

**Travis County ESD No. 12
Minutes of the Regular Meeting
December 13, 2023 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 and Commissioners Fowler, Barnes, and Zabalza

Not present: Eric Anderson

Visitors: Chief Ryan Smith, AC Chris McKenzie, Stephanie Naron, Capt., PIO Kassidy Buth, BC Ashley Brackett, Darren Nguyen, Algassimu Bah, and Ken Campbell.

II. Review certified agenda

President Arellano verified the existence of a certified agenda.

III. Citizen's Communication

No public was in attendance.

IV. Consent items

a) Approval of the minutes of the November 8, 2023 Regular Meeting which may include corrections, if needed.

b) Approval of the October 2023 financial reports and bills, which may include corrections, if needed.

After 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. Motion carried unanimously.

V. Communications

a) Report from Commissioners on pertinent information and activity since the November 2023 meeting.

President Arellano moved to move from open session to close session at 6:32 PM. On both item a and b under communications.

b) Receive Administrative/Operations/Fire Prevention updates.

President Arellano exited executive session at 7:38 PM moving back to the open session at 7:38 PM.

AC McKenzie provided the call summary report, Training and Events, and Recognitions.

Chief Smith provided the Fire Prevention report.

Events attended Lagos Elementary School, child's Birthday Party, Attended the Senior center Thanksgiving at the Lions Club.

Thanksgiving meals provided to all three shifts by Bluebonnet Electric and Red Roof Inn.

Live fire training performed at ESD 11 on short notice, Quarterly training over OB emergencies.

Started in November will finish out in December Chief approved for me to bring in an outside individual to do outside leadership training with Geoffry Tumlin.

VI. Action items

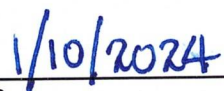
- a) Discussion, consideration, and possible action regarding the district's development Project on Hwy 290; ESD12 Administrative/Logistics/Station Complex
Discussion of building signage and lighting being finalized for permitting.
- b) Discussion, consideration, update, and possible action regarding 2023-2024 budget amendments
There were no budget amendments, discussion regarding when the audit will take place which should be sometime in January.
- c) Discussion, consideration, update, and possible action regarding the district's employee appreciation event
Kassidy presented logistical details for the employee apperception event. After review Commissioner Barnes made a motion to approve the new years kick off meeting Commissioner Fowler seconded the motion. Motion carried unanimously.
Commissioner Zabalza made a motion to amend the budget to account for the five thousand dollars being allotted for the district new year's event Commissioner Barnes seconded the motion. Motion carried unanimously.
- d) Discussion, consideration, update, and possible action regarding the replacement of floors at the District Office/Station 1203
After review, Commissioner Barnes made a motion to approve the quote from Empire flooring not to exceed the fifteen thousand dollars for the replacement of the flooring at the district office. Commissioner Zabalza seconded the motion. Motion carried unanimously.
Commissioner Zabalza made a motion to amend the budget for Station maintenance in the amount of fifteen thousand dollars. Commissioner Barnes seconded the motion. Motion carried unanimously.

VII. Closing items

- a) Set meeting date.
Next meeting is tentatively scheduled for January 10, 2023.
- b) Proposed agenda items for next meeting.
Discussion, Consideration, and possible action regarding the Reserve fund policy.
Discussion, Consideration, and possible action regarding Budget amendments.
- c) Adjourn
Commissioner Barnes made a motion to adjourn the meeting. Commissioner Fowler seconded the motion and the motion passed. Meeting adjourned at 8:11 PM.




Signature



Date



Signature



Date