

TRAVIS COUNTY ESD No. 12
MINUTES OF THE REGULAR MEETING
MAY 13, 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 6:33 PM.

Present: Commissioner Arellano

By video call: Commissioners Barnes, Zabalza, and Fowler. Commissioner Anderson joined at 6:39 PM.

Not present: None.

Visitors: Chief Ryan Smith, Michelle McRae, Penny Freemyer and by video call Capt. Von Beals, Assistant Chief Chris McKenzie, Battalion Chiefs Adam Tapia and Nathan McRae, Lts. Ashley Brackett Steve Kaucher, Nathan Canclini, and Joshua Ruiz, Engineers Zachary Minnex, Sybil Hay and Collin Sanderson, and Firefighters Juan Leal, Morgan Stewart, Charlie Sinclair, Preston Muston, and Colton Conlon.

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 from the April 8, 2020 meeting.

None.

b. Receive department updates and Operations/Prevention briefing of prior month's activities, which will include a hiring process update and an apparatus purchase presentation.

Chief Smith presented the April 2020 Operations/Prevention report. Prevention updated the hydrant locations for the CAD and MDC's. Training included a TNT representative comparing battery operated tools vs hydraulic tools during vehicle extrication training, and other various training at the Pflugerville Training Field. A fulltime FMO (Field Medical Officer) has been hired. Hiring process has been extended for the unfilled positions (Battalion Chief) and the deadline for the firefighter, engineer, and lieutenant positions will be May 15th. Employment opportunities were posted on Facebook, social media, and TCFP website. Chief is cognizant of meeting all FEMA grant guidelines. BC McRae presented an apparatus (new fire engines) report as developed by the apparatus committee. Commissioners will discuss at a later date after more information is received. Commissioner Barnes made a motion to accept the reports. Commissioner Zabalza seconded the motion and the motion passed.

V. Action Items

a. Review and approve the minutes from the Regular Meeting of April 8, 2020.

After review, Commissioner Barnes made a motion to approve the minutes of the regular meeting of April 8, 2020 as written. Commissioner Zabalza seconded the motion and the motion passed.

b. Review and approve the April 2020 financial reports and bills, and review temporary policy of check signature procedures.

Commissioner Zabalza presented the April 2020 treasurer's report. After review and discussion,

Commissioner Barnes made a motion to accept all the reports presented, which included the over \$2000 expenditures report, the P & L report, expenditures by vendor report, and balance sheet. Commissioner Anderson seconded the motion and the motion passed. Note: change the name of Sales Tax Assurance to HdL Holdings. Commissioner Arellano had questions regarding a Quint, how soon one could be built, and how eminent the need. Chief Smith mentioned that an aerial unit would improve the ISO rating. AC McKenzie added that after the engine(s) replacement, the apparatus committee will speck aerial apparatus and brush trucks. Commissioner Zabalza suggested checking the market for our various insurances and mentioned the added perks of our present medical insurance at the renewal. The commissioners agreed to extend the check stamped signature policy for checks over \$5000 during the CoVid-19 pandemic, upon prior knowledge and approval by the president and treasurer of said check(s).

c. Discussion, consideration, and possible action regarding the parking lot extension at 11200 Gregg Lane.

Capt. Von Beals reported that Dr. Vera, Director of Facilities of MISD, indicated that he has discussed the matter with other members of the Board and their attorney. There are questions for the ESD No.12 attorney. Discussion is in a positive direction, but there has been no further development.

d. Discussion, consideration, and possible action regarding the District's facilities and related projects.

Capt. Von Beals reported there are ongoing discussions regarding the generator at St. 1201, and the need for generators at St. 1202 and 1203.

St. 1201: No update.

St.1202: CoVid 19 pandemic has halted the progress of the parking lot upgrades and the TX Dept. Licensing and Regulation inspection.

St. 1203/DO: No update.

Commissioner Barnes expressed his concerns over the aging conditions of St. 1201 and feels the need for an evaluation. Commissioner Zabalza suggests organizing a building preventative maintenance program. AC McKenzie offered to take on the project of station assessments.

e. Discussion, consideration, and possible action regarding the District's Strategic Planning.

Chief will be meeting with crews to discuss budgeting, property values, sales tax, pandemic impact, etc. Questions arose regarding the impact of opening retail and other businesses. Commissioner Fowler mentioned the longevity spreadsheet be corrected for an overlooked employee.

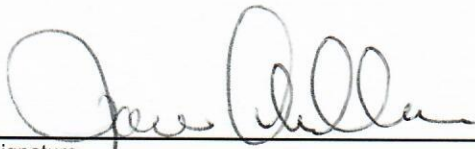
VI. Closing

a. Set next meeting date.

Next meeting is tentatively set for June 10, 2020.

b. Adjourn

Commissioner Fowler made a motion to adjourn the meeting. Commissioner Barnes seconded the motion and the motion passed. Meeting adjourned at 8:11 PM.



Signature

6/10/2020

Date



Signature

7/9/2020

Date