

# Minutes of Travis County Emergency Services District #3

## February 22, 2010

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*Attached to and incorporated into these minutes is a copy of the official agenda for the February 22<sup>nd</sup> 2010 meeting.*

Under Agenda Items 1 & 2: Board Vice President John Villanacci 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 John Villanacci, Carroll Knight, Rick Coneway, and Bob Taylor attending.

Fire department personnel present at the meeting included: Assistant Fire Chief Wittig; Business Manager Miller; District Chiefs Deming and Hartigan; and Captain Cozby.

Under Agenda Item 3: There were no visitors.

Under Agenda Item 4: Commissioner Coneway moved to approve the minutes of the January 25<sup>th</sup> meeting. Commissioner Taylor seconded the motion, which carried unanimously.

Under Agenda Item 5: A short discussion took place regarding the collection of fees for the fire academy and the staff was asked to bring some suggestions for other methods within the next two months. Commissioner Taylor moved to approve the Treasurer's Report and the Sales Tax Report, seconded by Commissioner Coneway. The motion carried unanimously.

Under Agenda Item 6: A financial report on several years' figures of both the fire and EMT academies was reviewed. The staff was requested to update the document at the completion of each academy.

Under Agenda Item 7: Commissioner Taylor moved to approve FY2010 Budget Amendments seconded by Commissioner Knight. The motion was carried unanimously.

Under Agenda Item 8: Commissioner Taylor moved to authorize expenditures over \$2,000.00 each, written from January 27<sup>th</sup> – February 23<sup>rd</sup> 2010. Commissioner Knight seconded the motion, which carried unanimously.

Under Agenda Item 9: Commissioner Coneway moved to contract with Merchants & Professional Credit Bureau, Inc. in order to collect delinquent accounts. Commissioner Taylor seconded the motion, which was carried unanimously.

Under Agenda Item 10: Assistant Fire Chief Wittig presented the Status Report for the month of January in the absence of Fire Chief Warren.

Under Agenda Item 11:

A: Commissioner Taylor drew attention to the highlights from the January 16<sup>th</sup> 2010 meeting of the ESDCC. Commissioner Taylor advised that each ESD would be requested to have a Performance Improvement Process in place soon.

B: Commission Taylor reported on the 2010 SAFE-D conference touching on MUD's and water supply responsibility and the cost of lobbying efforts. Commissioner Taylor advised that a questionnaire would be sent to each ESD soon to enable SAFE-D to build a data base and speak more knowledgeably before legislators.

Under Agenda Item 12: Vice President Villanacci announced the next regular meeting would be held on Monday, March 22<sup>nd</sup>.

The District's Commissioners adjourned the regular meeting and convened an executive session at 7:58 p.m.

The executive session was adjourned at 8:24 p.m.

The regular meeting was reconvened at 8:25 p.m.

Under Agenda Item 13: Commissioner Taylor moved to authorize Chief Warren to take what action he deems appropriate in the personnel matter discussed in executive session.

Under Agenda Item 14: There being no further business Commissioner Taylor moved to adjourn the meeting at 8:28 p.m. Commissioner Coneway 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, February 22, 2010 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 January 25<sup>th</sup> meeting.
5. Treasurer's monthly report for January 2010 and Sales Tax Report.
6. Receive report from staff on training academies' financials.
7. Review and approval of budget amendments for the 2010 FY.
8. Approve payments over \$2,000 with sworn statements for the following:
  1. Checks dated 1/27/2010 – 2/16/2010
  2. Checks dated 2/17/10 - 2/23/10
9. Consider and possibly approve contracting with a collection agency to collect delinquent accounts.
10. Chief's Monthly Status Report.
11. Other Business:
  - A. Review and discussion of the latest information from the ESDCC.
  - B. Report from the 2010 SAFE-D conference.
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 February 18<sup>th</sup> 2010 \_\_\_\_\_ Megan Lundquist, Office Manager