESDCC meeting will be held May 31st at Station 302.

Under Agenda Item 13: Commissioner New announced the next board meetings to be held May 19, 2014, June 23, 2014, and July 28, 2014.

Under Agenda Item 14: There being no further business, Commissioner New moved to adjourn the meeting at 8:39 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 7:00 p.m. on Monday, April 28, 2014 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 March 24, 2014 regular meeting of the District.
5. Review and approval of the Investment Officers Report as of March 31, 2014.
6. Review and approval of the Treasurer's monthly report for March 2014 with discussion regarding the Audit Findings report of September 30, 2013 to the Board of Commissioners.
7. Review Sales Tax Statistics.
8. Approve payments over \$2,000 from March 21 to April 23, 2014.
9. Review and possible approval of the Texas Emergency Medical Task Force Resource Memorandum of Agreement.
10. Review and discuss Strategic Plan and needed actions to formalize same.
11. Review of Chief's Monthly Status Reports
 1. Significant incident runs;
 2. Statistics;
 3. Special Projects
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 April 24, 2014.

_____ Kurstin Bluemel, Office Manager