

**Travis County ESD No. 12
Minutes of the Regular Meeting
September 14, 2022**



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 6:56 PM.
Present: Commissioners Arellano, Anderson, Fowler, and Zabalza
Not Present: Commissioner Barnes
Visitors: Chief Ryan Smith, AC Chris McKenzie, Michelle McRae, Penny Freemyer, Capt. Von Beals, BC Nathan McRae, PIO Cassidy Buth, Eng Juan Leal, FF Zachary Hubenak, Director of Travis County Emergency Management Chuck Brotherton, and Frontline Mobile Health Chief Operating Officer Mike Conner.
- II. Review certified agenda.
Commissioner Arellano verified the existence of a certified agenda.
- III. Citizen's Communication
Chuck Brotherton, Director of Travis County Emergency Management, spoke not as a citizen, but as a visitor and hoped to continue a good working relationship with TC ESD No. 12.
Commissioners moved to Item V. Consent Items then returned to Item IV. Presentation from Frontline Mobile Health
- IV. Presentation from Frontline Mobile Health on the readiness of the department.
Mike Conner, Chief Operating Officer of Frontline Mobile Health, showed a power point presentation to demonstrate the detailed overall health of operations personnel of physicals performed earlier this year.
- V. Consent items
 - a) Approval of the minutes of the Special Meeting and the Regular Meeting of August 16, 2022, which may include corrections, if needed
 - b) Approval of the August 2022 financial reports and bills, which may include corrections, if needed.After previous review, Commissioner Zabalza made a motion to approve 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.
- VI. Communications
 - a) Report from Commissioners on pertinent information and activity since the August 2022 meeting.
None.
 - b) Receive Administrative/Operations/Fire Prevention updates.
AC McKenzie reported the Operational Summary, training and events, and awards and recognitions. Chief Smith reported the Fire Prevention Activities. The wording for the Automatic Aid Agreement for Priority-One calls with AFD has been updated and is now in effect. A full auto aid agreement is being considered, but there are a few items yet that need negotiation. The moving of medical direction effective October 1 has not been approved by the Travis County Court yet.
- VII. Action items
 - a) Discussion, consideration, and possible action regarding the Hwy 290 property, which will include discussion regarding an architect for the project.
AC McKenzie reported that after research from other departments, the SAFE-D ESD Handbook Guide for Administration and Operations, and Chapter 775, he noted that it is not a requirement to receive bids

from more than one architect, but advisable to request proposals from different architects, to compare and rank them. The Board will review the proposals before the next meeting, rank them at the next meeting, and give authorization for AC McKenzie to negotiate with the top-ranking architects' proposal, and then give approval to engage with a contract. If an agreement cannot be achieved, the next ranking architect would be in line for negotiation.

b) Discussion, consideration, and possible action regarding budget amendments for FY22.

Michelle McRae presented the budget amendment report to the Board. After discussion, Commissioner Zabalza made a motion to approve the budget amendments as presented. Commissioner Fowler seconded the motion and the motion passed.

c) Discussion, consideration, and possible action regarding department credit cards.

Chief Smith has named another company (PNC) that may be a better option for company credit cards. No further discussion at this time.

d) Discussion, consideration, and possible action regarding a new administrator for the 457(b) plan.

Our attorney is reviewing the document we received from Investrust. His finding will determine whether we go with the implied company, or look for another provider.

VIII. Closing items

a) Set meeting date

Next meeting date is tentatively scheduled for October 12, 2022.


b) Proposed agenda items for next meeting

Proposals for an architect for the Hwy 290 project.

c) Adjourn

Commissioner Fowler made a motion to adjourn the meeting. Commissioner Anderson seconded the motion and the motion passed. Meeting adjourned at 8:30 PM.


Signature _____ Date 10/12/2022


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