

# Minutes of Travis County Emergency Services District #3

August 9, 2012

*Attached to and incorporated into these minutes is a copy of the official agenda for the August 9<sup>th</sup> 2012 meeting.*

Under Agenda Items 1 & 2: President Edd New called the Travis County Emergency Services District #3 (TCESD 3, the District) Board of Commissioners' special meeting to order at 6:30 p.m. A quorum was established with Commissioners John Villanacci, Edd New, Carroll Knight, and Gina Starr-Hill.

Fire department personnel present at the meeting included: Fire Chief Wittig; Business Manager Miller; and District Chief Hartigan.

Under Agenda Item 3: There were no visitors.

Under Agenda Item 4:

At 6:40 p.m. President New announced a withdrawal of the Board into a Closed Meeting as authorized pursuant to Texas Government Code Section 551.074, et seq. Joining the Board at approximately 7:35 p.m. was Chief Jeffrey Wittig.

At 7:55 p.m. President New reconvened the general meeting.

Under Agenda Item 5: Commissioner Starr-Hill moved that the District hire a permanent Business Manager to succeed the retiring Business Manager, based on an accurate job description. The Business Manager is to supervise the Office Manager. The position is to be posted in the local newspaper, the Oak Hill web site and any other appropriate location. The individual selected for this position is to begin as soon as possible. The motion was seconded by Commissioner Villanacci and carried unanimously.

President New, in general remarks, announced that Commissioners Knight and Starr-Hill would form a sub-committee to work with Chief Wittig and Business Manager Miller on the formation of job descriptions, both for the business manager and the office manager, who would be considered at 30 hours at least each per week for the time being. The four are to agree on the wording of the advertisement to be posted, also.

Under Agenda Item 6: There being no further business, Commissioner Knight moved to adjourn the meeting at 8:05, seconded by Commissioner Villanacci. The motion 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) \_\_\_\_\_

Minutes of Travis County ESD 3 for August 9, 2012

NOTICE IS HEREBY GIVEN that the Board of Emergency Services Commissioners of Travis County Emergency Services District No. 3 (TCESD3) will hold a special meeting at 6:30 p.m. on Thursday, August 9<sup>th</sup> 2012 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. General Visitor Communications: Receive comments from visitors.
4. Closed Meeting under Section 551.074 of the Texas Government Code to discuss a personnel matter related to the Business Manager position.
5. Consider and take appropriate action on any matters discussed in Closed Meeting(s).
6. 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 6<sup>th</sup> 2012

\_\_\_\_\_ Kurstin Bluemel, Administration