

**Travis County ESD No. 12
Minutes of the Regular Meeting
November 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 6:35 PM.

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

Not present: All present

Visitors: Interim Chief McKenzie, PIO Cassidy Buth, Stephanie Naron, Bill Carlson, FMO Randy Treffer, BC Nathan McRae, Capt. Von Beals, FMO Freddie Garcia, Juan Garcia, Joshua Ruiz, Jayvon Newcoste, and John Smead with Martinez Architects. Attorney Ken Campbell was present via phone.

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 October 8, 2025 Regular Meeting which may include corrections, if needed.
- b) Approval of the October 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 October 2025 meeting.

President Arellano took a moment to thank the Veteran's for their service in Honor of Veteran's Day.

- 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: October 2025 - 524 Year to Date – 4631

- Prevention: August: Builder Development Meetings- 4, Building Permits- 14, Plan Reviews- 60, Inspections- 75, Investigations- 4, Hydrant Inspections – 2

Additional Information:

- Bluebonnet Electric and Martinez Architect both donated for our Employee Appreciation.
- Freddie Garica who was present in the meeting is introduced as the new FMO. FMO Treffer and FMO Garcia gave an update. FMO Garcia will be working on getting an in-house Advanced EMT program going for our personnel that will take approximately 1 year to get everything in place. The new Advanced equipment will go into service November 17, 2025.
- Interim Chief McKenzie discussed the Travis County Fire Chief's retreat that he attended last month. During the retreat they had further talks of the ILA between the Travis County ESD's for the Travis County Fire Authority that was talked about several meetings ago. It is the "one name banner" for all the ESD's to push out emergent/non-emergent information to residents. Also discussed, the potential for EMS alternatives for the County.

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."

John Smead with Martinez Architects gave an update. The building is passing inspections and all the equipment is being tested in the facility. There was a recent issue with the gas line running through the apparatus bay but has since been cleared up. The landscaping is finished, the interior finishes are underway and exterior signage should be up soon.

John Smead gave a more detailed run through of the change orders for the project.

Commissioner Fowler made a motion to pay Cerris Builders the amount of \$982,495.34 for the month of October 2025. Commissioner Barnes seconded the motion. Motion carried unanimously.

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

Interim Chief McKenzie spoke with Chief Botello regarding the B/TC ESD1 staffing and the benefits of an auto aid agreement for TCESD12. The automatic aid would only apply to the Travis County portions of their district. President Arellano instructed Interim Chief McKenzie to send the draft auto aid agreement to Attorney Ken Campbell for review.

c) Discussion, consideration, and possible action regarding the replacement of the current apparatus along with the purchase of a new apparatus.

Interim Chief McKenzie and BC McRae updated the Commissioners about Admin vehicles that have been stripped to possibly send to a public auction. BC McRae spoke about acquiring 2 Ford F-150's to replace those admin vehicles from Silsbee Ford that would roughly cost \$160,000 for both to purchase and outfit. He also discussed the need for an additional brush truck. Skeeter, who built our other brush trucks, is back logged with an approximate delivery time of 4 plus years. His solution is to buy a Ford F-550 and hire a company to outfit it costing approximately \$187,000. Chief McKenzie noted that the money would come from the Capital line item that would more than cover the purchases.

BC McRae addressed the need for an additional Engine Pumper with the addition of Station 1204. Pierce has stock pumpers available where other manufacturers do not. Attorney Ken Campbell discussed the legal importance of a competitive bid for the pumper.

Commissioner Fowler made a motion to advertise the sale for bid on the 2013 Chevy Tahoe and 2015 Ford F-150. Commissioner Barnes seconded the motion. Motion carried unanimously.

President Arellano made a motion to purchase two Ford F-150's Responders and a Ford F-550 Brush Truck from Silsbee Ford not to exceed \$350,000 for all three. Commissioner Fowler seconded the motion. Motion carried unanimously.

The Commissioners asked BC McRae to collect Engine Pumper information to present at the next meeting and Chief McKenzie to obtain bank bids for financing.

d) 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.

Attorney Ken Campbell requested that the executive session convene pursuant to the Texas Government Code 551.071.

The Board left open session at 7:52PM and entered into executive session at 7:53PM.

The Board left executive session at 8:57PM and entered back into open session at 8:57PM.

Commissioner Barnes made a motion to authorize President Arellano, Commissioner Barnes and Ken Campbell to proceed as deliberated on the retention of the Fire Chief. Commissioner Anderson seconded the motion. Motion carried unanimously.

Commissioner Barnes made a motion to authorize Commissioner Fowler and Barnes, Ken Campbell, and Chief McKenzie to proceed as deliberated on the creation of a new training officer position. Commissioner Fowler seconded the motion. Motion carried unanimously.

VIII. Closing items


a) Set meeting date.

Next Regular Meeting is tentatively scheduled for December 10, 2025.

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 8:59 PM



Signature

12/10/2025

Date



Signature

12/10/2025

Date