

**Travis County Emergency Service District #4  
Minutes of the August Commissioner's Meeting  
August 31, 2011**

The regular called meeting of the Travis County Emergency Service District #4 was held on Wednesday, August 31, 2011 at 12:30pm 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 12:33 pm.

**Present:** Commissioners Maple, Cannon, Herman, and Williams. Commissioner Wills arrived at 12:47pm. Commissioner Williams left at 2pm, but quorum was maintained at all times.

**Not Present:**

**Visitors:** Chief Soliz, Bob Grady, Michelle McRae, Penny Freemyer, Chief Botello, Lt. Nathan McRae, Lt. Carlo Botello, BC Paul Reynolds (Jr), and Richard Anguiano

**Approval of the minutes of the July 2011 regular meeting.**

After reviewing the July 2011 regular meeting minutes, Commissioner Williams made a motion to approve the July 2011 minutes as written. Commissioner Herman seconded the motion and the motion passed unanimously.

**Approval of the July 2011 treasurer's report.**

Bob Grady presented the commissioners with the July 2011 treasurer's report. After review and discussion, Commissioner Herman made a motion to approve the treasurer's report of July 2011 including expenditures over \$2,000., and approve the line item expenditures as reflected in attached treasurer's report pages. Commissioner Cannon seconded the motion and the motion passed unanimously.

**Discussion and possible approval of the final fiscal year 2012 Budget.**

After review and discussion, Commissioner Herman made a motion to approve the fiscal year 2012 Budget starting October 1, 2011 reflecting the payroll increases, (effective January 1, 2012) as discussed in the August executive session. Commissioner Williams seconded the motion and the motion passed unanimously.

**Discuss Strategic Plan for ESD 4 Fiscal year 2012 – 2013.**

Chief Soliz presented to the commissioners a Strategic Plan for ESD 4 Fiscal year 2012 – 2013. The commissioners will review and discuss the Strategic Plan at a later date. Chief Soliz also presented the idea of an inflatable fire safety house to be used for public education fire prevention training.

*Discussion and possible approval for the Travis County ESD #4 Commissioners to attend a SAFE-D workshop.*

SAFE-D is hosting a workshop September 29 – October 1 in San Antonio. This would fulfill a requirement of SB 917 for all commissioners to receive 6 hours of training every 2 years. After discussion, Commissioner Herman will be attending the workshop. The remaining commissioners may attend the SAFE-D workshop in the spring of 2012 in Corpus Christi.

*Discussion of the effects of Senate Bill 917.*

Subject was discussed in the previous item. 6 hours of training is required every 2 years for all commissioners.

*Discussion and possible approval of the contract with Medack & Oltmann for the annual audit.*

After discussion, Commissioner Maple was approved to sign the contract with Medack & Oltmann for the annual audit for an amount up to \$5,600.

*Discussion and possible approval of the fire alarm and sprinkler system contract with Central Texas Fire Protection for the Station 1 remodel.*

After review and discussion, Commissioner Wills made a motion to approve the contract with Central Texas Fire Protection for the fire alarm and sprinkler system for St. 1 in the amount of \$18,560. Commissioner Herman seconded the motion and the motion passed unanimously.

*Updates from the ESDCC meeting of August 20, 2011.*

Chief Soliz shared with the commissioners that the ESDCC meeting of August 20, 2011, was a “status check” with the ESD’s regarding the vision of the future of the Travis County ESD’s. Chief Soliz also shared “A Blueprint for Shared Services” with the commissioners. It was an approach in Minnesota regarding fire and rescue services with multi-jurisdictional members.

*Department Updates.*

Chief Soliz updated the commissioners with the following:

- A presentation by Lt. Nathan McRae demonstrating the GPS system created to improve the Wildland rescue capabilities for the department.
- St. 1 remodel updates
- Negotiations continue with the JMA (joint management agreement) with ESD #12
- Safety Fest scheduled for October 22, 2011 at Dailey Middle School
- A donation of 120 smoke detectors was received for the Smoke Alarm Program from Wainwright Legal Services. The department purchased longer-life 9 volt lithium batteries to install in each smoke alarm to extend the service life and protection abilities beyond that of normal 9 volt alkaline batteries.

- **Applying for 4 grants**
  - **FEMA Assistance to Firefighters Grant - \$150,000 for Scott SCBA's and \$46,000 for 23 sets of PPE**
  - **Texas Forest Service - \$5,950 for academy tuition reimbursement**
  - **LCRA – swiftwater rescue items**
  - **Firehouse Subs - \$2,000 for 3 Haz/Mat monitoring devices**
- **The department is averaging 150 calls a month compared to 127 a month for the same time period in 2010.**
- **ESD #4 territory has an approximate population of 17,500 to 17,900 based on information provided by the AFD Planning and Analysis section.**
- **Based on the increasing number of calls, the mileage and engine pump hours of one fire engine is also increasing. The department will need to start planning for replacing it in the future.**
- **Cadet Class XII scheduled to start October 17, 2011 in a classroom at the ESD #12 administration building. This year the department will be instructing both the EMT and Firefighter curriculums in-house.**
- **The department received a donation of 120 Duracell batteries.**

**Executive Session.**

**Commissioner Maple made a motion to move to executive session. Commissioners adjourned to executive session at 1:58 pm.**

**Public Session.**

**Commissioners returned to public session at 2:06pm.**

**In executive session, the following items were discussed:**

**8 Criminal Histories and Driving Records**

**6 Approved    1 Denied    1 Conditional**

**No other business was discussed or votes taken.**

**Next commissioner's meeting will be September 28, 2011.**

**Commissioner Maple signed:**

- **Contract with Medack and Oltmann for the audit**
- **Contract with Central Texas Fire Protection for St. 1**

**Commissioner Cannon made a motion to adjourn the meeting. The meeting adjourned at 2:10 pm.**