

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

## **April 28, 2008**

Attached to and incorporated into these Minutes is a copy of the official Agenda for the April 28, 2008 meeting.

Under Agenda Items 1 & 2: Board President Bob Taylor called the Travis County Emergency Services District #3 (TCESD 3) Board of Commissioners' regular meeting to order at 7:01 p.m. A quorum was established with Commissioners Bob Taylor, John Villanacci, Edd New, Rick Coneway, and Carroll Knight attending.

Fire department personnel present at the meeting included: Assistant Fire Chiefs Elliot and Wittig; Business Mgr. Miller; District Chiefs Hartigan and Groman; and Captain Barfield.

Under Agenda Item 3: Visitors included Matt Moore of Stratus Properties, who had no comments at this time.

Under Agenda Item 4: Commissioner Villanacci moved to approve the minutes of the March 24<sup>th</sup> meeting. Commissioner Coneway seconded the motion, which carried unanimously.

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

Under Agenda Item 6: Commissioner Villanacci moved to authorize expenditures over \$2,000.00 each, written from March 26<sup>th</sup> through April 29<sup>th</sup>. Commissioner Coneway seconded the motion, which carried unanimously.

Under Agenda Item 7: Letters received from LCRA, the Foothills, WCID19, and MUD4 were discussed at some length. Matt Moore reported on MUD4 planned studies of their and other Barton Creek community water systems. It was decided to postpone any further discussion until the May Board meeting, at which time comments may be heard from Fire Marshall Lacey regarding the technical issues of the MUD4 letter related to materials of home construction and hydrant testing.

Under Agenda Item 8: Commissioners Taylor and New, together with Assistant Chief Wittig and consultant, Tina Rodriguez, met with the Texas Comptroller of Public Accounts, Susan Combs to discuss ways to overcome the difficulty of collecting sales tax from telecommunication firms. TCESD3 representatives indicated to the Comptroller that the amount of money missing from non-receipt of sales tax could possibly fund three firefighters.

Under Agenda Item 9: Commissioner Coneway moved to approve the agreement between TCESD, the Fire Foundation, and Travis County Housing Finance Corp., which will provide \$15,000.00 in grant money for five academy scholarships. Commissioner Villanacci seconded the motion, which carried unanimously.

Under Agenda Item 10: Commissioner Villanacci moved to approve in principle draft sections 1-18 of the Interlocal Agreement between Travis County and Travis County Emergency Services Districts and the forwarding of same to the attorneys. The document represents procedures, as they are now, regarding emergency response systems. Commissioner Knight seconded the motion, which carried unanimously.

Under Agenda Items 11: A possible change to the Employee Handbook in the matter of Paid Time Off versus separate Sick and Vacation allowances was tabled. It will be addressed as a possible benefit change at a future Budget Workshop.

Under Agenda Item 12: After some discussion and sharing of ideas, the concept of merger or contracts between ESD 3 and ESD9 was tabled.

Under Agenda Item 13: Discussions on the vacant Assistant Chief Operations position was tabled. This will be discussed at a future Budget Workshop also.

Under Agenda Item 14: June was designated for a budget working session, with final approval of the FY2009 budget scheduled for late August and tax increase hearings, if necessary, in September.

Under Agenda Item 15: Assistant Chief Elliott presented the Chief's Operations Report. The sections related to reclassification of certain budget items was tabled until the Budget Workshop.

Under Agenda Item 16: Assistant Chief Wittig presented a spreadsheet on past and anticipated future costs for various segments of the project. He reported that steel was being erected and two concrete floors in the tower would be poured soon.

Under Agenda Item 17: Commissioner Taylor referred those present to the minutes of the March 29<sup>th</sup> meeting of the ESD Commissioners' Council and to the 'eyeball' model of emergency response delivery in Travis County.

Under Agenda Items 18 & 19: There was no executive session.

Under Agenda Item 20: It was announced that May 19<sup>th</sup> would be the next regular monthly meeting. Also announced was June 23<sup>rd</sup> for a Budget Workshop and June 30<sup>th</sup> as the June regular meeting.

Under Agenda Item 21: There being no further business, Commissioner New moved to adjourn at 9:02 p.m. Commissioner Coneway seconded the motion, which passed unanimously.

Respectfully submitted,

Rick Coneway, Secretary  
Board of Commissioners  
*(Minutes taken by Madeline Mille)*  
Approved by Board of Commissioners:

Representative Commissioner: \_\_\_\_\_ (Signature)

(Printed Name) \_\_\_\_\_

NOTICE IS HEREBY GIVEN that the Board of Commissioners of Travis County Emergency Services District No. 3 (TCESD3) will hold a regular board meeting at 7:00 p.m. on Monday, April 28, 2008 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 March 24<sup>th</sup> meeting.
5. Treasurer's Report.
6. Approve payments over \$2,000 with sworn statements for the following:
  1. Checks dated 3/26/08 – 4/23/08
  2. Checks dated 4/24/08 – 4/29/08
7. Discuss letters of response to our advisory letter to water utilities.
8. Report on discussions with Texas Comptroller of Public Accounts on sales tax compliance.
9. Review and approve the proposed contract with Travis County Housing Finance Corp., the Fire Foundation, and TCESD3 related to a grant for scholarships.
10. Discuss and consider approving in principle the draft Sections 1-18, or modifications thereof, of the Interlocal agreement between Travis County and Travis County Emergency Services Districts.
11. Discuss and consider approving a change to the Employee Handbook with regard to vacation & sick time.
12. Discuss considering merging with Travis County ESD #9 (TCESD9) or contracting for Emergency Services provided under a contract from TCESD9 or proposing to TCESD9 that TCESD3 provide under contract their emergency services.
13. Discuss and take appropriate action on options for the vacant Assistance Chief Operations position.
14. Discuss and set FY 2009 budget time-line and process.
15. Chief's Operations Report.
16. Mackey Field Project update.
17. Comments from Commissioner Taylor on activities of the ESD Commissioners' Council meeting.
18. Executive Session to discuss matters concerning pending or contemplated litigation, real property, or personnel, as authorized pursuant to Texas Government Code Section 551.071, et seq.
19. Consider and take appropriate action on matters discussed in Executive session.
20. Announcement of future meeting dates of the Board of ESD 03 Commissioners.
21. Adjournment.

By: \_\_\_\_\_ Madeline Miller, Business Manager

NOTE: The Board of Commissioners reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters 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). 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 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. 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 undersigned affirms and states that he/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, 2008 \_\_\_\_\_ Megan Lundquist, Office Manager