

**Travis County ESD No.12
Minutes of the Regular Meeting
January 13, 2021**

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 6:32 PM.
Present: Commissioner Arellano
By google meet: Commissioners Barnes, Fowler, and Zabalza
Not present: Commissioner Anderson
Visitors: Chief Ryan Smith, Michelle McRae, and Penny Freemyer
By google meet: Capt. Von Beals, AC Chris McKenzie, FMO Randy Treffer, and BC Nate McRae
- II. Review certified agenda
Commissioner Arellano verified the existence of a certified agenda.
- III. Citizen's communication
None.
- IV. Communications
 - a. Report from Commissioners on pertinent information and activity since the December 9, 2020 meeting.
None at the time, but it was later mentioned that Commissioners Anderson, Barnes, and Zabalza were reappointed with the term expiring 12-31-2022.
 - b. Receive department updates and Operations/Fire Prevention briefing of prior month's activities.
Chief Smith presented the December Operations/Fire Prevention summaries. AC McKenzie reported the training events. FMO Treffer reported that there were 6 Covid positive members in Operations and schedules have been adjusted due to quarantining. Kudos to the team who are implementing Covid precautions, and that the number has stopped at 6. ESO program is proving to be helpful in tracking information. Commissioner Fowler made a motion to accept the reports as presented. Commissioner Zabalza seconded the motion and the motion passed.
- V. Consent items
 - a. Approval of the minutes from the Regular Meeting of December 9, 2020 and the Special Meeting of December 24, 2020, which may include corrections, if needed.
 - b. Approval of the December 2020 financial reports and bills, which may include corrections, if needed.
 - c. Approval of the continued temporary check stamping policy for checks over \$5000 during the pandemic.

After previous review, Commissioner Zabalza made a motion to approve Consent Items a, b, and c as presented. (The treasurer's report does include the over \$2000 expenditures report, the P & L report, expenditures by vendor report, and balance sheet.) Commissioner Fowler seconded the motion and the motion passed. Commissioners would like to see credit card details on the report when that process becomes active.
- VI. Action items.
 - a) Discussion, consideration, and possible action regarding Bond policy with Victor Insurance.
After discussion, Commissioner Barnes made a motion to approve the renewal of the Bond Policy with Victor Insurance for \$200. Commissioner Zabalza seconded the motion and the motion passed.

VII. Department Updates

a) Updates regarding the District's facilities:

i) St. 1201 repair/remodel options

AC McKenzie reported that the repair/remodel of St. 1201 is a work in progress and pleased so far with results. Contractor had to make a few adjustments regarding water drainage on the back patio, and has done so with no additional cost, although the drop in the back caused a gap under the pillars for the awning supports, and an estimate is needed to make sure it is within the scope of the budget to repair. Outdoor lighting and ceiling tile replacement was overlooked, and an estimate will be submitted.

ii) St. 1202 ADA inspection report update

Capt. Beals reported that attorney Ken Campbell has not gotten any response from the State and there has been no comment from the station vendor. Legal fees incurred may cause us to pressure the vendor to fulfill the requirements that were stated in the original plan.

iii) St. 1202 generator

Capt. Beals reported the generator failed during a recent storm and it was due to residual air in the propane lines.

iv) IT Network updates

Capt. Beals reported issues with the radio links at the water tower. A battery backup and monitoring may be necessary. All computers are linked and the next step is setting up the fire prevention files over to the server and setting up the cloud for off-site backup.

VIII. Closing items

a. Set next meeting date.

Next meeting is tentatively set for February 10, 2021.

b. Adjourn

Commissioner Zabalza made a motion to adjourn the meeting. Commissioner Fowler seconded the motion and the motion passed. Meeting adjourned at 7:36 PM.



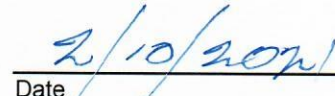
Signature



Date



Signature



Date