

Minutes of Travis County Emergency Services District #3

August 22, 2011

Attached to and incorporated into these minutes is a copy of the official agenda for the August 22nd 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 7:01 p.m. A quorum was established with Commissioners John Villanacci, Edd New, Carroll Knight, and Gina Starr-Hill attending.

Fire department personnel present at the meeting included: Assistant Chiefs Elliott & Wittig; Business Mgr. Miller; District Chief Hartigan; and Volunteer Lieutenant Matt Escobedo.

Under Agenda Item 3: There were no general visitors.

Under Agenda Item 4: Municipal Accounts & Consulting did not attend the meeting.

Under Agenda Item 5: Commissioner Villanacci moved to approve the minutes of the July 18th meeting. Commissioner Starr-Hill seconded the motion, which carried unanimously.

Under Agenda Item 6: Commissioner Villanacci moved to approve the Treasurer's report seconded by Commissioner Starr-Hill. The motion carried unanimously.

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 July 20 – August 23rd 2011. Commissioner Villanacci seconded the motion, which carried unanimously.

Under Agenda Item 9: Assistant Chief Wittig reviewed the Community Awareness projects now in place, including the National Night Out and the Annual Open House. Since there is a new and comparatively cheap mailing process introduced by the US Post Office, the District plans to mail notices to all in the District, making them aware of the District's web site where they can go to learn about the District and leave their e-mail addresses to receive electronic communication from the District. Chief Warren is planning to send articles to the Oak Hill Gazette at least monthly to keep District activities and personnel in the public eye and explain why certain procedures are followed such as 'ghosting' another fire truck. Copies of these articles would be e-mailed to the commissioners at the same time or prior to insertion in the Gazette and would be inserted in the board packages.

Under Agenda Item 10: Approval was sought to spend current funds on two special projects not in the budget.

A. For the Training Field – to purchase equipment needed to be able to provide propane fire training. [At present the Fire Academy students have to go to City of Austin's Shaw Lane to accomplish this.] Current employees and volunteers would have access to this type of training also. This would also add to the list of equipment that other districts might wish to use for training their own employees. Equipment required includes a burn pan and pilot box; Christmas tree prop; and pressure vessel prop. The chosen company would provide set up and training. Two companies have provided bids: Kiddie Fire Trainers \$32,865 and Bullex \$38,790. Purchase Orders would be issued and taken to the board as encumbrances on the FY2012 budget. The board

asked that a list of definite funding sources be presented at the September board meeting, at which time this request would be considered again.

B. Some facility is needed to display the section of metal that the District obtained from the rubble of the World Trade Center. Suggested is a memorial with two concrete 'towers' with the piece of metal embedded in the ground in front of the 'towers'. This group would be surrounded by a low wall and there would be a sign on the wall reading: "We will never forget". There would be a ramp leading from the parking lot to the circle and therefore be handicap accessible. A bid received from Escobedo Construction is for \$24,000 as described and for \$14,000 without the encircling wall.

On Item 10-B, Commissioner Knight moved to accept the larger bid for the extended structure, seconded by Commissioner Villanacci. The motion carried with Commissioner Starr-Hill voting nay to the higher-priced version.

Under Agenda Item 11: Commissioner Starr-Hill moved to approve the amended Investment Policy for the District. The motion was seconded by Commissioner Villanacci and carried unanimously.

Under Agenda Item 12: Taken in closed session after Item 13.

Under Agenda Item 13: The brochures for Columbia Southern University were reviewed by all present. No action was taken at this time.

The District's Commissioners convened a closed session at 8:21 p.m.

The closed session was adjourned at 8:49 p.m.

The regular meeting was reconvened at 8:50 p.m.

Under Agenda Item 14: The commissioners reviewed and discussed Chief Warren's Policy budget, four forecast spreadsheets showing alternative scenarios, and the proposed 2012 budget summary. The board indicated that the staff should make some changes to the forecasts in some areas and consider decreasing or deleting some item increases in the proposed budget. Action on this item was tabled.

Under Agenda Item 15: President New dismissed the monthly status report reading.

Under Agenda Item 16: President New dismissed the vote on a tax rate.

Under Agenda Item 17: The location and dates of various SAFE-D training sessions were discussed. President New and Commissioner Starr-Hill are to attend the Fall Workshop in San Antonio on September 29th. President New requested a workshop meeting, when all commissioners could attend, to discuss various relationships among Travis County Emergency Services Districts. A brief spot survey determined that would have to be after October 23rd for all to attend. Commissioners are to be polled for preferred dates.

Under Agenda Item 18: President New announced September 26th and October 24th as the next two regular meeting dates.

Under Agenda Item 19: There was no action taken on the closed session.

Under agenda Item 20: There being no further business, Commissioner Knight moved to adjourn at 10:04 p.m. Commissioner Villanacci seconded the motion, which carried unanimously.

Respectfully submitted,

Carroll Knight, Commissioner
(Minutes taken by Madeline Miller)

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, August 22, 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. Receive proposal from Municipal Accounts & Consulting, L.P.
5. Review and approval of minutes of the July 18th meeting of the District.
6. Review and approval of the treasurer's monthly report for July 2011.
7. Sales Tax Statistics.
8. Approve payments over \$2,000 with sworn statements for the following:
 1. Checks dated 7/20/11 – 8/11/11
 2. Checks dated 8/12/11 – 8/23/11
9. Review programs in place for Community Awareness at present and discuss the possible addition of increased levels of Community Awareness.
10. Discussion and possible approval of funds from FY2011 budget to be used for Special Projects.
11. Review and possible approval of an amended Investment Policy.
12. Evaluation of Business Manager performance and responsibilities.
13. Discuss and possibly approve a learning partnership with Columbia Southern University.
14. Review and possible approval of the 2012 proposed budget
15. Chief's Monthly Status Report.
16. Vote to adopt the tax rate for the 2011 – 2012 year. Record individual votes.
17. Other Business:
18. Announcement of future meeting dates of the Board of ESD 03 Commissioners.
19. Consider and take appropriate action on any matters discussed in Closed Meeting(s).
20. 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 August 18, 2011

_____ Megan Lundquist, Office Manager

