

**Travis County ESD No. 12**  
**Minutes of the Regular Meeting**  
**May 17, 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, and Zabalza  
Not present: Commissioners Anderson and Barnes  
Visitors: Chief Ryan Smith, AC Chris McKenzie, Michelle McRae, Penny Freemyer, Capt. Von Beals, BC Ashley Brackett, Lt. Sean Griffith, and PIO Kassidy Buth.
- 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 April 12, 2023 Regular Meeting which may include corrections, if needed.
  - b) Approval of the April 2023 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, 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 April 2023 meeting.  
There was one water rescue due to the heavy recent rains, and a discussion about the dispatch call time discrepancies.
  - b) Receive Administrative/Operations/Fire Prevention updates.  
AC McKenzie gave the call summary report, Training and Events, and Awards and Recognitions reports. Chief Smith gave the Fire Prevention report. There was discussion regarding the Parsons and Gregg Manor intersection dangers and employees attending Harassment Training through TAC.
- 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.  
Ricardo Martinez of Martinez Architect was not in attendance at the moment, so the Board moved forward on the agenda.  
After discussion of items b and c, the Board returned to this item. Ricardo Martinez had not arrived so AC McKenzie reported that the building committee met and submitted the results to Mr. Martinez. He should present the preliminary plans at the next meeting.
  - b) Discussion, consideration, and possible action regarding department rebranding.  
PIO Kassidy Buth shared her TCESD12 Communication Strategy with the Board. Capt. Beals will get a few examples of our logo with different wording placement for selection on the Squad.

c) Discussion, consideration, and possible action regarding FY23 budget amendments

Michelle McRae presented the budget amendments necessary for FY23. After review and discussion, Commissioner Zabalza made a motion to approve the proposed budget amendments as presented. Commissioner Fowler seconded the motion and the motion passed.

VII. Closing items

a) Set meeting date.


Next meeting is tentatively scheduled for June 14, 2023.

b) Proposed agenda items for next meeting.

None mentioned.

c) Adjourn

Commissioner Fowler made a motion to adjourn the meeting. Commissioner Zabalza seconded the motion and the motion passed. Meeting adjourned at 7:23 PM.

  
Signature

06/14/2023  
Date

  
Signature

6/14/2023  
Date