

**Travis County ESD No. 12
Minutes of the Regular Meeting
December 14, 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 6:30 PM.

Present: Commissioners Arellano, Barnes, Fowler, and Zabalza

Not present: Commissioner Anderson

Visitors: Chief Ryan Smith, AC Chris McKenzie, Michelle McRae, Penny Freemyer, PIO Cassidy Buth, BC Nathan McRae, and architect Ricardo Martinez

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 November 9, 2022 Regular Meeting, which may include corrections, if needed.

b) Approval of the November 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, 290 station expense report, and balance sheet.) Commissioner Barnes seconded the motion and the motion passed.

V. Communications

a) Report from Commissioners on pertinent information and activity since the November 2022 meeting, which may include discussions with the City of Manor.

None.

b) Receive Administrative/Operations/Fire Prevention updates, which will include certification pay scale. (FY23 budget prior approved).

AC McKenzie reported the call summary report, Training and Events, and Awards and Recognitions. TCFP inspection and audit was done and letter was received that we are compliant. Chief Smith gave the fire prevention report and commented on the good turn-around time for reviews PIO Cassidy Buth reported our participation with the Brown Santa Program and that Café 290 is also donating a portion of their proceeds of Dec. 14th and 21st towards the Brown Santa Program. She shared the turkey frying disaster video on behalf of all the ESD's. Both Chief Smith and McKenzie wanted to make transparent that the pay for the various levels of education in both fire and EMS does remain within the boundary of the approved budget.

VI. Action items

a) Discussion, consideration, update, and possible action regarding the feasibility study of the Hwy 290 project presented by Martinez Architect.

Ricardo Martinez of Martinez Architect presented site plans using one story, two building and two story one building options. Sufficient water supply is an issue at this time. After discussion, Martinez Architect should move forward with surveying, platting, etc, and projecting the soft and hard costs of the build for both one building and two buildings options.

b) Discussion, consideration, and possible action regarding the recommendations submitted by the Hwy 290 project committee for the architect selection.

Commissioner Fowler, AC McKenzie, and about 8 members from operations composed the architect selection committee and offered their recommendation. Commissioner Fowler made a motion to retain Martinez Architect to design the new station at Hwy 290. Commissioner Barnes seconded the motion and the motion passed.

c) Discussion, consideration, and possible action regarding the subcommittee meeting of Commissioners Fowler and Barnes with the City of Manor City Council.

Commissioners Fowler and Barnes met with the mayor and city manager of Manor. A future meeting in January may happen, and it is agreed that ESD 12 should continue to work with Manor, educate them about ESD's, but also rebrand our department. It was suggested that we have a pre-crafted letter to welcome any newly elected council members and a constant education effort be put forth. A work session with the City of Manor could be beneficial.

d) Discussion, consideration, and possible action regarding budget for New Year Kick-off celebration.

Public Information Office Cassidy Butth presented the idea of a New Year Kick-off and awards/pinning celebration to possibly be held in January. After discussion, Commissioner Zabalza made a motion to approve \$15,000 for the New Year kick-off celebration planned for ESD No. 12 to take place in mid to late January. Commissioner Fowler seconded the motion and the motion passed. Commissioner Zabalza then made a motion for a budget amendment for the \$15,000 for the New Year kick-off (with funds from the unallocated budget) and put under an admin line item. Commissioner Fowler seconded the motion and the motion passed. It was suggested that we invite the Commissioner, members of the Manor City Council, MISD, and ESD 2 and 11.

e) Discussion, consideration, and possible action regarding a Station 1201 remodel for Logistics, BC, and FMO offices, to include bathroom and storage.

Chief Smith is seeking a remodel for St. 1201 to make offices for the Logistics Officer, the FMO, Battalion Chiefs, sleeping quarters bathroom, and storage. ATC/EMS has moved to another location so the station can accommodate this. After discussion, Commissioner Barnes made a motion to move forward with the renovation at Station 1201, not to exceed \$20,000. Commissioner Zabalza seconded the motion and the motion passed. Commissioner Barnes made a motion to amend the budget by \$20,000 coming from the unallocated budget into a line item to be created for Station 1201 renovations. Commissioner Zabalza seconded the motion and the motion passed.

VII. Closing items

a) Set meeting date.

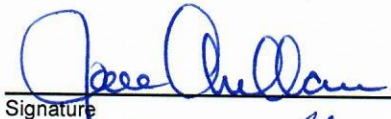
Next meeting is tentatively scheduled for January 11, 2023

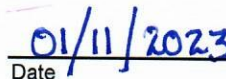
b) Proposed agenda items for next meeting.

None mentioned.

c) Adjourn

Commissioner Barnes made a motion to adjourn the meeting. Commissioner Fowler seconded the motion and the motion passed. Meeting adjourned at 8:16 PM.


Signature


Date


Signature


Date