

# Minutes of Travis County Emergency Services District #3

## April 27, 2009

Attached to and incorporated into these minutes is a copy of the official agenda for the April 27<sup>th</sup> 2009 meeting.

Under Agenda Items 1 & 2: Board President Edd New called the Travis County Emergency Services District #3 (TCESD 3, the District) Board of Commissioners' regular meeting to order at 7:02 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: Fire Chief Warren; Assistant Fire Chiefs Elliott and Wittig; Business Manager Miller; and District Chief Wilson

Under Agenda Item 3: There were no visitors.

Under Agenda Item 4: Commissioner Villanacci moved to approve the March 23<sup>rd</sup> minutes. Commissioner Coneway seconded the motion, which carried unanimously.

Under Agenda Item 5: The Treasurer's Report was presented by Commissioner Knight. President New explained some of the notations in the management letters which accompanied the 2008 audit. Mr. Taylor brought some prepared tables to the meeting showing trends in property taxes over the years. Commissioner Taylor moved to approve the Treasurer's Report, seconded by Commissioner Coneway. The motion carried unanimously

Under Agenda Item 6: Commissioner Taylor moved to approve the Investment Report prepared by Commissioner Knight. Commissioner Knight seconded and the motion carried unanimously.

Under Agenda Item 7: Commissioner Coneway moved to authorize expenditures over \$2,000.00 each, written from March 25<sup>th</sup> to April 28<sup>th</sup> 2009. Commissioner Coneway seconded the motion, which carried unanimously.

Under Agenda Item 8: Chief Warren presented the Chief's Operations Report, calling attention to some interesting calls.

Under Agenda Item 9: Chief Warren distributed some spreadsheets and template 'letter' regarding the possibility of surrounding ESD's contracting with ESD's 3 and 9 for management services. Commissioner Taylor moved to approve sending the letter, with Commissioner Knight seconding. The motion carried unanimously. President New is to notify Travis County Commissioner Karen Huber of this venture.

Under Agenda Item 10: Assistant Chief Wittig reported that Mackey Field Facilities Building is getting toward completion.

Under Agenda Item 11: Commissioner Taylor updated the board on the activities of the ESDCC. This includes activities related to the TC/COA Interlocal, the medical Director hiring process, and future discussion topics.

Under Agenda Item 12: It was announced that the next regular meeting of the board would take place on May 18<sup>th</sup>.

The District's Commissioners convened an Executive Session at 8:23 p.m.

The executive Session was adjourned at 8:34 p.m.

The regular meeting was reconvened at 8:35 p.m.

Under Agenda Item 13: Commissioner Taylor moved to authorize the Fire Chief to take appropriate action on a personnel matter discussed in Executive Session. Commissioner Villanacci seconded the motion, which carried unanimously.

Under Agenda Item 14: There being no further business Commissioner Taylor moved to adjourn at 8:37 p.m. Commissioner Knight seconded the motion, which carried unanimously.

Respectfully submitted,

Carroll Knight Secretary  
Board of Commissioners  
*(Minutes taken by Madeline Miller)*

Approved by Board of Commissioners: \_\_\_\_\_ (Date)

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 27, 2009 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 23<sup>rd</sup> meeting.
5. Treasurer's Report.
6. Quarterly Report by Investment Officer.
7. Approve payments over \$2,000 with sworn statements for the following:
  1. Checks dated 3/25/09 – 4/09/09
  2. Checks dated 4/10/09 - 4/28/09
8. Chief's Operations Report.
9. Discuss and decide on offering management services to surrounding ESD's.
10. Mackey Field and Facility Storage Building Project update.
11. Other Business:
  - A. Summary of Commissioners' Council March meeting.
  - B. Any other business.
12. Announcement of future meeting dates of the Board of ESD 03 Commissioners

Adjourn to 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.*

Return to open session.

13. Consider and take appropriate action on matters discussed in Executive Session.
14. Adjourn.

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 23<sup>rd</sup> 2009 \_\_\_\_\_ Megan Lundquist, Office Manager