

**Travis County ESD No. 12
Minutes of the Regular Meeting
November 9, 2022**

☒ **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 6:32 PM.

Present: Commissioners Arellano, Fowler, and Zabalza. Commissioner Anderson arrived at 6:35 PM

Not Present: Commissioner Barnes

Visitors: Chief Ryan Smith, AC Chris McKenzie, Michelle McRae, Penny Freemyer, and BC Ashley Brackett

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 of the Regular Meeting of October 12, 2022 and the Special Meeting of October 19, 2022, which may include corrections, if needed.

b) Approval of the October financial reports and bills, which may include corrections, if needed.

After previous review, Commissioner Fowler 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, 290 Station expense report, and balance sheet.) Commissioner Zabalza seconded the motion and the motion passed.

V. Communications

a) Report from Commissioners on pertinent information and activity since the October 2022 meeting.

Chief Smith and Commissioner Arellano attended the ESDCC meeting. There was general discussion and Fire Code conversation. With Veteran's Day just 2 days out, Commissioner Zabalza thanked all members in recognition of their service.

b) Receive Administrative/Operations/Fire Prevention updates.

Chief McKenzie reported the call summary reports, Training and Events, and Awards and Recognitions. He added that Lexipol will be updating and continue to update the fire, ems, and law enforcement handbooks and policies with current local, state, and federal laws. Chief Smith gave the Fire Prevention reports. He also mentioned that we have moved forward with the 457b plan (TCG Administrators) and deposits have been made to become current due to the delay between administrators. We are waiting to hear from the City of Austin regarding full purpose annexation. Fire Prevention reports are being sent to the City of Manor as discussed in earlier meetings. Commissioners Arellano and Fowler expressed an interest in attending the SAFE-D conference. Commissioners Fowler and Barnes are the committee to help educate the Manor City Council about ESD's, and the City would like to have a committee also, but no further action has been taken. A special meeting may be necessary to finalize the Fire Code Enforcement with the Village of Webberville after attorneys from both entities have reviewed the Agreement. Chief Smith was elected to be a Director on the Board of the Fire Marshal Association.

VI. Action items

a) Discussion, consideration, and possible action regarding feasibility study of the Hwy 290 project.

Commissioner Fowler and AC McKenzie had a meeting with architect Ricardo Martinez (of Martinez Architects) to discuss their wishes for the Hwy 290 station project. December agenda should include an update on the feasibility study, a completion of the study is not expected by then. No further discussion.

b) Discussion, consideration, and possible action regarding an architect for the Hwy 290 project.

After discussion, it was suggested that a construction committee of Commissioner Fowler, AC McKenzie, another available commissioner, and selected firefighters to discuss and compare the three architects and bring recommendations to the Board at the next meeting. Site visits of projects of each of the architects was encouraged. No further action was taken.

c) Discussion, consideration, and possible action regarding longevity payrate adjustments for the FY23 budget.

Chief Smith presented a proposed longevity scale rate adjustment to the Board. After discussion, Commissioner Zabalza made a motion to approve the Longevity Scale version 2022v221019 with an increase of \$231,000. to be effective 12-1-2022. Commissioner Anderson seconded the motion and the motion passed. Commissioner Zabalza also made a motion to amend the budget for FY23 to \$8,120,000. Commissioner Fowler seconded the motion and the motion passed.

d) Discussion, consideration, and possible action regarding the FY23 IT Independent Contractor Services Agreement provided by Kyle Hagerty.

Pleased with the service provided and approval of the agreement from the attorney, Commissioner Zabalza made a motion to approve the Independent Contractor Services Agreement with Kyle Hagerty in the amount of \$1290 per month for the IT services provided, billed at \$95 per hour. Commissioner Anderson seconded the motion and the motion passed.

e) Discussion, consideration, and possible action regarding the Professional Services Agreement with CSG Consultants, Inc., for third party reviews.

After discussion, Commissioner Zabalza made a motion to accept the updated contract with CSG Consultants, Inc. as amended to provide continued service with a 30 day cancellation period. Commissioner Fowler seconded the motion and the motion passed.

VII. Closing items

a) Set meeting date.

Next meeting is tentatively scheduled for December 14, 2022

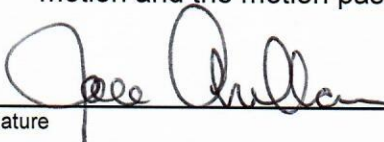
b) Proposed agenda items for next meeting.

None mentioned at this time.

c) Adjourn.

Commissioner Fowler made a motion to adjourn the meeting. Commissioner Anderson seconded the motion and the motion passed. Meeting adjourned at 7:53 PM.

Signature



Date

12/14/2022

Signature



Date

12/14/2022