

**Travis County ESD No. 12
Minutes of the Regular Meeting
January 12, 2022**

APPROVED

Meeting was held at the TCESD No. 12 District Office
11200 Gregg Lane, Manor, TX 78653

I. Call meeting to order and establish quorum.

Commissioner Arellano called the meeting to order at 6:30 PM.

Present: Commissioners Arellano, Fowler, Zabalza, and Barnes. Commissioner Anderson arrived at 7:03 PM.

Not Present: --

Visitors: Chief Ryan Smith, AC Chris McKenzie, FMO Randy Treffer, BC Adam Tapia, Michelle McRae, and Penny Freemyer. Attorney Ken Campbell and Capt. Von Beals were in attendance by Google Meet.

II. Review certified agenda

Commissioner Arellano verified the existence of a certified agenda.

III. Citizen's Communication

None.

Commissioner Arellano moved to take Action Item g (Discussion, consideration, and possible action regarding the Sales Tax Allocation with the City of Manor Agreement), into executive session since Attorney Ken Campbell was available via Google Meet. (Government Code 551.071, Consultation with an Attorney) Commissioners went into executive session at 6:31 PM. Commissioners returned to public session at 7:07 PM.

Commissioner Zabalza made a motion to proceed as deliberated in executive session and authorize Attorney Ken Campbell, Chief Ryan Smith, and appropriate commissioners to proceed. Commissioner Barnes seconded the motion and the motion passed.

IV. Consent items

- a) Approval of the minutes of the Regular Meeting of December 8, 2021, and the Special Meeting of January 5, 2022, which may include corrections, if needed.
- b) Approval of the December 2021 financial reports and bills, which may include corrections, if needed.

After previous review, Commissioner Zabalza made a motion to approve Consent Items a and b as presented. (The treasurer's report consisted of the over \$2000 expenditures report, the P & L report, expenditures by vendor report, and balance sheet.) Commissioner Barnes seconded the motion and the motion passed.

V. Communications

- a) Report from Commissioners on pertinent information and activity since the December 2021 meeting.

After a brief conversation with the auditor, Commissioner Zabalza remarked the auditor complimented the staff and especially Commissioner Fowler for his dedication regarding financial responsibilities.

- b) Receive Administrative/Operations/Fire Prevention updates.

Chief Smith introduced Field Medical Officer Randy Treffer. FMO Treffer's power point presentation outlined his background and his job description with ESD No. 12. He also demonstrated the Zoll heart monitor and various other capabilities of the monitoring machine. AC Chris McKenzie presented the Operational Summary for the month of December 2021, and a second report for the year defining stations, units, and types of calls, the Training and Events report, and the Awards and Recognition report. Chief Ryan Smith presented the Prevention Division Activities report. He also shared that he will be presenting with Mike Montgomery at the SAFE-D conference about Fire Marshal Prevention and Risk Assessment/ Reduction and encouraged the commissioners to attend to get their required hours of training.

VI. Action Items

- a) Discussion, consideration, and possible action regarding the Bluebonnet land purchase contract.

Chief Smith reported the contract has gone through the hands of our attorney, and waiting for response from Bluebonnet's legal department.

- b) Discussion, consideration, and possible action regarding the use of a third-party plan review for certain projects.

From a list of four companies, Chief Smith chose a company based in California and negotiated the fees. He wants a one-year contract with a clear understanding that after one year, we can cancel the contract if we are not satisfied and be assured of the fees. After discussion, Commissioner Barnes made a motion to approve execution of the contract with CSG Engineering at a rate of \$90 an hour. Commissioner Fowler seconded the motion and the motion passed.

- c) Discussion, consideration, and possible action regarding adjustment of the fire prevention fee schedule and associated fee study.

Item tabled at this time.

- d) Discussion, consideration, and possible action regarding the Investment Policy.

The curriculum for the Investment Officer is being planned for Commissioner Fowler.

- e) Discussion, consideration, and possible action regarding the status of the Quint.

Item tabled at this time.

- f) Discussion, consideration, and possible action regarding Strategic Planning.

Item tabled at this time. One of the candidates for the Strategic Planning will be presenting at the SAFE-D conference.

- g) Discussion, consideration, and possible action regarding the Sales Tax Allocation with the City of Manor Agreement.

Discussed in executive session.

VII. Closing Items

- a) Set meeting date

Next meeting is tentatively set for February 9, 2022.

- b) Proposed agenda items for next meeting.

Items that were tabled at this meeting.

- c) Adjourn

Commissioner Barnes made a motion to adjourn the meeting. Commissioner Fowler seconded the motion and the motion passed. Meeting adjourned at 8:09 PM.



Signature

2/9/2022

Date



Signature

2/9/2022

Date