

**TRAVIS COUNTY ESD NO. 12
MINUTES OF THE REGULAR MEETING
APRIL 8, 2020**

 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 6:34 PM.

Present: Commissioner Arellano

By video call: Commissioners Fowler, Zabalza, and Barnes

Not present: Commissioner Anderson

Visitors: Chief Ryan Smith, Michelle McRae, Penny Freemyer, and by video call Capt. Von Beals. Listening by video call was Lt. Ashley Brackett, and Manor residents Heather Barnes and Casey Dickerson.

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 March 11, 2020 meeting.

No reports.

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

Chief Smith presented the March 2020 Operations/Prevention report. He also informed the Board that there has been CoVid-19 testing in operations, a part-time FMO (Field Medical Officer) hired for the month of April to become full time in May, two appointments, a Lieutenant to Battalion Chief and Battalion Chief to Assistant Chief, a part time inspector furloughed, Admin and HR reduced to 2 days a week, 6 new firefighters hired, and 2 firefighters quarantined due to possible exposure to CoVid-19 virus. Chief also received the letter from the Texas Department of Insurance that have now recognized St. 1202 and St. 1203. It stated that the new ISO rating is 2/2Y for the City of Manor and 3/3Y for the unincorporated area of ESD No. 12. Letter will be posted on the website. Commissioner Fowler made a motion to accept the reports. Commissioner Barnes seconded the motion and the motion passed.

V. Action items

a. Review and approve the minutes from the Regular Meeting of March 11, 2020.

After review, Commissioner Barnes made a motion to approve the minutes of the regular meeting of March 11, 2020 as written. Commissioner Zabalza seconded the motion and the motion passed.

b. Review and approve the March 2020 financial reports and bills.

Commissioner Fowler presented the March 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 Zabalza seconded the motion and the motion passed. Commissioner Arellano commended Commissioner Zabalza on his enforcement of having a strong reserve account.

Overages of sales tax will be in capital funds, as been previously agreed upon by the Board. It was also recommended to take into consideration the impact that the CoVid-19 has on sales tax for budgeting the next year. After discussion regarding the 2 required signatures on checks (over \$5000) during the CoVid-19 pandemic, Commissioner Zabalza made a motion to approve a temporary policy that will be reviewed at each commissioners meeting regarding the signature for checks that require physical signatures and allow checks to be signature stamped with confirmation from the president and treasurer of the Board. Commissioner Barnes seconded the motion and the motion passed.

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

Capt. Beals reported he was still unable to meet with MISD administrators as they have been working through the CoVid-19 virus and the issues it has presented for the remainder of their school year.

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

Capt. Beals reported:

St. 1201: The generator may need to be re-mapped to ensure the circuits are aligned with the proper equipment to be kept functioning.

Station 1202: The Texas Department Licensing and Regulation inspection has been delayed due to CoVid-19.

Station 1203/District Office: The minor roof leak was repaired. Generator back-ups for St. 1202 and St. 1203 are being researched.

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

Chief shared the Interlocal Agreement for Fire Code Enforcement Services from the village of Webberville. He expressed his concerns regarding their adopted fire code not being consistent with ESD No. 12's fire code. After discussion, the Board agreed for Chief to move forward to continue working to make the contract agreeable to both entities.


VI. Closing items

a. Set next meeting date.

Next meeting is tentatively scheduled for May 13, 2020.

b. Adjourn.

Commissioner Barnes made a motion to adjourn the meeting. Commissioner Zabalza seconded the motion and the motion passed. Meeting adjourned at 7:26 PM.



Commissioner

5/13/2020

Date



Commissioner

5/14/2020

Date