

Travis County ESD No. 12
Minutes of the Regular Meeting
December 10, 2025 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, Commissioners Fowler, Commissioner Anderson, and Commissioner Barnes.

Not present: All present

Visitors: Interim Chief McKenzie, PIO Kassidy Buth, Stephanie Naron, Bill Carlson, BC Adam Tapia, Capt. Von Beals, Nathan Canclini, Sharee Salmons, Victor Estrada, Jeremy Holz, Jacob Lopez.

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 November 12, 2025 Regular Meeting which may include corrections, if needed.
- b) Approval of the November 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 November 2025 meeting.

No communications

- 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: November 2025 - 460 Year to Date – 5091
- Prevention: August: Builder Development Meetings- 3, Building Permits- 19, Plan Reviews- 91, Inspections- 76, Investigations- 7, Hydrant Inspections – 2

Additional Information:

- FF Bogard and FF Higginbotham will receive a Stork Award.
- 10 New Sets of Structure Gear are being purchased to replace old gear meeting their 10-year mark and firefighters coming off probation. Estimated cost is \$40,000.
- Concur is being buttoned up and should be operational in January sometimes.

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."

No representative from Martinez Architects were in attendance for this meeting.

Interim Chief Chris McKenzie discussed all the change orders in detail. The Commissioners agreed to move forward with all the change orders including one to extend the electrical out to the potential George Bush South road project.

Commissioner Fowler made a motion to approve change orders 35-41 & 26. Commissioner Barnes seconded the motion. Motion carried unanimously.

Captain Von Beals discussed purchasing network equipment for Station 1204 from Streakwave for \$10,511.10. These items were budgeted for and not an extra expense. The Commissioners agreed on the purchase.

Captain Von Beals presented furniture and furniture payment options for Station 1204. Estimated furniture cost for the Station 1204 is \$141,069.60 +/- 5% which includes delivery and installation.

Commissioner Fowler made a motion to pay Cerris Builders the amount of \$827,534.04 for the month of November 2025. Commissioner Barnes seconded the motion. Motion carried unanimously.

- b) Discussion, consideration, and possible action regarding the Employee Holiday/Christmas Party.

PIO Kassidy Butth gave a presentation on food options for the party. Alfred's Catering was approved with the exception of the dessert package. Desserts will come from HEB. RSVP are mandatory for the party. President Arellano requested Kassidy provide a food quote from Casa Garcia's just to compare it to Alfred's Catering.

- c) Discussion, consideration, and possible action regarding potentially drafting and entering into an automatic aid agreement with Bastrop/Travis County ESD1.

Attorney Ken Campbell reviewed the auto-aid draft agreement and has given his approval. The agreement states TCESD12 will automatically be dispatched to Bastrop/Travis County ESD1 on the Travis County side of their district along with Bastrop/Travis County ESD1 automatically being dispatched into portions of TCESD12's district.

Commissioner Barnes made a motion to approve the interlocal agreement for automatic aid between Bastrop/Travis County ESD1 and Travis County ESD 12. Commissioner Anderson seconded the motion. The motion carried unanimously.

- d) [Discussion, consideration, and possible action regarding renewal of AFD Dispatch Agreement and authorize the appropriate officers and officials to execute and return the same.](#)

Ken Campbell reviewed the agreement and approved the TCESD 12 Board to move forward.

Commissioner Barnes made a motion to approve the Board President to execute an interlocal agreement between the City of Austin and Travis County ESDs for dispatch services. Commissioner Fowler seconded the motion. The motion carried unanimously.

- e) [Discussion, consideration, and possible action regarding a draft interlocal reimbursement agreement for the aircraft appraisal contract from Travis County Appraisal District.](#)

Interim Chief McKenzie discussed the possible agreement and the estimated \$271,337.00 it could potentially bring the district dating back to 2023-2025.

Ken Campbell is still reviewing the agreement but asked that the commissioners authorize the Board President to sign pending legal approval.

Commissioner Barnes made a motion to approve the agreement for reimbursement of aviation property and tax audit services related to the Austin Executive Airport pending approval from our legal counsel. Commissioner Fowler seconded the motion. The motion carried unanimously.

- f) [Discussion, consideration, and possible action regarding modification of prevention fee schedule.](#)

FM Bill Carlson discussed the fees that the district charges for certain prevention permits. He feels some of the fees need adjustment due to the amount of work the department puts into the project. One of the adjusted fees would be a kitchen hood permit that we are charging \$798 + an additional \$133 for the inspection. Bill would like to lower the price of the permit down to \$300 + \$133 for the inspection to be more in line with other prevention permits in Travis County.

Commissioner Anderson made a motion to reduce the kitchen hood permit review fee from \$798 to \$300 plus the \$133 for an inspection fee. Commissioner Fowler seconded the motion. The motion carried unanimously.

- g) [Discussion, consideration, and possible action regarding the verbal notification from Travis County Fire Marshals Officer with the intent to impose the enforcement of the Travis County fire code \(IFC 2021 with amendments\) within all the unincorporated areas of ESD12 effective January 1, 2026.](#)

FM Bill Carlson discussed his meeting with the Travis County Fire Marshal. The county attorneys have decided that the county should be charging review fees and should take lead on anything that is not in the city. Travis County will be adopting the 2021 fire code sometime in January 2026 and expects TCESD12 to follow suit within 3 to 6 months.

- h) [Discussion, consideration, and possible action regarding the districts upgrade and adoption to the 2021 International Fire Code \(IFC\) with the effective date of January 1, 2026.](#)

FM Bill Carlson explained that TCESD12 cannot adopt the fire code until Travis County adopts it.

Commissioner Barnes made a motion to move towards implementing the 2021 International Fire Code. Commissioner Fowler seconded the motion. The motion carried unanimously.

- i) 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 left open session at 8:20PM and entered executive session at 8:20PM.

The Board left executive session at 9:35PM and entered back into open session at 9:35PM.

Commissioner Barnes made a motion to authorize President Arellano, Commissioner Barnes and Ken Campbell to proceed as deliberated in the creation of a three-person committee from the area to advertise and screen for a Fire Chief for the possible retention of a Fire Chief. Commissioner Fowler seconded the motion. Motion carried unanimously.

Commissioner Barnes made a motion to authorize Commissioner Barnes, Ken Campbell, and Chief McKenzie to proceed as deliberated. Commissioner Fowler seconded the motion. Motion carried unanimously.

VIII. Closing items

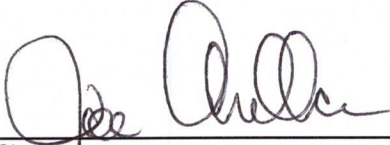
- a) Set meeting date.

Next Regular Meeting is tentatively scheduled for January 14, 2026.

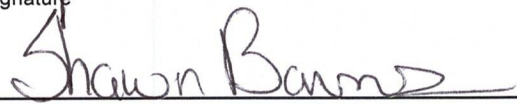
- b) Proposed agenda items for next meeting.

- c) Adjourn

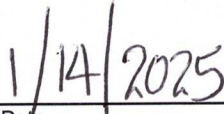
Commissioner Barnes made a motion to adjourn the meeting. Commissioner Anderson seconded the motion and the motion passed. Meeting adjourned at 9:39 PM



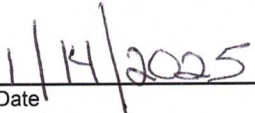
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Date



Date