

TRAVIS COUNTY EMERGENCY SERVICE DISTRICT #4
MINUTES OF THE SPECIAL CALLED MEETING
DECEMBER 20, 2017

APPROVED
Retha Torgrimson

The regular called meeting of the Travis County Emergency Service District #4 Board of Fire Commissioners was held on Wednesday, December 20, 2017, at 11800 N. Lamar Blvd., Ste 4B, Austin, TX at 12:30 pm. The President being in the chair and a quorum present, the meeting was called to order at 12:38 pm.

Present: Commissioners Torgrimson, Williams and Alexander.

Not present: Commissioners Beckham and Wills.

Visitors: Chief Bailey, Michelle McRae,

1. Open meeting.

Commissioner Torgrimson opened the meeting at 12:38 pm.

2. Citizen's communication.

None

3. Discussion and possible action on the District Administrator Job description to include assignments and authorizations of duties.

After review and discussion of the District Administrator Contract with Professional Civic Services, LLC, Commissioner Alexander made a motion to accept the contract with the following changes: Page 1 second bullet-remove 'and resolution' and First bullet on Page 2 change the word 'duties' to services. Commissioner Williams seconded the motion. Motion passed unanimously by show of hands.

4. Consider and possible action on planning for Coordinating Committee operations.

The commissioners discussed finding a community representative for the coordinating committee that will meet in early April. No action was taken

5. Executive Session.

None

6. Any other matters that may come before the Board.

None.

11. Adjournment.

Commissioner Alexander made a motion to adjourn the meeting. Commissioner Williams seconded the motion and the motion was passed unanimously by a show of hands. Meeting adjourned at 1:37 pm.

Next meeting is scheduled for January 16, 2017 at the library on Steck and Burnet R