

**Travis County ESD No. 12  
Minutes of the Regular Meeting  
August 16, 2023**



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 6:37 PM.  
Present: Commissioners Arellano, Fowler, Anderson, Barnes, and Zabalza  
Not present: All present  
Visitors: Chief Ryan Smith, AC Chris McKenzie, Michelle McRae, Penny Freemyer, Stephanie Naron, Capt. Von Beals, Eng. Justin Johnson, Fire Inspector Leo Lopez, PIO Cassidy Buth, John Smead of Martinez Architects, and Manor resident Heather Barnes
- 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 July 26, 2023 Regular Meeting which may include corrections, if needed.
  - b) Approval of the July 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 Fowler seconded the motion and the motion passed.
- V. Communications
  - a) Report from Commissioners on pertinent information and activity since the July 2023 meeting.  
ESD 12 was represented at the Travis County Commissioner's Court to provide our annual report. It was stressed about the collaboration of all ESD's.
  - b) Receive Administrative/Operations/Fire Prevention updates, which may include the 2023 Pierce Quint, possible naming and updates of the Hwy 290 project, and the 290 Station Brick Project..  
AC McKenzie gave the call summary report, Training and Events, and Awards and Recognitions reports. Recognition was given to the ESD12 crew by a letter from the Chief Deputy Medical Director Chief Smith gave the Fire Prevention report and introduced our new Admin/HR person, Stephanie Naron.
- VI. Action items
  - a) 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.  
Martinez Architect representative, John Smead, presented a rendering of the Hwy 290 Station. After viewing the presentation, the Board would like to move forward. It was requested that bids be opened at this location at the appropriate time.
  - b) Discussion, consideration, and possible action regarding the ESD 12 adoption of the 2021 International Fire Code to include local amendments.  
Item was tabled.

c) Discussion, consideration, and possible action regarding the approval of a prevention division fee study to be conducted by Matrix.

Chief Smith presented the idea of using Matrix to determine if our Fire Prevention Product matches our fee. This could be a 2-to-4-month process. There was discussion if maybe there should be two budgets, Fire Prevention and Operations. After discussion Commissioner Barnes made a motion to approve the study from Matrix using funds from line item 4302 - Fire Prevention Permit Fees and not to exceed \$20,000. Commissioner Anderson seconded the motion and the motion passed.

d) Discussion, consideration, and possible action regarding the draft 2023-2024 (FY24) budget.

Chief Smith commented there were no updates from the previous budget that was presented at the last meeting.

e) Discussion, consideration, and possible action regarding the Truth in Taxation filing.

Michelle McRae commented that all pertinent information would be on the portal and website.

f) Discussion, consideration, and possible action regarding financial options of the brush truck.

Regarding the 2021 approval of a purchase of a Brush truck that was delayed in delivery until 2023, there was approximately an \$11,000 adjustment in the price. After discussion of financial options, Commissioner Barnes made a motion to purchase a Siddons Brush truck for \$202,226.96, with funds to come out of Capital Projects and to amend the budget accordingly, which amends approval we made in 2021. Commissioner Zabalza seconded the motion and the motion passed

Item V.b was reopened (Possible naming of Hwy 290 project)

Discussion of options, no decisions made.

VII. Closing items

a) Set meeting date.

Next meeting is tentatively scheduled for September 13, 2023.


b) Proposed agenda items for next meeting.

International Fire Code 2021


Reserve fund policy

c) Adjourn

Commissioner Barnes made a motion to adjourn the meeting. Commissioner Fowler seconded the motion and the motion passed. Meeting adjourned at 7:54 PM.

  
Signature

09/13/2023  
Date

  
Signature

09/13/2023  
Date