

**Travis County ESD No. 12
Minutes of the Regular Meeting
July 7, 2021**



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: Commissioners Arellano, Fowler, and Zabalza

Not Present: Commissioners Anderson and Barnes

Visitors: Chief Ryan Smith, AC Chris McKenzie, Michelle McRae, Penny Freemyer, Lt. Nathaniel Canclini, Eng Casey Palous, FF Garett Hundley, and by phone Capt. Von Beals, BC Nathan McRae, Lt. Ashley Brackett, and FMO Randy Treffer

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 June 9, 2021 and the Special Meeting of June 21, 2021, which may include corrections, if needed.

b) Approval of the June 2021 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. 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.)

V. Communications

a) Report from Commissioners on pertinent information and activity since the June 2021 meetings.

Chief Smith clarified a question regarding a solution of fireworks being sold outside city limits, with a few legal exceptions, but being used inside city limits.

b) Receive Administrative/Operations/Fire Prevention updates

AC McKenzie presented the June Call Summary report and the Training and Events report. Chief Smith presented the Fire Prevention report and the Awards and Recognitions report. Capt. Beals stated that the Texas Department of Licensing and Regulations has signed off on all the ADA violations regarding St. 1202. The Fire Inspection 360 (FI-360) program is being implemented.

c) FY 22 Budget process update.

Chief Smith shared a draft of the FY 22 budget, and requested input from the commissioners.

VI. Action Items

a) Discussion, consideration, and possible action regarding Letter of Engagement with Medack and Oltmann, LLP.

After discussion, Commissioner Fowler made a motion to accept the Letter of Engagement with Medack and Oltmann, LLP for the FY 2021 audit and not to exceed \$10,000. Commissioner Zabalza seconded the motion and the motion passed.

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

After discussion, Commissioners requested portfolios and references from 3 candidates to consider for hire in the Strategic Planning process.

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

After discussion, commissioners thought to reach out to our auditor for possible guidance, and then to our attorney.

VII. Closing Items

a) Set meeting date.


Next meeting is tentatively set for August 4, 2021.

b) Proposed agenda items for next meeting.

- Budget Items
- Strategic Planning
- 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 8:07 PM.



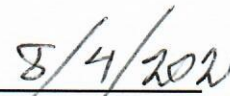
Signature



Date



Signature



Date