

**Travis County ESD No.12
Minutes of the Regular Meeting
December 9, 2020**

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 6:31 PM.
Present: Commissioners Arellano and Fowler
By google meet: Commissioner Zabalza and Barnes
Not present: Commissioners Anderson
Visitors: Chief Ryan Smith, Michelle McRae, and Penny Freemyer
By google meet: Capt. Von Beals, BC's Nathan McRae and Adam Tapia, Lt's Ashley Brackett and Josh Ruiz, and FF Morgan Stewart.
- 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 Nov 11, 2020 meeting.
None.
 - b. Receive department updates and Operations/Fire Prevention briefing of prior month's activities.
Commissioners were given an updated October 2020 summary report for the updates from the report given last month. Chief Smith presented the November Operations/Fire Prevention summaries. Updates include the passing of the TCFP inspection, a TCDRS webinar, and a Worker's Compensation information class for the staff. Training included a joint agency Starflight training, an officer leadership academy, an internal Driver/Operator class, and an End of the Year cleaning of PPE. 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 November 11, 2020, which may include corrections, if needed.
 - b. Approval of the November 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 Barnes seconded the motion and the motion passed. Commissioner Arellano noted the unallocated funds, and the audit should commence soon.
- VI. Action items.
 - a) Discussion, consideration, and possible action regarding the End of the Year Celebration.
Due to continued Covid pandemic restrictions and safety issues, the End of the Year celebration was cancelled. Chief would still like to show a sign of appreciation to the crew. After discussion, Commissioner Zabalza made a motion to allow Chief, with recommendations from the executive staff, to plan and execute an end of the year appreciation dinner for the crew and staff. Commissioner Fowler seconded the motion and the motion passed.

b) Discussion, consideration, and possible action regarding the Fire Prevention Credit Card fee payment process.

The use of a credit card for fire prevention payment fee was approved much earlier (March 2019). After discussion, Commissioner Zabalza made a motion to authorize the department to work in conjunction with the treasurer to automate the payment process using a third-party payment vendor into Independent Bank. Commissioner Fowler seconded the motion and the motion passed.

c) Discussion, consideration, and possible action regarding Sales Tax overage distribution.

Keeping in mind that we need to keep the reserve account between 40 to 60%, with a target goal of 50%, there was discussion regarding the sales tax overage. After discussion, Commissioner Zabalza made a motion to move the sales tax overage from the First Public Operating account in the amount of one million dollars, divided as \$600,000 into the First Public Reserve Account and \$400,000 into the Capital Projects Expenditures Fund. Commissioner Barnes seconded the motion and the motion passed.

d) Discussion, consideration, and possible action regarding the EF Recovery cost program.

Capt. Beals explained the connection with EF Recovery and ESO and the need for integrating the two with updates in a new agreement. After discussion, Commissioner Fowler made a motion to move forward with the revised agreement between ESO and EF Recovery upon the approval of the document from our legal counsel. 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

Capt. Beals reported that the repair/remodel work was started about 2 weeks ago with exterior power washing, interior painting, cabinet measuring, etc.

ii) St. 1202 ADA inspection report update

Capt. Beals reported that a copy of the State ADA violations has been sent to the vendor by our attorney per vendor's request.

iii) IT network updates

Capt. Beals reported network printers are being installed at the stations. Power outage issues at the water tower have been resolved with a separate circuit designated for ESD 12.

iv) Generator updates

Capt. Beals reported generators at Stations 1201 and 1203 are operational. Generator at St. 1202 needed a different conduit and a defective relay in the generator replaced. Generator should be operational by the end of the week.

VIII. Closing items

a. Set next meeting date.

Next meeting is tentatively set for January 13, 2020.

b. Adjourn

Commissioner Barnes made a motion to adjourn the meeting. Commissioner Fowler seconded the motion and the motion passed. Meeting adjourned at 7:18 PM.



Signature

1/13/2020

Date



Signature

2/3/2021

Date