

Travis County Emergency Service District #4  
Minutes of the Commissioner's Meeting  
August 25, 2010

The regular called meeting of the Travis County Emergency Service District #4 was held on Wednesday, August 25, 2010, at 12:40PM at 11800 N. Lamar Blvd., Ste. 4B, Austin, TX. The President being in the chair, and a quorum present, the meeting was called to order at 12:40PM.

**Present:** Commissioners MacDonnell, Emery-Culberson (left at 1:20PM), Maple, and Williams

**Not Present:** Commissioner Wills (arrived at 1:05PM)

**Visitors:** Chief Soliz, Penny Freemyer, Bob Grady, Chris Bounds (Merrill-Lynch financial advisor), Robert Judd (architect), Chief Smith, Captain Beals

**Note:** *Items were not discussed in order to accommodate guests.*

**Discussion clarifying our investment procedures with Chris Bounds, Merrill Lynch financial advisor.**

Chris Bounds distributed and collected the paperwork to update our check signers and visa debit card holder signatures. After discussion, Commissioner MacDonnell made a motion to invest our unencumbered cash at:

- One million dollars in 2 year cd's
- One million dollars in 1 year cd's
- ½ million dollars in 6 month cd's
- And to rollover \$250,000, with Bob Grady's verbal instructions to Chris Bounds on a monthly basis

Commissioner Maple seconded the motion and the motion passed unanimously.

**Discussion and possible approval of a contract with James Medack, CPA**

After discussion, Commissioner Maple made a motion to approve signing the contract with James Medack, CPA, to do the audit for 2010 at a fee not to exceed \$5,300. Commissioner Williams seconded the motion and the motion passed unanimously.

**Discussion and possible approval to purchase firefighter gear with a 90% reimbursement from an \$8400.00 Texas Forest Service Grant.**

After discussion, Commissioner Maple made a motion to approve the purchase of firefighter gear with a 90% reimbursement from an \$8400.00 Texas Forest Service Grant.

Commissioner Wills seconded the motion and the motion passed unanimously.

**Approval of the minutes of the July 2010 regular meeting**

After reviewing the July 2010 regular meeting minutes, Commissioner Maple made a motion to approve the minutes as written. Commissioner Emery-Culberson seconded the motion and the motion passed unanimously.

### [Update on sales tax status with Don Smith, retired Fire Chief](#)

Don Smith discussed with the commissioners his progress regarding sales tax collection to ensure ESD #4 is receiving their portion.

### [Approval of the July 2010 treasurer's report](#)

Bob Grady presented the commissioners with the July 2010 treasurer's report. After review and discussion, Commissioner Wills made a motion to approve the treasurer's report of July 2010, including expenditures over \$2,000., and approve the line item expenditures as reflected in attached treasurer's report pages. Commissioner Williams seconded the motion and the motion passed unanimously.

### [Department updates](#)

Commissioner MacDonnell updated the commissioners on the following items:

- Receipt of a Texas Mutual dividend check that will be reflected in the August treasurer's report

Chief Soliz updated the commissioners on the following items:

- Medical and fitness training items have been ordered with the Yacktman Grant
- Grant from the Texas Forest Service received in the amount of \$8400.
- St 1 remodel status
- Update with the St.7 ADA variance
- ESD #4 sales tax brochure
- Driver Simulator donated from TCSO
- Fire Prevention Month is October and events are being scheduled
- 2 Battalion Chiefs attending Fire Rescue conference
- Call volume average is 125 a month this year compared to 97 for same period last year
- MOU (Memorandum of Understanding) for mutual aid
- AFD draft for Move Up Policy on County-wide station coverage
- Eng 401 has instrument warning issue, reserve Eng 410 in service
- 6 Swiftwater Rescue technicians to proceed with instructor certifications
- Working to be NIMS compliant
- Battalion Chiefs and Lieutenants to attain Haz/Mat IC certifications
- Class XI of the Training Academy to begin October 18 at the TCSO Academy at 3614 Bill Price Road in Austin
- EMT curriculum will be first session, Fire curriculum will be second session

### [Discussion and possible approval to open bids for the St. 1 remodel](#)

5 bids were received, but the bid will be awarded at a special called meeting. Date to be determined.

### [Website update with Umbrella Media.](#)

Website is being developed. A preliminary flyer regarding the sales tax election was reviewed and suggestions made. Final revisions to be approved at the next meeting.

**Executive Session**

Commissioner MacDonnell made a motion to move to executive session. Commissioners adjourned to executive session at 2:21PM.

**Public Session**

Commissioners returned to public session at 2:28PM. In executive session, the following items were discussed:

Criminal history and driving records: 2 approved      2 denied      0 conditional

No other business was discussed and no vote taken.

No date was set for the September meeting.

Commissioner Maple made a motion to adjourn the meeting. The meeting adjourned at 2:29PM.