

TRAVIS COUNTY ESD No. 12  
MINUTES OF THE REGULAR MEETING  
JULY 8, 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 6:30 PM.

Present: Commissioner Arellano

By video call: Commissioners Fowler, Zabalza, and Barnes. Commissioner Anderson joined at 6:38 PM.

Not present: None

Visitors: Chief Ryan Smith, Michelle McRae, Penny Freemyer and by video call Capt. Von Beals, AC Chris McKenzie, BC's Nathan McRae and Adam Tapia, Lt's Ashley Brackett, Steve Kaucher, Joshua Ruiz, Nathan Canclini, Eng Collin Sanderson, and FF's Nathan Mitchell, Victor Estrada, Austen Hill, Preston Muston, and Justin Bilicki

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 June 10, 2020 meeting.

ESD updates were given at the ESDCC meeting.

b. Receive department updates and Operations/Prevention briefing of prior month's activities.

Chief Smith presented the June 2020 Operations/Prevention report and training events summary. It was reported that training was a bit slower the past month due to the hiring process. There were 4 conditional job offers, and starting July 19, there will be 3 engine companies, one at each station, 24-7. We are still 3 or 4 employees short of fulfilling the SAFER Grant requirements, and another hiring process will be posted. There have been 5 possible Covid cases in Operations that have been and are being monitored. 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 June 10, 2020.

After review, Commissioner Barnes made a motion to approve the minutes of the regular meeting of June 10, 2020 as written. Commissioner Anderson seconded the motion and the motion passed.

*Commissioners moved to item V. c due to a connection issue for a commissioner.*

c. Discussion, consideration, and possible action regarding a letter of engagement with Medack and Oltmann, LLP for FY 20 audit.

After discussion, Commissioner Barnes made a motion to accept the letter of engagement with Medack and Oltmann for our FY 20 audit in the amount of \$9700. Commissioner Fowler seconded the motion and the motion passed.

*Commissioners returned to the order of the agenda.*

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

Commissioner Fowler presented the June 2020 treasurer's report. After review and discussion,



Commissioner Zabalza 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. Commissioners want to be reassured the sinking fund is being closely monitored.

*The following item was overlooked at this time, but item was reopened later in the meeting and addressed.*

After brief discussion, Commissioner Barnes made a motion to continue with the temporary policy of signature stamping checks over \$5000 at least through August. Commissioner Fowler seconded the motion and the motion passed.

d. Discussion, consideration, and possible action on the format changes and preparation of the District's Meeting Agendas.

Commissioner Barnes recommended that we revise our agendas to be more specific to meet open meeting requirements and try to become more efficient with preparation for the meetings. He intends to send information from the District Attorneys website regarding open meetings to admin to distribute to the Board.

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

Capt. Von Beals reported that MISD has received our letter expressing our interest in lease/purchasing land at 11200 Gregg Lane and had communication with Mr. Ryan Markham (Dir. of School Safety Student Services and Social Emotional Learning) and Superintendent Dr. Spencer. Discussion is ongoing and reassurance needed that our extension will not interfere with a proposed road between the high school and Gregg Lane. Topic may be on the MISD agenda. On a side note, MISD has hired a Chief for the MISD police department and hiring staff.

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

Capt. Von Beals reported minor repairs at the stations. A repair list was made for St. 1201, and there will be continuing discussion whether to repair or remodel the station, and using commercial grade materials/appliances. He presented quotes for replacing and installing another generator at St. 1201 and installing generators and tanks at Stations 1202 and 1203/District Office. He received quotes from HB Construction, Austin Generator Service, and Capital Power Systems. After discussion, Capt. Beals will present a more detailed proposal which will include a maintenance contract and following the commissioners' directions with type of gas, size of generator, possible bundling prices, etc.

g. Review FY21 Draft Budget.

Chief Smith presented the FY 21 Budget to the Board and fielded questions and sought direction in some areas. Subject of the urgency of a quint and housing arose, and timing after proposed engine replacements, brush truck, etc. It was suggested that a workshop be held to discuss planning for the District.

VI. Closing

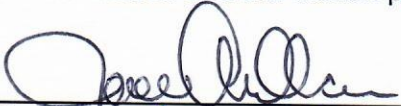
a. Set next meeting date.

Next meeting is tentatively set for August 12, 2020. Meeting may still be by video call as Covid-19 pandemic continues.

*Item V.b was reopened at this time to finish discussion of that item. See V.b*

b. Adjourn

Commissioner Fowler made a motion to adjourn the meeting. Commissioner Anderson seconded the motion and the motion passed. Meeting adjourned at 8:40 PM.

  
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Signature

8/12/2020  
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Date

  
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Signature

8/18/2020  
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Date