

Travis County Emergency Service District #4  
Minutes of the Commissioner's Meeting  
February 24, 2010

The regular called meeting of the Travis County Emergency Service District #4 was held on Wednesday, February 24, 2010 at 12:30 PM 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 12:30 PM.

**Present:** Commissioners MacDonnell, Williams, Wills, and Maple

**Not Present:** Commissioner Emery-Culberson

**Visitors:** Chief Soliz, Vicki Collins, Chief Reynolds, Bobby Grady, and Robert Judd, Architect

**Discussion of the ADA requirements for Station 7.**

Mr. Judd discussed with the commissioners the ADA requirements for Station 7.

Items discussed were:

- One door upstairs needs to be 3 feet wide.
- Parking lot grade.

After discussion of the items, Commissioner MacDonnell asked Mr. Judd to have an estimate prepared by the contractor for the parking lot upgrades. The Commissioners also asked Mr. Judd to apply for a variance for the parking lot.

**Approval of the minutes of the January 2010 regular meeting.**

After reviewing the January 2010 regular meeting minutes, Commissioner Maple made a motion to approve the minutes as written. Commissioner Williams seconded the motion and the motion passed unanimously.

**Approval of the January 2010 treasurer's report.**

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

**Discussion and approval of the Automatic Aid agreements.**

After review and discussion of the Automatic Aid Agreements between ESD #4 and ESD #11, Commissioner Maple made a motion to accept the agreement as written and to approve Commissioner MacDonnell to sign agreement. Commissioner Wills seconded the motion and the motion passed unanimously.

**Discussion to accept AFD offer to provide services for the Island areas.**

No discussion and no action taken. To be carried over to the March meeting.

**Department Updates.**

Commissioner MacDonnell updated the commissioners on the following items:

- ESDCC meeting discussing the impact and financial effect on ESD's by annexation.

### **Department Updates.**

Chief Soliz updated the commissioners on the following items:

- ISO rating projected to be available by first week in March 2010. If agreeable, the PPC rating will be forwarded to the State Fire Marshal's office and become effective October 1, 2010.
- ESDCC: Create a vision for coordinated emergency services and responses between all ESD's.
- ESDCC: Chiefs Summit was created at the behest of ESDCC to gather all Travis County ESD Chiefs. First meeting was held on February 5, 2010. Next meeting is scheduled for February 26, 2010.
- Workers Compensation audit was completed and ESD #4 will receive a refund of \$5,000.
- ATCEMS first quarter response time compliance.
- Fire and medical safety education to be provided to Hornsby Elementary School. "Medical Mondays" and "Firefighter Fridays"
- Upgrading of ESD #4 Standard Operating Guidelines due to the progression of the Eastside Coop. response arrangement with ESD #11 and ESD #12.
- Station 1: Right-of-Way acquisition. TNR will coordinate closing between us after they receive final minutes from Travis County.
- Station 7: Grand Re-Opening is on March 7, 2010 from 2pm to 5 pm. Alarm Speaker System will be upgraded to ensure for audibility throughout the newly expanded station.
- Call volume: January – February 28, 2009 was 173 with a monthly average of 96 calls. January – February 24, 2010 was 272 with monthly average of 136.
- All apparatus are operational.
- TNT Rescue Tools are being upgraded.
- Cadet Class X: 12 of 13 passed the Texas Commission on Fire Protection state exam. EMT-B classes begin on Monday, February 22<sup>nd</sup>. Graduation will be held on April 28, 2010 at the Expo Center.
- Incident Commander Class for Battalion Chiefs from ESD #4, #11, and #12 will be hosted by ESD #4 at Station 7 on March 10<sup>th</sup> or 11<sup>th</sup>.
- Five ESD #4 personnel attended a Fire Instructor Course at Pedernales FD on February 15 – 20, 2010.

The Commissioners discussed the process for hiring of a Fire Chief upon retirement of Chief Smith. Commissioner MacDonnell asked Vicki Collins to contact TWC and inquire about the requirements and longevity of a posting of the Fire Chief position. Commissioner Maple made a motion to have Commissioner MacDonnell and Chief Smith move forward on researching the qualifications and salary of current Travis County ESD Fire Chiefs. Commissioner Wills seconded the motion and the motion passed unanimously. Data from the research will be presented at the March 2010 meeting for action.

### **Executive Session.**

No executive session need for the February 2010 meeting.

No other business was discussed and no votes taken. March 31, 2010 will be the next scheduled meeting. Commissioner Wills made a motion to adjourn the meeting. The meeting adjourned at 1:24 PM.