

# **Minutes of Travis County Emergency Services District #3**

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**March 28, 2016**

Attached to and incorporated into these minutes is a copy of the official agenda for the March 28, 2016 meeting.

Under Agenda Items 1 & 2: Commissioner 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 John Villanacci, Carroll Knight and Gina Starr-Hill attending. Fire department personnel present at the meeting included: Fire Chief Wittig; District Chief Hartigan, Business Mgr. Holloway, Firefighters Andrew Hoffman and Aaron Lyngaas.

Under Agenda Item 3: There were no general comments from visitors at this time.

Under Agenda Item 4: The Annual Independent Audit ending September 30, 2015 was presented by John F. Lewis C.P.A.'s. After discussion and further review Commissioner Villanacci moved to approve the Audit and Commissioner Knight seconded, which carried unanimously.

Under Agenda Item 5: Oath of Office and Statement of Officer were executed by Commissioner Starr-Hill.

Under Agenda Item 6: Commissioner Villanacci moved to approve the February 29, 2016 minutes of the regular meeting of the District. Commissioner Knight seconded the motion, which carried unanimously.

Under Agenda Item 7: Commissioner Knight moved to approve the Treasurer's monthly report for February 2016, Commissioner Starr-Hill seconded the motion, which carried unanimously.

Under Agenda Item 8: Commissioner Villanacci moved to approve the Investment Officers Report for February 29, 2016. Commissioner Starr-Hill seconded the motion, which carried unanimously.

Under Agenda Item 9: Commissioner Villanacci moved to authorize expenditures over \$2,000.00 each, written from February 23<sup>rd</sup> to March 23, 2016. Commissioner Starr-Hill seconded the motion, which carried unanimously.

Under Agenda Item 10: After review of the EMS Interlocal Agreement which terminated old and created a new EMS Interlocal agreement between Travis County and ESD#3, Commissioner Villanacci moved to approve the agreements. Commissioner Starr-Hill seconded the motion, which carried unanimously.

Under Agenda Item 11: The record shows that a sales tax collection report was presented by Chief Wittig.

Under Agenda Item 12: A general discussion regarding the status of the potential purchase of a new Engine. Chief Wittig informed the Board that required specifications were presented to numerous vendors. The two vendors now being considered are KME and Spartan, with an estimated cost of \$660,000. Chief Wittig asked for a 5% variance on the total cost of \$660,000 and that no prepayment against the purchase of the Engine was being considered. After discussion and review, Commissioner Villanacci moved to approve the purchase of the Engine, with the requested variance. Commissioner Starr-Hill seconded the motion, which carried unanimously.

Under Agenda Item 13: Fire Chief Wittig presented the Status Report for February.

Under Agenda Item 14: Commissioner New announced the next ESDCC meeting would be held April 16, 2016 in Pflugerville.

Under Agenda Item 15: Commissioner New announced the next board meetings would be April 25th, and May 23, 2016.

Under Agenda Item 16: There being no further business, Commissioner President New moved to adjourn the meeting at 8:45 p.m., which carried unanimously.

Respectfully submitted,

Carroll Knight, Commissioner  
(Minutes taken by Herb Holloway)

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, March 28, 2016 in the Community Room of TCESD3 Station 302 located at 4111 Barton Creek Blvd., 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. Receive the Annual Financial Statements and Independent Auditors Report for the year ending September 30, 2015 from John F. Lewis C.P.A.'s and take appropriate action.
5. Action on Statement of appointed Commissioner and Oath of Office for Gina Starr-Hill.
6. Review and approval of minutes of the February 29, 2016 regular meeting of the District.
7. Review and approval of the Treasurers' monthly report for February 29, 2016.
8. Review and approval of Investment Officers Report for February 29, 2016
9. Approve payments over \$2,000 from February 23<sup>rd</sup> to March 23, 2016.
10. Review and approval of Termination & new Interlocal Agreement EMS Services between Travis County and ESD#3.
11. Review Sales Tax Statistics.
12. Discuss and consider authorizing the Fire Chief to enter into appropriate discussions and agreements concerning the intent to purchase a new Fire Engine, including committing to payment options considered most desirable by the Board.
13. Review of Chief's Monthly Status Reports
  1. Significant incident runs;
  2. Statistics;
  3. Special Project Updates
14. Other Business:
  1. Report on any ESDCC activities. Announcement of the next ESDCC meeting date.
  2. Commissioner Announcements (no action will be taken on any such announcements)
15. Announcement of future meeting dates of the Board of ESD 03 Commissioners.
16. Adjourn.

By: \_\_\_\_\_ Herb Holloway, 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 he 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 March 24, 2016.

By: \_\_\_\_\_ Herb Holloway, Business Manager