

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT No. 10

Regular Meeting Minutes

January 24, 2024

1. Call to order and establishment of a quorum:

President Glen Reid called the meeting to order at 7:00 p.m. A quorum was present with Commissioners Glen Reid, Greg Johnston and Mollie Clakley present. Commissioners Campbell and Cantor were absent due to schedule conflicts with this off-schedule meeting.

2. Citizen Comments:

There were no comments. Citizens present were Engineer Paul Buster and Chief Crain.

3. Review and approve Minutes from Regular Meetings dated 11/15/2023 and 12/20/2023:

Minutes were reviewed from 11/15/2023. It was noted that the header identified this meeting as a “special” meeting. This was corrected to reflect a “regular” meeting. Minutes were reviewed from a Special meeting dated 12/1/2023. No corrections were made. Minutes were reviewed from 12/20/2023. It was noted that Griffin Gardner was referred to as Mr. Gardner in the body of the minutes. This was corrected to reflect that Ms. Gardner was present. As amended, Commissioner Clakley moved to approve all three sets of minutes. Seconded by Commissioner Johnston. Passed unanimously.

4. Treasurer’s Report:

Commissioner Clakley reported that she had reviewed the December checks/debits and that all looked good. She noted that a couple of older checks were still outstanding. Chief Crain will follow-up.

5. Budget Report:

Chief Crain provided year-to-date financials, attached. Commissioner Johnston asked about budget line 20106: Termination, Payment and Ride-up Incentives. That led to a discussion of the contingent liability associated with annual/vacation leave balances. Chief Crain will follow-up.

6. Execution of Engagement Letter for Montemayor, Britton and Bender PC for annual audit:

Executed by President Reid and approved for release on the condition that Chief Crain read it in its entirety, assuring correctness, prior to forwarding to Stacy Britton.

7. HVAC replacement status:

Chief Crain reported on-site progress by the electrical contractor. One draw has been paid to the electrical contractor via Driftwood to be reflected on the January 2024 report.

8. Community Preparedness Workshops:

Tabled until next month.

9. Community Emergency Notification/District communication options:

This was discussed at length, and will be subsequently sequentially located above current item 8 as community workshops are predicated on some effective notification process for non-emergent information sharing. Commissioner Johnston will contact our Community Impact newspaper for possible placement of notifications and Chief Crain will contact Voyent for more information on their group notification system.

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

Chief Crain will work on options for presentation to the Board.

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

Chief Crain floated the idea that, since the District is obliged to engage an architect and engineer for structural additions to the property, and since the existing station space is without any options to accommodate additional administrative and/or operational offices, an impervious cover variance be sought and a connected office/wellness building addition be considered. There was much discussion regarding costs and functionality. Commissioner Johnston will contact an architect to conduct preliminary assessment.

12. Fire Chief's Report

Crain reported that all apparatus were in service and that all employees were well. Engine 1001 will be out-of-service for some time in February to frame repair in San Antonio. This repair is covered under the truck warrantee. A complaint made by our neighbor Mike Johnson was discussed, with no action taken by the Board. The YTD run summary was distributed.

13. Adjournment:

Motion to adjourn by Commissioner Johnston, second by Commissioner Clakley and unanimously approved, with adjournment at 8:35 p.m.

Respectfully submitted,

Buddy Crain
Surrogate Scribe