

**Travis County ESD No. 12
Minutes of the Regular Meeting
November 17, 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 call the meeting to order at 6:31 PM.
Present: Commissioners Arellano, Fowler, Zabalza, and Anderson
Not Present: Commissioner Barnes
Visitors: Chief Ryan Smith, AC Chris McKenzie, BC Jeff O'Leary, Capt. Von Beals, Lt. Brackett, Michelle McRae, and Penny Freemyer
- II. Review certified agenda
Commissioner Arellano verified the existence of a certified agenda.
- III. Citizen's Communication
None.
- IV. Consent items
 - a) Approval of the minutes of the Regular Meeting of October 13, 2021, which may include corrections, if needed.
 - b) Approval of the October 2021 financial reports and bills, which may include corrections, if needed.After previous review, Commissioner Zabalza made a motion to accept 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 Fowler seconded the motion and the motion passed.
- V. Communications
 - a) Report from Commissioners on pertinent information and activity since the October 2021 meeting.
None.
 - b) Receive Administrative/Operations/Fire Prevention updates.
AC McKenzie presented the Operational Summary and the training and events report. Chief Smith explained the dispatch confusion resulting from the removal of Austin from auto aid, new engines have been put in service, the push-in ceremony date is yet to be determined, and continuing talks with Executive Director of Emergency Services, Chuck Brotherton, regarding ESD 13 coverage agreement. Chief gave the Prevention report, discussion about dangerous intersections should be addressed at a City of Manor meeting, and training through TAC should be able to resume due to the lifting of Covid restrictions.
- VI. Action Items
 - a) Discussion, consideration, and possible action regarding the IT Services Contract renewal.
Item was temporarily tabled until liability insurance was verified from the last contract. When discussion continued, Commissioner Zabalza made a motion to renew the agreement with Kyle Hagerty to provide IT services to Emergency Services District 12 with services addendum 1, a provision that he continues to provide a copy of liability insurance with the policy in effect, and in the amount of \$1230 per month. Commissioner Anderson seconded the motion and the motion passed.

b) Discussion, consideration, and possible action regarding the reappointment of the District Fire Marshal.

After discussion, Commissioner Zabalza made a motion to reappoint Chief Ryan Smith as fire marshal for the district. Commissioner Fowler seconded the motion and the motion passed. Commissioner Zabalza then amended the motion to reappoint Chief Ryan Smith as fire marshal for the district for the term November 1, 2021 to October 31, 2023. Commissioner Fowler seconded the motion and the motion passed.

c) Discussion, consideration, and possible action regarding the Bluebonnet Land Purchase Contract.

Chief Smith updated the commissioners stating the contract is at our attorney's office, awaiting a full survey and completion of the For Sale by Owner document, and possibly with a December timeframe. Bluebonnet has been included in the emails.

d) Discussion, consideration, and possible action regarding the station generators.

Capt. Von Beals presented two quotes to the Board regarding the generators at the 3 stations. After discussion, the Capital Power Systems quote for the annual oil and filter replacement service with diagnostic testing was accepted and no change in the budget was necessary. The second quote for remote monitoring could be considered for the next budget year.

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

Commissioner Fowler shared draft copies of the Investment Policy with the commissioners for review. Commissioner Fowler will attend a training session and possibly the appointment as the Investment Officer in December. Checking on Government Code Title 10 Chapter 2256 for guidance.

f) Discussion, consideration, and possible action regarding the financing of the Quint.

No report at this time.

g) Discussion, consideration, and possible action regarding Strategic Planning.

Chief reports he is waiting for a third biography from a candidate before he can present all the candidates simultaneously. Commissioner Zabalza may have a lead on a fourth candidate.

VII. Closing Items

a) Set meeting date

Next meeting is tentatively set for December 8, 2021.

b) Proposed agenda items for next meeting.

SAFE-D conference

Items not discussed at this meeting.

c) Adjourn

Commissioner Fowler made a motion to adjourn the meeting. Commissioner Anderson seconded the motion, and the motion passed. Meeting adjourned at 7:25 PM.



Signature

12/8/2021
Date



Signature

12/8/2021
Date