

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 SEPTEMBER 11, 2025

1.) Call to order and establish a quorum. The meeting was called to order at 6:00 p.m. by Commissioner Boyd.

- a. **COMMISSIONERS PRESENT:** Commissioner Boyd, Commissioner Dodds, & Commissioner Canion, Commissioner Wright
- b. **COMMISSIONERS ABSENT:**, Commissioner Quirk
- c. **MFD MANAGEMENT:** Chief Barron, Nathan Mendenhall
- d. **VISITORS:** none

2.) Minutes from the August 2025 board meeting approved by unanimous vote

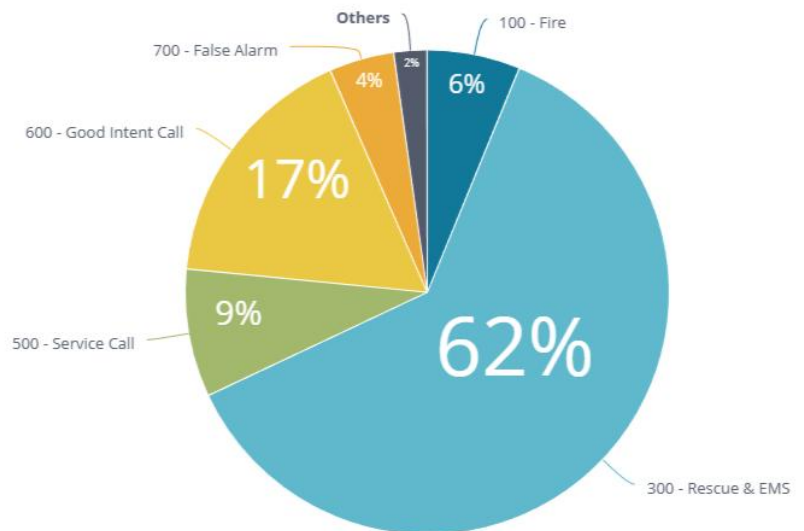
3.) Public Comment – no public comment

4.) **ESD Treasurers Report:** TCESD5 financial reports are being reconciled due to a delay due to an issue with the accounting software. Reconciled reports will be provided in the coming weeks once the issues are resolved.

5.) **Monthly Operations report:**

August 2025 Monthly Report

Activity:	Month	YTD
Fire	7	56
EMS	56	556
Hazardous Cond	1	31
Service	7	89
Good Intent	26	131
False Call	5	37
Other		0
Total	102	900



Auto Aid Received by AFD 29

Auto Aid Given to AFD 44

Apparatus/Equipment/Projects

- PPE – PPE ordered for all those that need it
- Tender501 – out for various repairs but returned to service
- Mechanic reviewed and provided comments on new engine specifications
- All PPE has gone through mid-year cleaning and inspection
- Emergency Vehicle Driver Training classes planned for August

Administration

- Financial statements/reports/reconciliations NOT reconciled yet due to Quickbooks error
- Moving to a non-profit status subscription in Quickbooks to save \$1100 per year in subscription fees
- Property Tax posting/hearing/work with legal on notices
- Worked with legal counsel on land offers

Community Developments/Events

- Hosted 2 birthday parties, auxiliary meeting, and ESD5 summer social

Personnel

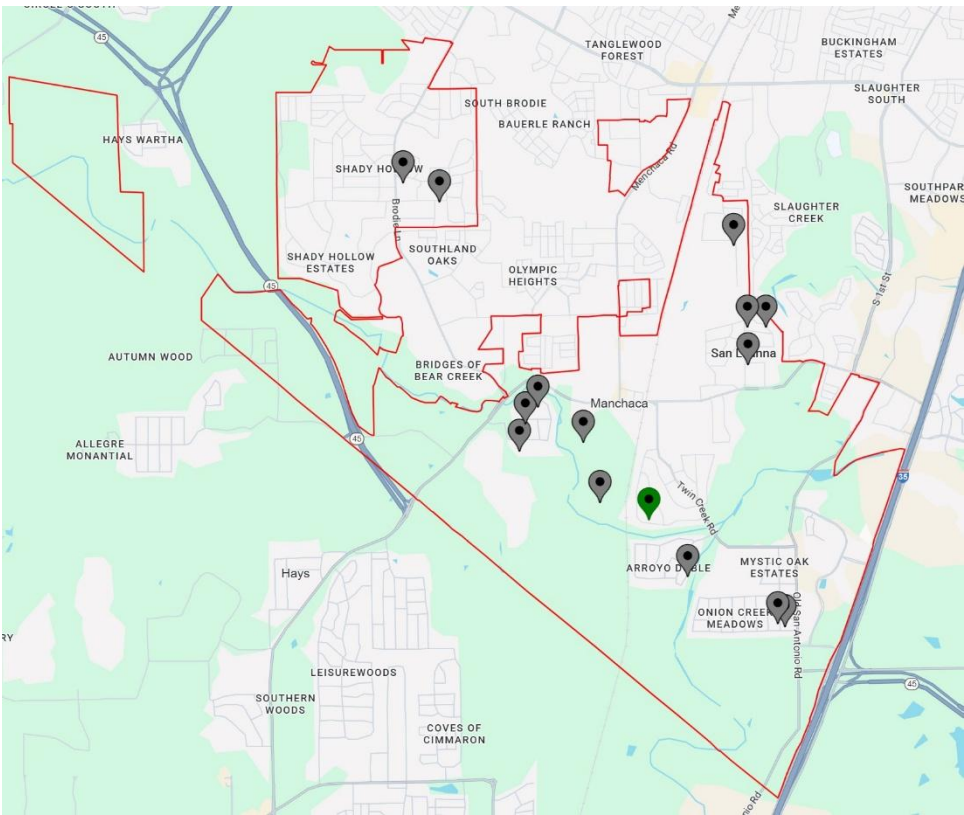
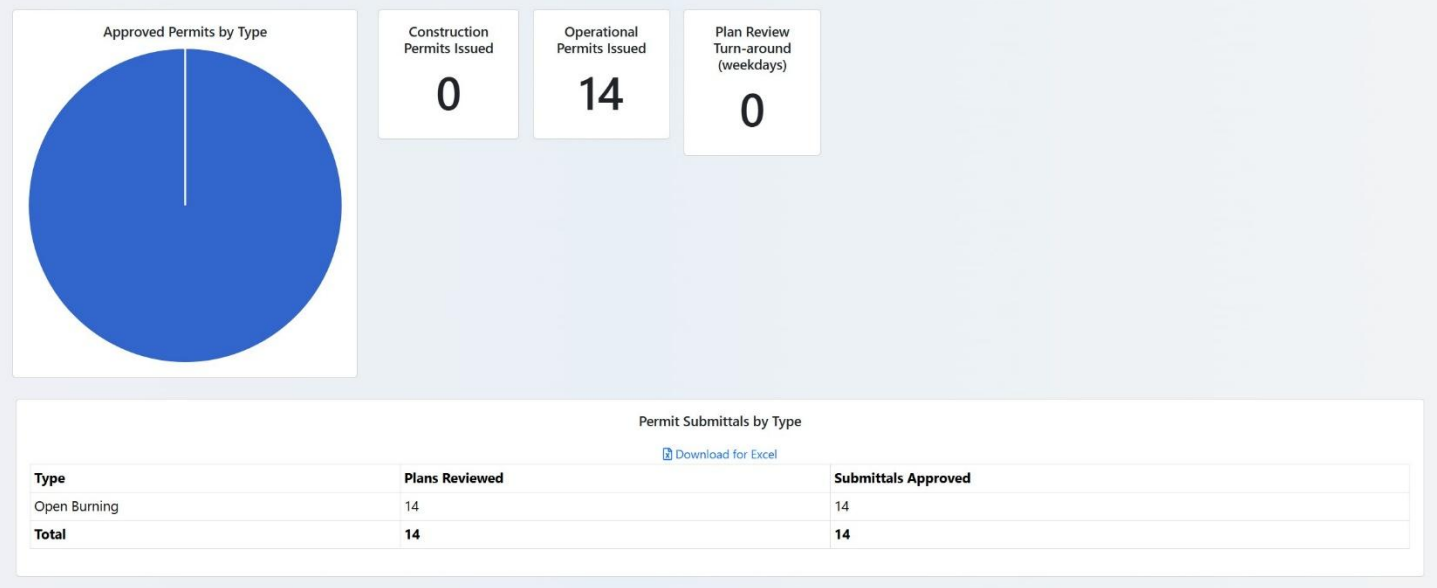
- One FF on leave
- Probationary firefighters getting close to being cleared from probation
- All summer continuing education requirements completed
- Personnel awaiting to complete hands on portion of emergency vehicle driver training

Station/Land

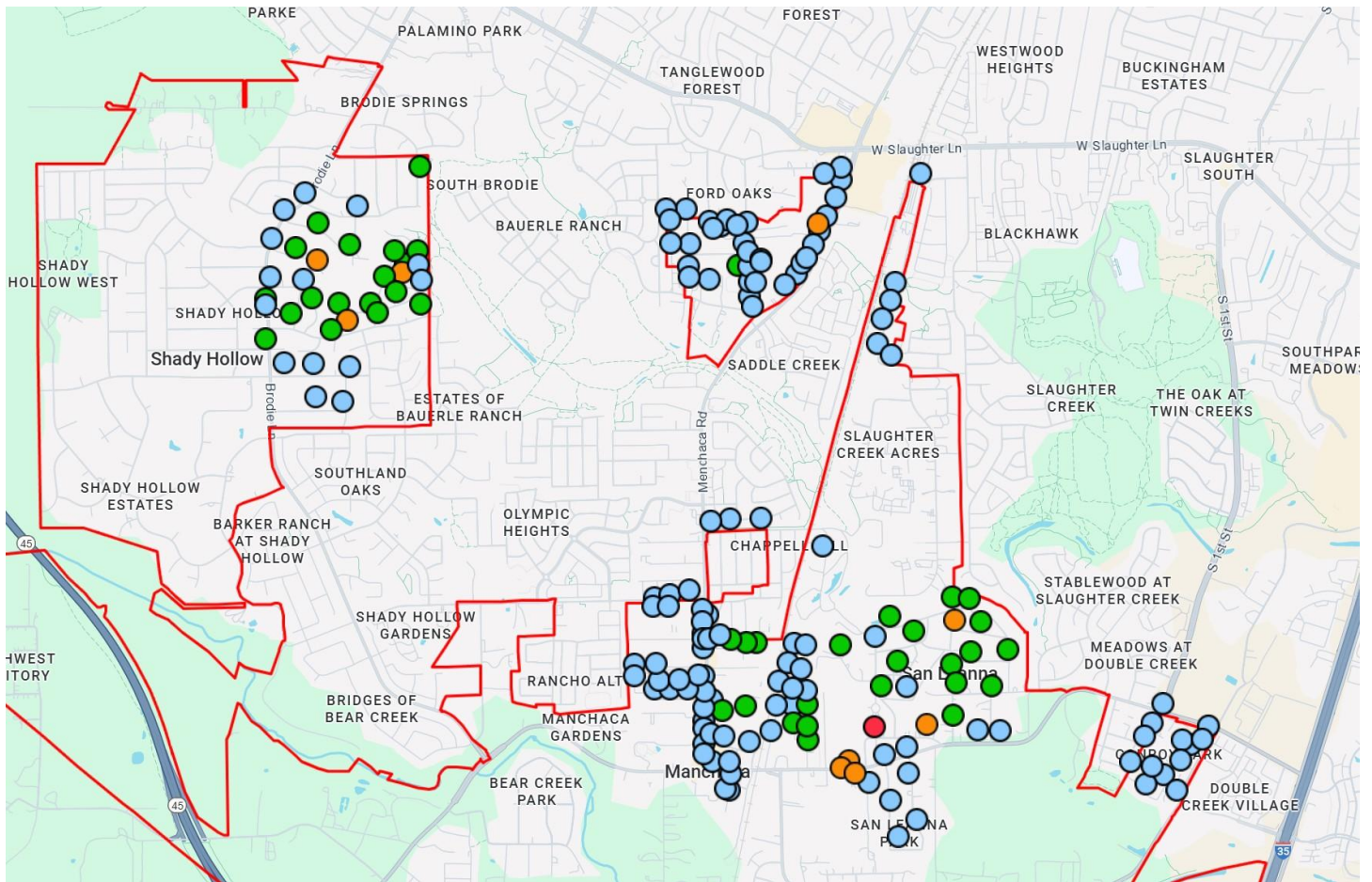
- Station 501
 - Still awaiting fiber circuit options for internet from local carrier
 - Attended a fire facilities conference and would like to have some upgrades to station 501 including:
 - Garage door opener repair estimates on garage door repairs – seeking advice/replacement costs on new garage doors and openers
 - Electrical upgrades to allow for more smart lighting options to conserve energy
 - Solar system inverter was found to be not functioning right. It will be replaced in September and we should be able to account for all solar energy production
- Station 502 –
 - Reached out to City of Austin on dedicated land for future fire/EMS station
 - Met with architect on new station and planned station site visits

Community Risk Reduction:

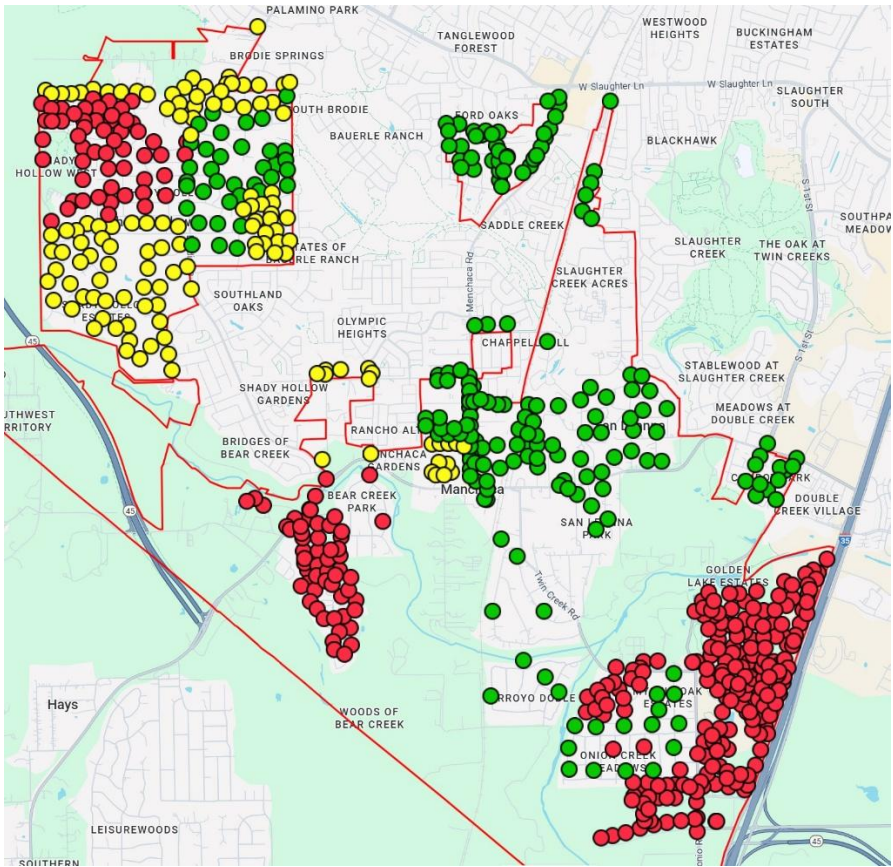
- Coordinated and led training with all three shifts on temporary fire pump and water supply at Big Valley Apartments construction site;
 - Prepared lesson and taught Manchaca United Methodist Day Care staff on Fire Safety and Evacuation training;
 - Attended TCFP Workshop for state law change regarding fire inspector requirement for inspecting AED in schools beginning on Sept 1, 2025;
 - Site consult with resident regarding possible street closure on Goldilocks Lane for Halloween event;
 - Scheduling and planning for next CPR Training on September 23rd (12 have registered so far as of Sept 5th);
 - Coordination/Scheduling for upcoming Fire Prevention Week; National Night Out; Fall Festivals and other daycare site visits;
 - Coordination for Manchaca Baptist Day Care staff Fire Safety and Evac planning;
 - Consulting for Storage Building for property at 911 W FM 1626; fire code compliance;
 - Communication with Doug Young regarding fire code implementation and additional ordinances for September ESD meeting;
 - Completion of other Summer CE's for fire/medical;
 - Meeting with TCESD6 on Monday, Sept 8th regarding ILA for peace officer commission;
 - Ordering of Pub Ed materials and planning for fire prevention week;
 - Content for website changes for fire code and risk reduction redesign; producing information bulletins for fire code implementation;
 - Firewise planning partnership between Texas Forest Service and TCESD5 (finalizing implementation);
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- **Processed and issued 14 outdoor burn permits between 8/12/2025 and 9/5/2025; Burn ban has been lifted since 3/28/2025...**



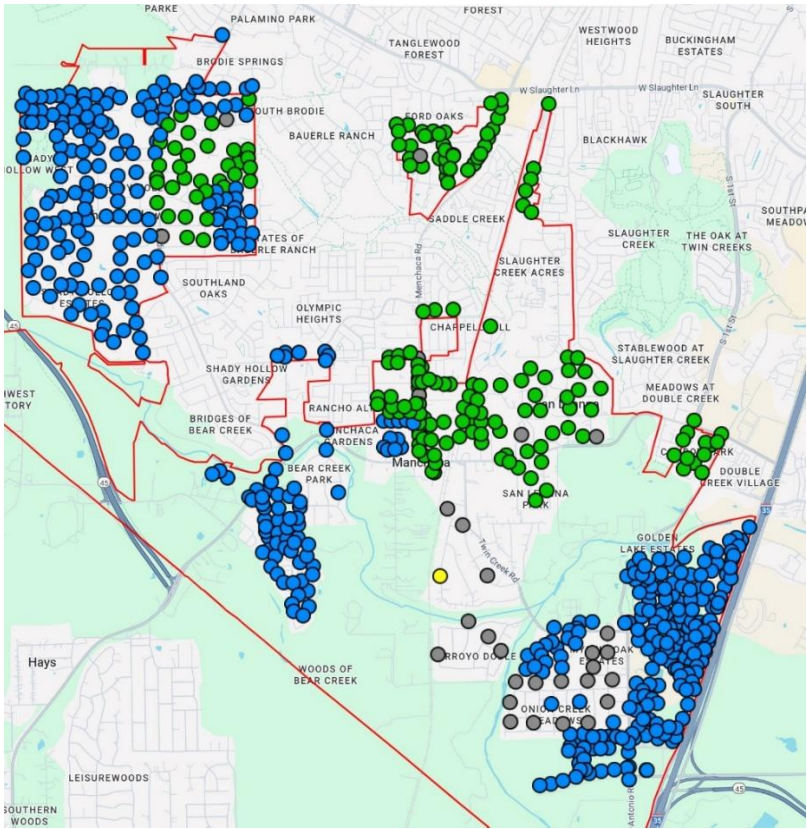
Continuing hydrant inspections/flow testing. Approximately 200 hydrants completed, some were out of service and have since been repaired.



Hydrants in green have been inspected; hydrants in yellow are assigned; hydrants in red are in progress and/or newly installed.



Hydrants in gray are out of service or do not provide fire fighting fire flow and are painted black:



- 6.) Discussion and possible action on Station 502 Land Purchase agreement- an update on the land options was provided to the ESD. No action was taken
- 7.) Deliberation and possible action to amend the personnel policies regarding fire watches; Motion by Commissioner Dodds, seconded by Commissioner Canion to adopt Ordinance No. 2025-09-11-02. Motion passed
- 8.) Discussion and possible action to adopt an ordinance to establish fees payable for false and nuisance alarms, and other related service fees; Motion by Commissioner Dodds, seconded by Commissioner Canion to adopt Ordinance NO. 2025-09-11-01. Motion passed
- 9.) Deliberation and possible action to adopt an Interlocal Agreement between Travis County ESD 5 and Travis County ESD 6 for commissioning TCESD 5 Risk Reduction Officer Nathan Mendenhall as a peace officer for enforcement of the District's fire code. - Tabled
- 10.) Discussion and possible action regarding adoption of the 2025 Tax Rate, including a Resolution regarding same. Motion by Commissioner Dodds, seconded by Commissioner Canion to adopt a resolution regarding the 2025 Property Tax Rate. Motion passed
- 11.) Discussion and possible action on annual audit with Maxwell Locke & Ritter. Motion by Commissioner Dodds, seconded by Commissioner Wright to approve the engagement agreement with Maxwell Lock & Ritter for the annual audit. Motion passed.
- 12.) Discussion and possible action on a budget amendment for station door replacements and electrical work. Motion by Commissioner Dodds, seconded by Commissioner Wright to approve the budget amendment of \$175,000. Motion passed.
- 13.) Set agenda items and date for October meeting
- 14.) Adjournment:

There being no further business, the meeting was adjourned at 7:30 p.m.

Submitted by:

Approved:

Tom Quirk, TCESD #5, Secretary

Reed Boyd, TCESD #5, President