

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

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## **January 22, 2018**

Attached to and incorporated into these minutes is a copy of the official agenda for the January 22, 2018 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 Gina Starr-Hill, John Villanacci, Carroll Knight and David Detwiler present.

Fire department personnel present at the meeting included: Fire Chief Wittig, District Chief Torres and Business Manager Herb Holloway.

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

Under Agenda Item 4: All five (5) Commissioners verbally read their Statement of Office, then their Oath of Office, which were subsequently executed by signature.

Under Agenda Item 5: Commissioner Villanacci moved to approve the December 18, 2017 regular meeting minutes. Commissioner Starr-Hill seconded the motion, which carried unanimously.

Under Agenda Item 6: The December Treasurers monthly reports were reviewed. Commissioner Knight moved to approve. Commissioner Detwiler seconded the motion, which carried unanimously.

Under Agenda Item 7: Commissioner Starr-Hill moved to authorize expenditures over \$2,000.00 each, written from December 15, 2017 to January 19, 2018. Commissioner Villanacci seconded the motion, which carried unanimously.

Under Agenda Item 8: Fire Chief Wittig presented the Sales Tax Status Report for January.

Under Agenda Item 9: Discussed and commented on the concept of contracting Ray Associates, Inc. to perform a salary and benefits study for the District's full-time employees. No action was taken.

Under Agenda Item 10: Fire Chief Wittig presented the Monthly Status Report for December.

Under Agenda Item 11: The next ESDCC meeting would be held on February 17, 2018 at TCESD#3, Station 302.

Under Agenda Item 12: It was announced that the next REGULAR Board meetings of TCESD#3 would be held February 26<sup>th</sup>, March 26<sup>th</sup> and April 23, 2018. The SAFE-D Conference would be held February 22<sup>nd</sup> to the 24<sup>th</sup> in Galveston. All Commissioners are registered for the Conference. A follow-up Strategic Planning Meeting for the District is scheduled for April 18<sup>th</sup> from 8:30 a.m. to 2:00 p.m.

Under Agenda Item 13: There being no further business, the meeting was adjourned at 8:31 p.m.

Respectfully submitted,  
Carroll Knight, Commissioner  
(Minutes taken by Herb Holloway)

Approved by Board of Commissioners: \_\_\_\_\_ (Date)  
Representative Commissioner: \_\_\_\_\_ (Signature)

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, January 22, 2018 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. Action on Statements of appointed Commissioners, administration of Oaths of office for Commissioners.
5. Review and approve the minutes of the December 18, 2017 regular meeting of the District.
6. Review and approval of the Treasurers' monthly report for December 2017.
7. Approve payments over \$2,000 from December 15, 2017 to January 19, 2018.
8. Review Sales Tax Statistics.
9. Discuss proposal to engage Ray Associates, Inc. to perform a salary and benefits survey for the District's full-time employees and approval of same.
10. Review of Chief's Monthly Status Reports
  1. Significant incident runs;
  2. Statistics;
  3. Special Project Updates
11. Other Business:
  1. Report on any ESDCC activities. Announcement of the next ESDCC meeting dates.
  2. Commissioner Announcements (no action will be taken on any such announcements) .
12. Announcement of future meeting dates of the Board of ESD 03 Commissioners.
13. 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 January 19, 2018.

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