

**Travis County ESD No. 12  
Minutes of the Regular Meeting  
August 4, 2021**

APPROVED

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: Commissioners Arellano, Fowler, and Zabalza  
Not Present: Commissioners Barnes and Anderson  
Visitors: Chief Ryan Smith, AC Chris McKenzie, BC Nathan McRae, Michelle McRae, and Penny Freemyer. Capt. Von Beals joined by phone at 7:32 PM.
- 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 from the Regular Meeting of July 7, 2021 which may include corrections, if needed.
  - b) Approval of the July 2021 financial reports and bills, which may include corrections, if needed.

After some discussion, Commissioner Zabalza made a motion to accept the July 2021 treasurer's report and bills as presented. Commissioner Fowler seconded the motion and the motion passed. (The treasurer's report included the over \$2,000 expenditures report, the P & L report, expenditures by vendor report, and balance sheet.) Commissioner Zabalza then made a motion to approve the remaining consent item (the minutes) as presented. Commissioner Fowler seconded the motion and the motion passed.
- V. Communications
  - a) Report from Commissioners on pertinent information and activity since the July 2021 meeting.  
There were a few questions regarding the differences in code enforcements between different departments. The ESDCC meeting will be Sept. 11, and ESD 3 will be contacted regarding a flag raising ceremony for 9-11.
  - b) Receive Administrative/Operations/Fire Prevention updates  
AC McKenzie presented the July Call Summary report, the training and events report, awards and recognitions. Chief Smith presented the prevention and activities report.
  - c) FY 22 Budget process update.  
Chief Smith shared an updated draft of the FY22 budget.
  - d) Review the 2021 Tax Planning Calendar.  
The 2 required meetings for setting the tax rate were scheduled for August 11th and August 19th.
  - e) Update of the Request for Proposal process for aerial apparatus.  
BC McRae updated the commissioners regarding the requests for proposals for the aerial apparatus. The apparatus committee has met with 3 vendors, Siddons-Martin Pierce, Texas Fire Apparatus Sutphen, and Metro Fire Spartan. The committee will meet again to determine which vendor/apparatus they would recommend before the next commissioner's meeting.

VI. Action Items

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

Chief Smith has requested proposals from 3 candidates. He has had one response, and waiting for the other two. Presentation should be ready for the next meeting. There was discussion about possible available property.

b) Discussion, consideration, and possible action regarding Investment Policy.

This item was tabled.

VII. Closing Items

a) Set meeting date.

Next meeting is tentatively set for September 15, 2021.

b) Proposed agenda items for next meeting.

- Aerial apparatus presentation
- Property update
- Investment Policy

c) Adjourn.

Commissioner Fowler made a motion to adjourn the meeting. Commissioner Zabalza seconded the motion and the motion passed. Meeting adjourned at 8:48 PM.



Signature



Date



Signature



Date