

**Travis County ESD No. 12
Minutes of the Regular Meeting
January 14, 2026 6:30 PM**

Meeting was held at the TCESD No.12 District Office
11200 Gregg Lane, Manor, TX 78653

I. Call meeting to order and establish quorum

President Arellano called the meeting to order at 6:30 PM.

Present: President Arellano, Commissioner Fowler, Commissioner Anderson, and Commissioner Barnes.

Not present: All present

Visitors: Interim Chief McKenzie, PIO Cassidy Buth, Stephanie Naron, Bill Carlson, BC Adam Tapia, Capt. Von Beals, Sharee Salmons, Jeremy Holz, Gilbert Vela, Doug Allen (Potential New Hire) and John Smead with Martinez Architect.

II. Review certified agenda

President Arellano verified the existence of a certified agenda.

III. Pledge of Allegiance

IV. Citizen's Communication

No citizens in attendance

V. Consent items

a) Approval of the minutes of the December 10, 2025 Regular Meeting which may include corrections, if needed.

b) Approval of the December 2025 financial reports and bills, which may include corrections, if needed.

After 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 Fowler seconded the motion. Motion carried unanimously.

VI. Communications

a) Report from Commissioners on pertinent information and activity since the December 2025 meeting.

President Arellano wished everyone a Happy New Year.

b) Receive Administrative/Operations/Fire Prevention updates.

Interim Chief McKenzie gave the call summary report, Training and Events, and Recognitions. Bill Carlson provided the Fire Prevention report.

- Operations: Incidents: December 2025 - 467 Year to Date – 5558
- Prevention: December: Builder Development Meetings- 2, Building Permits- 10, Plan Reviews- 61, Inspections- 83, Investigations- 7, Hydrant Inspections – 2

Additional Administrative Information:

- Interim Chief McKenzie updated the Commissioner on the hiring process. TCESD 12 had 37 applicants with 26 eligible to test.
- Interim Chief McKenzie gave an update on the news story that spoke about Manor and A/TC EMS being in talks to possibly house an ambulance in Station 1204. Chief said that nobody from Austin Travis County EMS has reached out to him regarding the topic.
- Interim Chief McKenzie wanted to bring 3 invoices to the Commissioners attention before the checks were cut due to the large dollar amount associated with the invoices. Two invoices were from Siddons Martin to refurbished one of the reserve engines. The money for this project is covered under a capital line item that was created for this project. One invoice is for the new Gear Extractor for Station 1204 that is a budgeted item for the project.

VII. Action items

- a) Discussion, consideration, and possible action regarding upon receiving a report from Martinez Architects on issues related to design and construction matters included but not limited to contract negotiations and approval of general contractor, engagement with design professional, review, and approval of pay applications and change orders, and any other matters related to the site development and project design." The pay application for Cerris Builders, Inc will be paid in the amount of \$426,021.22 for work done in December 2025 on Station 1204.

John Smead was in attendance and gave an update on the building signage. John went over the different options to correct the spelling and spacing issues on the Travis County Emergency Services District Headquarters. It was decided that an "S" would be added to the word Service and respace the sign. Capt. Beals also addresses the logo signage around the building that needs to be redone due to graphic issues. Cerris Builders will work with the sign vendor to get the logos corrected without additional cost to TCESD12.

John Smead discussed meeting with the City of Manor to get the George Bush South Expansion Project moving. He explained the access roads, property lines, sewer lines and who would be responsible for the cost and repair of certain areas with in the project. Manor City Manager Moore is still communicating with the business owners involved in the project. No cost estimate has been determined at this point. A mobility sidewalk that will be placed on 290 in front of Station 1204 was discussed briefly. TCESD 12 will be responsible for the cost of the sidewalk.

The Commissioners had previously reviewed change orders 42 & 43 prior to the meeting.

Commissioner Barnes made a motion to approve change order 42 in the amount of \$8259.16 and change order 43 in the amount of \$11,664.00. Commissioner Fowler seconded the motion. Motion carried unanimously.

Commissioner Fowler made a motion to pay Cerris Builders the amount of \$426,021.22 for the month of December 2025. Commissioner Anderson seconded the motion. Motion carried unanimously.

b) Discussion, consideration, and possible action regarding changing the district website domain providers.

PIO Cassidy Buth gave a presentation on different website host providers. She explained the options with prices. The options presented will meet ADA requirements that is required for government entities by April 2027. Cassidy based her research off similar ESD's in our area. Streamline is the website provider that would work best for a department our size with room to grow.

Commissioner Barnes made a motion to change our web hosting provider to Streamline with the appropriate modules not to exceed the amount of \$20,000. Commissioner Anderson seconded the motion. Motion carried unanimously.

c) The Board will convene in executive session pursuant to the Texas Government Code 551.074 to deliberate the evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or Texas Government Code 551.071, Consultation with an attorney.

The Board tabled this agenda item until next meeting.

VIII. Closing items

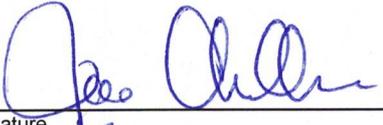
a) Set meeting date.

Next Regular Meeting is tentatively scheduled for February 11, 2026.

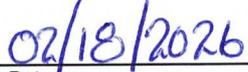
b) Proposed agenda items for next meeting.

c) Adjourn

Commissioner Fowler made a motion to adjourn the meeting. Commissioner Anderson seconded the motion and the motion passed. Meeting adjourned at 7:33 PM



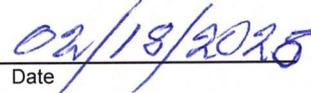
Signature



Date



Signature



Date