

## COMMISSIONERS:

Reed Boyd, President  
 Tom Dodds, Vice- President  
 Dennis Wright, Treasurer  
 Judy Canion, Assistant Treasurer  
 Tom Quirk, Secretary

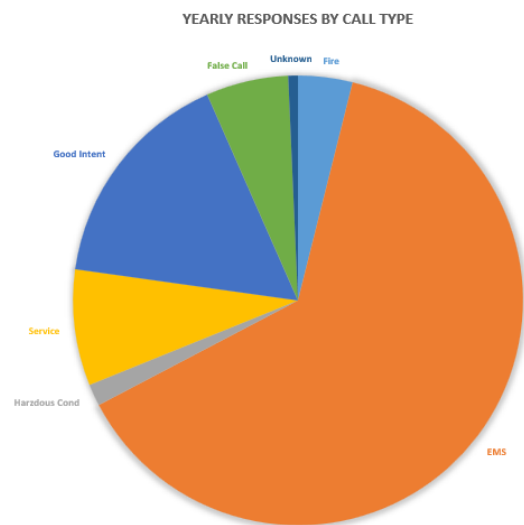
### TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 5: BOARD MEETING MINUTES, DECEMBER 12, 2024

1. **CALL TO ORDER AND ESTABLISH A QUORUM:** The meeting was called to order at 6:30 p.m. by Commissioner Boyd.
  - a. **COMMISSIONERS PRESENT:** All
  - b. **COMMISSIONERS ABSENT:** None
  - c. **MFD MANAGEMENT:** Chief Chris Barron and Captain Carlos Braumuller
  - d. **VISITORS:** Vincent Reed and Zach Ingram.
  
2. **MINUTES FROM NOVEMBER 14, 2024 BOARD MEETING APPROVED**
  
3. **PUBLIC COMMENTS: None**
  
4. **ESD TREASURER’S REPORT:** Balanced Accounting and Financial Reports were presented by Commissioner Wright and Commissioner Canion. The treasurer’s report was approved by the members of the board by a voice vote.
  
5. **MONTHLY OPERATIONS REPORT:**

#### November 2024 Monthly Report

Activity:	Month	YTD
Fire	5	59
EMS	70	882
Hazardous Cond	5	28
Service	8	117
Good Intent	30	247
False Call	7	77
Other		2
<b>Total</b>	<b>125</b>	<b>1412</b>

Auto Aid Received by AFD                      27  
 Auto Aid Given to AFD                          54



## **Apparatus/Equipment/Projects**

- Squad 501 –
  - Due to current staffing levels, the unit may be in/out of service depending on staffing availability.
- PPE advanced cleaning and inspections finished. Two set of gear failed advanced testing, 1 set of boots failed and 2 helmets. Repairs and testing ran \$10,000 due to several items needing repaired.
- Annual Hydrant Inspection and Flow test has begun on all hydrants in our area. Hydrants will be logged into our system and flow information provided for our computer aided dispatch.

## **Administration**

- Financial statements/budgets/reports updated by accountant
- Website updates including meeting agendas and minutes
- Additional audit reports requested by auditors to finalize the annual audit
- Completed paperwork for new medical director and sent off to the DSHS due to TC Medical Director leaving the organization

## **Community Developments/Events**

- Hosted Auxiliary meeting, Bday Party, Barker Ranch HOA, 6 public events related for Fire Prevention Month
- Auxiliary hosted a movie night at Firehouse for November 9<sup>th</sup>
- Badge Pinning Ceremony was a success and great turnout
- Pancakes with Santa Event – December 7<sup>th</sup>
- Holiday Party – December 13<sup>th</sup> at the Hummingbird House

## **Personnel**

- Open firefighter position filled for A Shift. Another position just became open due to personnel taking position with another FD.
- One personnel still out on medical leave
- Personnel attended DCPE required medical training

## **Station/Land**

- Station 501 – Holiday lights installed
- Station 502 – discussions continue on land lease with Marbridge, station location in Estancia area and now station location possibly along SH45

## Community Risk Reduction:

- Hosted fire station tour / fire safety talk to students of Manchaca Elementary school on Nov 15<sup>th</sup>:



- Met with Marbridge staff and Travis County Fire Marshal inspector onsite at Marbridge regarding fire pump replacement and ongoing code compliance for fire suppression and fire alarms while fire pump is being replaced.  
Added premise notes into CAD for fire response while fire pump is not operational.

- Hosted 60 students from Casey Elementary for fire station tour / fire safety talks on Nov 18<sup>th</sup>:



- New construction inspection at Backwoods Bar / took measurements – submitted to TCFMO for Stop Work due to non-permitted activity:





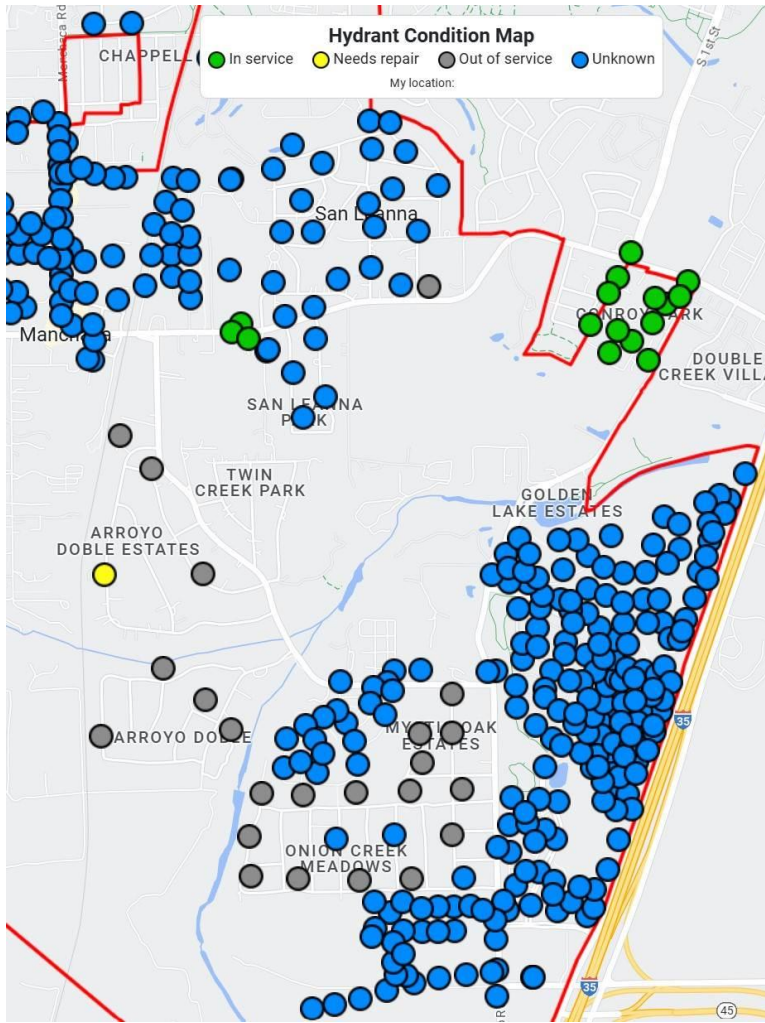
- Follow-up inspection at new construction on Hickory Ridge:



- Hosted fire station tour / fire safety talk to students of Little Learning Grove school on Nov 22<sup>nd</sup>



- Ongoing work of hydrant flow testing and hydrant maintenance...Completed northern area of Old San Antonio Rd and identifying non-fire suppression hydrants in Arroyo Doble/Onion Creek Meadows.



- Completed initial inspection/walkthrough and preplan of a pre-existing, non-conforming Warehouse at 12209 Twin Creeks Rd. Identified current tenants and discussed requirements for tenant move ins/finish outs with the landlord.



- Met with Attorney Doug Young and Chief Barron to discuss possible fire code adoption and representation. Mr. Young can be present at the December meeting for introduction to Commissioners and discussion on fire code adoption.
- Reviewed specs for Fire Alarm upgrade for bringing Station 501 into compliance with current codes.
- Designed social media content for Movie Under the Stars, Pancakes with Santa, Wildfire Danger, etc
- Attended Fire Resistive Construction Training with Texas Fire Protection Association at SW Research Labs in San Antonio on Nov 19<sup>th</sup>.
- Attended DCPE Geriatrics training for EMT skills
- Designed Badge Pinning program for Badge Pinning ceremony
- Assisted Capt. Braumuller with mid-rise structures in district for updated response criteria

**6. REPORT ON FY24 AUDIT AND POSSIBLE ACTION.** Andrea Burkhart discussed the audit report. She presented the board with the following documents:

- letter from Maxwell Locke & Ritter LLP for information and management use of Commissioners and others
- Report of management standards and procedures in preparation of the Financial Statements
- Financial Statements as of and for the year ended September 30, 2024 and Independent Auditors' Report

**7. DISCUSSION AND POSSIBLE ACTION ON STATION 502 LAND PURCHASE OR LEASE AGREEMENT** No action taken.

8. **DISCUSSION AND POSSIBLE ACTION ON SOCIAL SECURITY ADMINISTRATION WITHHOLDING** No action taken.
9. **DISCUSSION AND POSSIBLE ACTION ON ESD5 FIRE CODE ADOPTION.** The District has been unable to reach an agreement with the county. Doug Young from ESD # 6 and Nathan Mendenhall discussed the pros and cons of adopting a Fire Code for the district. No action was taken.
10. **DISCUSSION AND POSSIBLE ACTION ON FY25 BUDGET AMENDMENTS** Chief Barron discussed several changes to the budget and presented changes to the Board. The Board approved the changes.
11. **SET AGENDA ITEMS AND DATE FOR JANUARY 9, 2025 MEETING.**
12. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 8:17 pm.

Submitted by:

Approved:

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Tom Quirk, TCESD #5, Secretary

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Reed Boyd, TCESD #5, President