

Travis County ESD No. 12
Minutes of the Regular Meeting
March 12, 2025 6:30 PM

 **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

President Arellano called the meeting to order at 6:33 PM.

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

Not present: Commissioners Barnes.

Visitors: Interim Chief McKenzie, PIO Cassidy Buth, Stephanie Naron, Bill Carlson, Captain Von Beals, John Smead with Martinez Architects, Alex Gatica, Preston Muston.

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 February 5, 2025 Regular Meeting which may include corrections, if needed.

b) Approval of the February 5, 2025 financial reports and bills, which may include corrections, if needed.

After review, Commissioner Anderson 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 February 2025 meeting.

The ESDCC meeting was rescheduled to March 29th.

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.

- February 2025 Operations: 372 Incidents YTD – 848
- Awards and Recognitions:
 - 6 New Hires (Grant, Campuzano, S. Lopez, J. Lopez, MacLeod, and Miller)
 - Stork Awards –Blake Fritsche, Riley Denis, Austen Hill, and Christian Campos
- Additional Communications:
 - Interim Chief McKenzie and Captain Treffer meeting with Nicolas Teague of Texas Public Safety Training Academy about hosting and ILS EMT Class with grant funded money to train ESD12 personnel.
 - Single voice messaging plan for all the Travis County ESD's called Travis County Fire Authority to help communicate pertinent information to Travis County communities.

VI. 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."

John Smead with Martinez Architects gave an update. Construction is progressing smoothly. They are expecting the steel in the first or second week of April. The site will be paved before the steel arrives. Still waiting on a meeting with the City of Manor for the 2 additional access roads. Commissioner Fowler made a motion to pay Cerris Builders the amount of \$961,515.59 as of March 11th, 2025. Commissioner Anderson seconded the motion. Motion carried unanimously.

- b) Discussion, consideration, and possible action regarding having Martinez Architects on the feasibility of possible expansion to the 11200 Gregg Lane property.

John Smead with Martinez Architects gave an update. Martinez Architects have been in discussion this Manor ISD and narrowed down a potential location for the Training Campus. It would be located near the tennis courts, baseball/softball fields on the Manor Senior High Campus. The airport beacon and weather station adjacent to Station 1203 makes building anything within 2000ft problematic over a certain height. A proposal is being put together to present to the Commissioners for purchase of the property for the training campus.

- c) Discussion, consideration, and possible action regarding on building signage proposal worked on by Captain Beals and ESD4 Bailey for station 1205.

Captain Von Beals presented the purposed signage and plan for painting Station 1205. After conversations with ESD4, they wanted to identify and highlight ESD12 and ESD4's working relationship with the signage. Captain Beals worked with ESD4 Commissioners on a proposal for the signage and paint on the exterior of the building to match the carport and shed. ESD 4 is planning on paying for the cost of the signage which is approximately \$1650. ESD12 would cover the overtime cost and materials for FF James Nava to paint the exterior of the building which is approximately \$1500. Captain Beals will make the changes discussed and re-present it to ESD4 also adding a ESD12 sign for the carport facing FM 969.

- d) Discussion, consideration, and possible action regarding on the district entering into an invoice and receipt processing service agreement. Proposals presented by Admin Naron and Chief McKenzie from SAP Concur and Bill.

The software platform is for accounts payable that will allow invoices to be uploaded directly for approved vendors via an email account created for ESD12. Interim Chief McKenzie, Commissioners, and Admin Naron will all be approvers in the system. Another benefit of this software is once the department runs out of physical checks, the software company will issue the checks to vendors helping to eliminate check fraud. Credit card receipts will be tracked digitally through the system as well lessening the chance of missing receipts. Commissioner Anderson made a motion to bring on SAP Concur as part of our payable system. Not to exceed \$12,000.00 Commissioner Fowler seconded the motion. Motion carried unanimously.

- e) Discussion, consideration, and possible action regarding on the district utilizing funds from Certificate of Deposit (24mo) Donation Manor VFD to begin restoring of the old Manor VFD truck.

ESD 12 personnel have expressed interest in restoring the Manor VFD firetruck. The truck is owned by Former Chief Ryan Smith. President Arellano spoke with Chief Smith regarding the title of the truck and Chief Smith is willing to turn the title over to ESD 12. Interim Chief McKenzie wants approval for tires to move the truck to a parking spot. Commissioner Fowler proposed the restoration be an ongoing project with a detailed budget. The Commissioners requested more information on the restoration and to speak with the project leader.

VII. Closing items

- a) Set meeting date.


Next meeting is tentatively scheduled for April 9, 2025.

- b) Proposed agenda items for next meeting.


Building Signage for Station 1205
Restoration of the Manor VFD Truck
HDL Report

- c) Adjourn

Commissioner Fowler made a motion to adjourn the meeting. Commissioner Anderson seconded the motion and the motion passed. Meeting adjourned at 7:41 PM.


Signature

4/9/2025
Date


Signature

4/9/2024
Date