

**Travis County ESD No. 12  
Minutes of the Regular Meeting  
April 12, 2023**

 **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, Fowler, Barnes, and Zabalza

Not present: Commissioner Anderson

Visitors: Chief Ryan Smith, AC Chris McKenzie, Michelle McRae, Penny Freemyer, BC Adam Tapia, Eng Shawn Meza, FF's Victor Estrada and Matthew Villanueva, PIO Kassidy Buth, and HdL Companies representative Amy Flanigan.

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 March 8, 2023 Regular Meeting and the March 16, 2023 Special Meeting which may include corrections, if needed.
- b) Approval of the March 2023 financial reports and bills, which may include corrections, if needed.

After previous review, Commissioner Barnes 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, 290 station detail 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 March 2023 meeting.

None.

- b) Receive Administrative/Operations/Fire Prevention updates.

AC McKenzie gave the call summary report, Training and Events, and Awards and Recognitions reports. PIO Buth presented a slideshow of those that had received the 7 special awards as voted on by their peers for 2022. Chief Smith gave the Fire Prevention report. It was requested that a percentage difference be added to the report for the month and the year over same period of previous year. A quarterly report for fire prevention percentage differences will be added to the report.

VI. Action items

- a) Discussion, consideration, and possible action regarding a general sales tax update from Amy Flanigan of HdL Companies.

Amy Flanigan of HdL Companies presented a Sales Tax Snapshot for ESD 12 and 12A covering the current collections and a 5-year projection report.

- b) Discussion, consideration, and possible action after review of the expenditures required for the design, construction, repair, maintenance and replacement of the district's real property, facilities, and equipment presented by Martinez Architect.

Chief McKenzie reported there were no updates at this time. The building committee will be meeting on April 20 with Martinez Architect. A presentation from Martinez Architects should be presented at the next meeting with realistic costs.

c) Discussion, consideration, and possible action regarding budget amendments for FY 23.  
Item was tabled.

d) Discussion, consideration, and possible action regarding the department rebranding.  
Commissioner Barnes opened the topic by thanking operations for their interest from the results of their survey. The goal is to educate the public who we are, what we do, how we operate, how we get funded, etc. Suggestions of accomplishing this could be through our website, social media, the Manor Journal, mailers, or leaving information at the scene before clearing. A video is in the process which includes all ESD's to explain our missions.

VII. Closing items

a) Set meeting date.

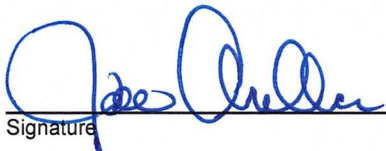
Next meeting is tentatively scheduled for May 17, 2023.

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 7:32 PM.

  
Signature

05/17/2023  
Date

  
Signature

5/17/2023  
Date