

# Minutes of Travis County Emergency Services District #3

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April 25, 2011

*Attached to and incorporated into these minutes is a copy of the official agenda for the April 25<sup>th</sup> 2011 meeting.*

Under Agenda Items 1 & 2: 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, Carroll Knight, and Gina Starr-Hill attending.

Fire department personnel present at the meeting included: Chief Warren; Assistant Chief Wittig; District Chiefs Hartigan and Groman; Captain Patton; Driver/Operator Ramsdell; and Attorney Judy Osborn.

Under Agenda Item 3: There were no general visitors.

Under Agenda Item 4: Commissioner Taylor moved to approve the minutes of the March 28<sup>th</sup> meeting. Commissioner Villanacci seconded the motion, which carried unanimously.

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

Under Agenda Item 6: The record shows that the Quarterly Investment report from the District's Investment Officer was presented.

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

Under Agenda Item 8: Commissioner Knight moved to authorize expenditures over \$2,000.00 each, written from March 30<sup>th</sup> – April 28<sup>th</sup> 2011. Commissioner Villanacci seconded the motion, which carried unanimously.

Under Agenda Item 9: At 7:22 p.m., President New convened a Closed Meeting as authorized in Texas Government Code, Section 551.071 (Consultation with Attorney) with Commissioners Knight, New, Starr-Hill, Taylor, and Villanacci; Chiefs Warren and Wittig; and Attorney Judy Osborn attending. At 7:52 p.m., President New reconvened the general meeting. President New indicated that the District had become aware of an error in the method used to calculate the regular rate of pay for personnel receiving Certification Incentive Pay and that a change to the payroll method had already been implemented. Commissioner Villanacci moved to go back two years from the determination of the error and pay the extra incremental pay for overtime hours worked by personnel by using the current incentive pay rates. Commissioner Taylor seconded the motion, which carried unanimously.

Under Agenda Item 10: Discussions concluded that the District's attorney, Ken Campbell, would be contacted to discuss any potential annexation concerns.

Under Agenda Item 11: Chief Warren presented the Status Report for the month of March 2011. Wildfire danger continues to be high with personnel having contributed to the firefighting efforts across Texas. President New indicated a news article had recently been published concerning the lack of training or firefighters who were being hurt or killed during these wildfires, but that the District must be setting a standard for training in the region and that more need to know of this resource.

Under Agenda Item 12: Commissioner Taylor indicated that last ESDCC meeting in March reviewed the draft presentation for a meeting scheduled for May 7<sup>th</sup> to be held in Pflugerville. Meet and Greet will be from 8:30 a.m. – 9:00 a.m. followed by a business meeting. Senate Bill 917 was noted as moving through the process, which may provide some guidance and opportunities that can be part of the solution presented on May 7<sup>th</sup>.

Under Agenda Item 13: President New announced May 7<sup>th</sup> as a work session in Pflugerville and May 23<sup>rd</sup> as the next regular meeting date for the Board.

Under Agenda Item 14: Actions related to the closed meeting were taken at agenda item nine.

Under Agenda Item 15: There being no further business, President New announced adjournment at 8:24 p.m. All present voted aye.

Respectfully submitted,

Carroll Knight, Commissioner  
(Minutes taken by Jeffrey J. Wittig)

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 25, 2011 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 28<sup>th</sup> 2011 meeting.
5. Review and approval of the treasurer's monthly report for March 2011
6. Quarterly investment report.
7. Sales Tax Statistics.
8. Approve payments over \$2,000 with sworn statements for the following:
  1. Checks dated 3/30/2011 – 4/12/2011
  2. Checks dated 4/13/11 – 4/26/2011
9. Discuss any and all policies regarding certification pay and take any appropriate action.
10. Discuss and take appropriate action on retaining an attorney to advise the District on annexation issues that could affect the District.
11. Chief's Monthly Status Report.
12. Other Business:
  - A. Highlights from the April 16<sup>th</sup> ESDCC meeting.
  - B.
13. Announcement of future meeting dates of the Board of ESD 03 Commissioners.
14. Consider and take appropriate action on any matters discussed in Closed Meeting(s).
15. Adjourn.

By: \_\_\_\_\_ Madeline Miller, 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 21, 2011

\_\_\_\_\_ Megan Lundquist, Office Manager