

# **TRAVIS COUNTY EMERGENCY SERVICES DISTRICT No. 10**

## Regular Meeting Minutes

February 21, 2024

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**1. Call to order and establishment of a quorum:**

President Glen Reid called the meeting to order at 7:03 p.m. A quorum was present with Commissioners Glen Reid, Greg Johnston, Robyn Cantor and Mollie Clakley present. Commissioner Campbell was absent due to illness,

**2. Citizen Comments:**

There were no comments. Citizens present were Architect Chris Dolce, Lt. Jesse Bolles and Chief Crain.

**3. Review and approve Minutes from Regular Meetings dated 1/24/2024:**

It was noted that the February Notice of Meeting had the January meeting on the 17<sup>th</sup>. Although that would have been the regular meeting date, the meeting was postponed until the 24<sup>th</sup>. The meeting minutes reviewed were from the Board meeting on the 24<sup>th</sup>. Otherwise, approved as written, with a motion to accept by Commissioner Johnston, seconded by Commissioner Clakley and unanimously approved.

**10. Purchase/Installation of bulk water tank at station:**

Agenda items 10 and 11 were moved up by consensus in order to allow for Mr. Dolce to address the Board. Mr. Dolce was invited to this meeting by Commissioner Johnston in order to begin conversations regarding future development on the fire station property. Mr. Dolce will prepare a proposal for service for presentation to the Board next month. He emphasized the importance of making plans to meet strategic goals and the need to seek input from all partners and assess all possible approaches for expansion of our on-site facilities. Mr. Dolce will begin the process of investigation programming services with site analysis. Commissioner Cantor motioned to proceed with this process, seconded by Commissioner Clakley, and unanimously approved.

**11. Construction of Health & Wellness facility with necessary equipment and machinery:**

Please see 10. above.

#### **4. Treasurer's Report:**

Commissioner Clakley reported that she had reviewed the last quarter of last year (July – Sept 2023) and the first quarter of this year (Oct – Dec 2023) and that all looked good. She noted that check 3646 from early January was still outstanding.

#### **5. Budget Report:**

Chief Crain provided year-to-date financials, attached.

#### **6. Selection of funding source for replacement Brush Truck 1002, and execution of Resolution and other Promissory Note Agreement documents as needed:**

Chief Crain reported that he had requested financing proposals from four (4) funding institutions and had received one valid offer from Government Capital Corporation (GCC). They have offered a five-year note at 5.692% interest. Motion to approve funding through GCC made by Commissioner Clakley, seconded by Commissioner Cantor and unanimously approved.

#### **7. HVAC replacement status:**

Chief Crain reported on-site progress by the electrical and mechanical contractors. The electrician appears to have completed his work for this phase. The mechanical contractors are working on ducting and preparation for installation of the new HVAC units. No further draw requests have been submitted for payment.

#### **8. Community Emergency Notification/District communication options:**

Commissioner Johnston has contacted our Community Impact newspaper for possible placement of notifications. Chief Crain has not yet contacted Voyent for more information on their group notification system.

#### **9. Community Preparedness Workshops:**

Commissioner Johnston will contact Austin Ridge Church to secure space for a public information workshop focusing on emergency preparedness and emergency mitigation. This gathering will take place in a couple of months. Staff will prepare presentations to facilitate and help educate the public.

#### **12. Fire Chief's Report**

Crain reported that all apparatus were in service and that all employees were well. Engine 1001 has undergone warrantee frame repair in San Antonio. Crain also reported that the District is now using Tonia Glenn & Associates for Employee Assistance counseling services. The YTD run summary was distributed.

**13. Adjournment:**

Motion to adjourn by Commissioner Johnston, second by Commissioner Clakley and unanimously approved, with adjournment at 8:28 p.m.

Respectfully submitted,

Buddy Crain  
Surrogate Scribe