

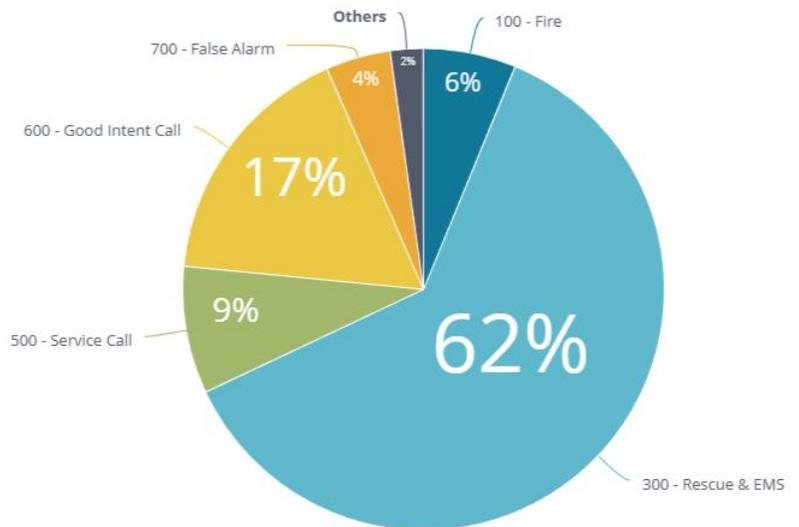
Commissioners:
 Reed Boyd, President
 Tom Dodds, Vice President
 Dennis Wright, Treasurer
 Judy Canion, Assistant Treasurer
 Tom Quirk, Secretary

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 5 BOARD MEETING MINUTES OCTOBER 16, 2025

- 1.) Call to order and establish a quorum. The meeting was called to order at 6:32 p.m. by Commissioner Boyd.
 - a. **COMMISSIONERS PRESENT:** Commissioner Boyd, Commissioner Dodds, & Commissioner Canion, Commissioner Wright, Commissioner Quirk
 - b. **COMMISSIONERS ABSENT:**, none
 - c. **MFD MANAGEMENT:** Chief Barron, Nathan Mendenhall
 - d. **VISITORS:** none
- 2.) Minutes from the September 2025 board meeting approved by unanimous vote
- 3.) Public Comment – no public comment
- 4.) ESD Treasurers Report: TCESD5 financial reports were presented but are not reconciled yet due to the unexpected loss of the accountant.
- 5.) Monthly Operations report:

September 2025 Monthly Report

Activity:	Month	YTD
Fire	9	65
EMS	52	608
Hazardous Cond		31
Service	13	102
Good Intent	18	149
False Call	4	41
Other		0
Total	96	996



Auto Aid Received by AFD 26
 Auto Aid Given to AFD 45

Apparatus/Equipment/Projects

- PPE – PPE ordered for all those that need it
- Tender501 – returned to service
- Bat501 – new charger installed
- Roof vent prop ordered
- Window training prop ordered

Administration

- Financial statements/reports/reconciliations NOT reconciled yet due to unexpected loss of our accountant
- Moving to a non-profit version of Quickbooks Online turned out to be a challenge due to not an exact copy of our data file being copied
- Worked with legal counsel on land offers
- Conducted interviews on Executive Administrative position

Community Developments/Events

- Hosted girl scout meeting, DCPE training, Community CPR/First Aid Course, and HEB appreciation breakfast

Personnel

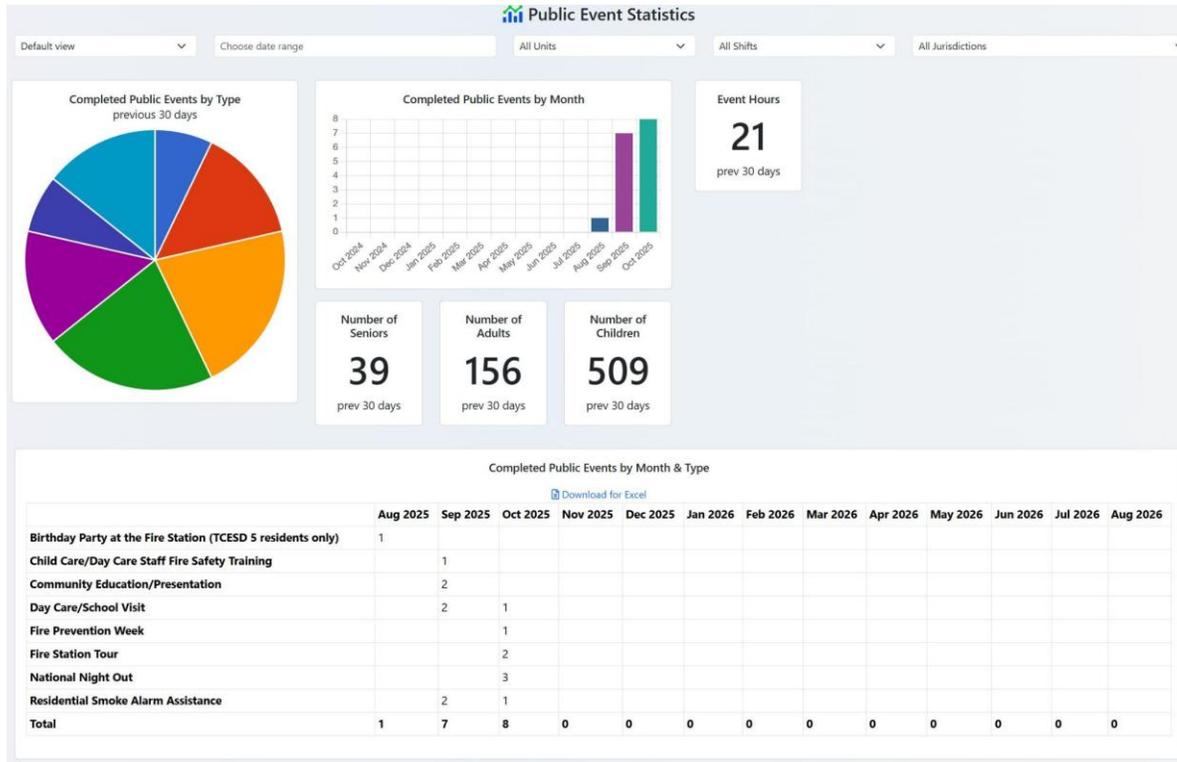
- One FF on leave
- Probationary firefighters testing completed – all personnel passed
- Medical training and West side FD training completed
- Personnel awaiting to complete hands on portion of emergency vehicle driver training scheduled for October/November
- Three firefighters enrolled in driver training certification
- Held officer meeting
- Filed one worker's comp claim due to a training incident / firefighter was evaluated and returned to duty

Station/Land

- Station 501
 - Still awaiting fiber circuit options for internet from local carrier
 - 501 Upgrades:
 - Garage Doors – garage door opening and rollups engineered and confirmation visit set for first of October
 - Update to electrical systems to include occupancy sensors, timers for vents and outdoor lighting
 - Update/fix to electrical relay for gas shut off
 - Solar system inverter/fuse fixed. Two panels are currently not producing but we will monitor the energy and determine if it is worth tracking down/fixing the optimizer for the two panels
- Station 502 –
 - Other FD station visits completed
 - Had another fire station design meeting with project manager
 - Discussions with land owner and Travis County on fire station location current restrictions for building

Community Risk Reduction:

We have completed 15 Public Events over the previous 30 days, a total of approximately 21 hours worth of events, reaching 39 seniors, 156 adults, and 509 children, as of October 10, 2025.



We attended three National Night Out Events: Village of San Leanna, Bridge at Estancia Apts., and Enclave at Estancia HOA:



We completed Fire Prevention Week Public Education Events reaching over 400 students, ages 3-7, in area schools. Our new “Sparky the Fire Dog” was a huge hit!

(Baranoff Elementary, Primrose Shady Hollow, and Menchaca Elementary)

The graphic is a promotional poster for Fire Prevention Week. It features a dark blue background with a city skyline silhouette. At the top, the word "CHARGE" is written in large, bold, yellow letters with a black outline. Below it, the phrase "into Fire Safety™" is written in white, italicized font. In the center, a glowing blue sign with a white border contains the text "Lithium-Ion Batteries in Your Home" in yellow. Below the sign, the website "fpw.org" is written in white. At the bottom left, there is the NFPA logo (a square with a flame) and the text "FIRE PREVENTION WEEK™". At the bottom right, there is a cartoon illustration of Sparky the Fire Dog, a white dog with black spots, wearing a yellow fire helmet with "SPARKY" written on it and a yellow fire jacket. He is holding a small white house with a red door and a green lightning bolt symbol on the roof. At the very bottom, there is a small copyright notice: "©2025 NFPA | Sparky® is a trademark of NFPA".

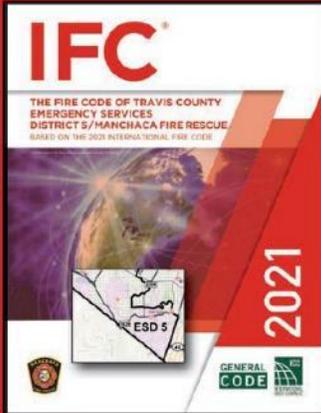




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- Completed the 3rd Community CPR course for 2025 on September 23rd; 7 in attendance, but 25 registered. Next class is scheduled for November 20th.
 - Prepared lesson and taught Manchaca Baptist Day Care staff on Fire Safety and Evacuation training on September 12th;
 - Installed six smoke detectors in 2 residences;
 - Completed install of Knox Box keys at Big Valley Apartments;
 - Performed a home courtesy inspection on Twin Creek Dr;
 - Completed training on warning/citation writer with Peacemaker Tech;
 - Attended 4 hour FLAME vent training coordinated by TCFMO and ESD 2 for home hardening from wildfires;
 - Assisted with Administrative Assistant interviews on October 2nd;
 - Attended CAFCA meeting on September 15th;
 - Performed site inspection of Bailey MS annual bonfire area;
 - Meeting with TCESD6 on Friday, October 10th regarding ILA for peace officer commission; final meeting for ILA prep with Doug Young;
 - Coordination of upcoming Public Education Events for remainder of October/November;
 - Completed website revisions for fire code and risk reduction redesign; producing information bulletins for fire code implementation;
 - Delivered fire code notification door hangers to all businesses in TCESD5:



On October 1, 2025, the Fire Code of Travis County Emergency Services District 5 / Manchaca Fire Rescue* becomes effective for new and existing buildings within the District. The adopted fire code which is available on the District's website at www.tcesd5.org is published by the International Code Council and is based on the 2021 International Fire Code.



What does this mean? For existing buildings, there are minimum fire and life safety standards that must be compliant. Chapter 11 addresses requirements for existing buildings, including requirements for fire lanes, animal overnight boarding facilities, high rise buildings, emergency responder communication coverage, etc. The entirety of the adopted fire code and references to the International Building Code are adopted for new construction, remodels, tenant finish outs, etc. Requirements for single, two, or three family residences are minimal and include requirements for outdoor burning, Knox-keyed products, and subdivision requirements for new subdivisions.

Annual inspections will be scheduled and performed on all business properties within the District, including public and private schools, churches, warehouses, rented/leased spaces, bars and restaurants, etc.

*TCESD5 Ordinances 2025-08-14-01, 2025-08-14-02, 2025-09-11-01



DISTRICT FIRE CODE IN EFFECT ON OCTOBER 1, 2025.



Landlords / Business Owners: The District's fire inspectors will be scheduling and performing annual inspections of each business in the District. Tenant occupancy operational permits are required for each tenant leased space beginning October 1, 2025. These permits will coincide with the annual inspection and expire one year from issuance. The permit and inspection ensures the use of the space complies with the designed use of the building and that ongoing fire and life safety requirements are met. Landlords are required to contact our fire code official to obtain a permit before leasing a space to a new tenant. A new tenant is prohibited from moving into a leased space before the issuance of the tenant occupancy permit. All required permits can be applied for on our website at www.tcesd5.org

DO YOU KNOW WHERE TO GO DURING A NATURAL DISASTER / WILDFIRE EVACUATION?

If you are needing medical or personal assistance during a natural disaster or wildfire evacuation, head to our predetermined Temporary Assembly Points (TAPs) and area agencies will assist you. One or more of these TAPs will be opened and staffed during a declared natural disaster or wildfire if an area evacuation is ordered:

- Cabela's parking lot in Buda;
- Hays Hills Baptist Church parking lot in Buda;
- Manchaca United Methodist Pavilion on W FM 1626;
- Randall's parking lot on Brodie

FOLLOW US ON X FOR EMERGENCY ANNOUNCEMENTS

<https://x.com/manchacafire>



NATHAN MENDENHALL, AAS, FEMT
RISK REDUCTION OFFICER

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT #5
P.O. BOX 12391 MANCHACA, TEXAS 78652
O: 512.282.7057 EXT. 100 E: NMENDENHALL@TCESD5.ORG
D: 512.640.8273 W: WWW.TCESD5.ORG



SCAN ME
tcesd5.org

CLICK ON THE LINK FOR
Fire Prevention / Fire Code & Permits

- Fire Code in effect on October 1st.
 - First apartment complex site plan submitted and in progress. Lynnbrook Multifamily at 2110 Lynnbrook Dr. This new complex will replace the Southwest Christian Church which will be demolished. These are 4 story apartments with approximately 300 units:

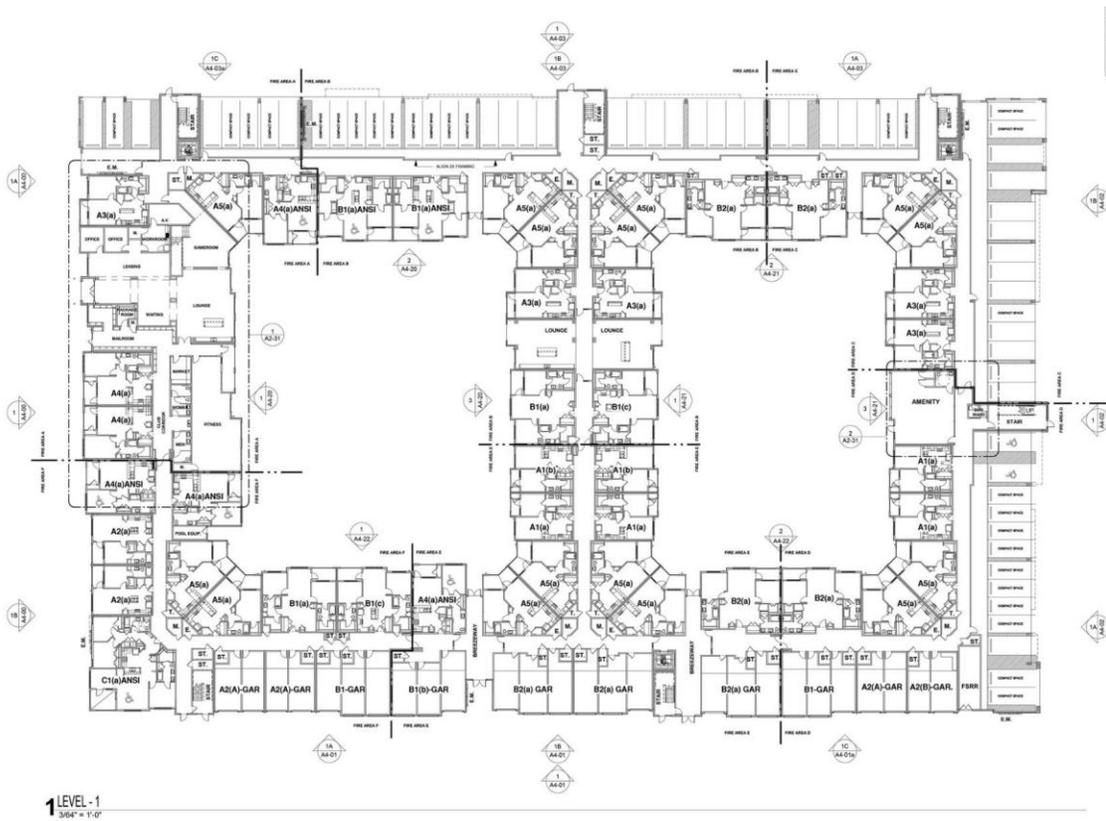


FIG. FLOOR CONSTRUCTION - REFER TO 3.11
 GENERAL NOTES:
 1. ALL UNITS SHALL BE EQUIPPED WITH SMOKE ALARMS.
 2. ALL UNITS SHALL BE EQUIPPED WITH CARBON MONOXIDE DETECTORS.
 3. ALL UNITS SHALL BE EQUIPPED WITH AUTOMATIC SMOKE DETECTORS.
 4. ALL UNITS SHALL BE EQUIPPED WITH FIRE EXTINGUISHERS.
 5. ALL UNITS SHALL BE EQUIPPED WITH FIRE ESCAPES.
 6. ALL UNITS SHALL BE EQUIPPED WITH EMERGENCY LIGHTING.
 7. ALL UNITS SHALL BE EQUIPPED WITH EMERGENCY COMMUNICATIONS.
 8. ALL UNITS SHALL BE EQUIPPED WITH EMERGENCY POWER.
 9. ALL UNITS SHALL BE EQUIPPED WITH EMERGENCY EXIT SIGNS.
 10. ALL UNITS SHALL BE EQUIPPED WITH EMERGENCY EXIT ROUTES.

ELLISON AT MANHACA
 297 APARTMENT UNITS IN AUSTIN, TEXAS
 FLOURNOY DEVELOPMENT

ISSUED FOR
 SITE PLAN SUBMITTAL
 03/04/2025

FEDK
 ARCHITECTS
 4800 JENNIFER FLOYD
 AUSTIN, TEXAS 78751

DATE
 03/04/2025

PROJECT
 22255

SHEET NUMBER
A3-01

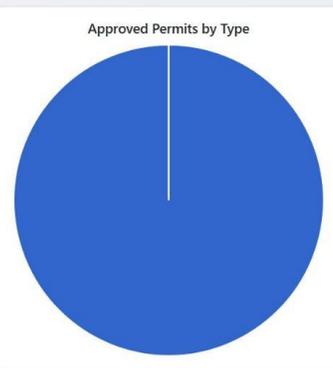
BLDG A LVL -1

1 LEVEL -1
 3/8" = 1'-0"

- Burn ban is in effect since 9-23-2025; prior to burn ban, 8 permits were issued. All permits have been cancelled since burn ban in effect.

Permit Statistics

Manual date range: 2025-09-11 - 2025-10-10 | All Jurisdictions | All Plan Reviewers



Construction Permits Issued: **0**

Operational Permits Issued: **8**

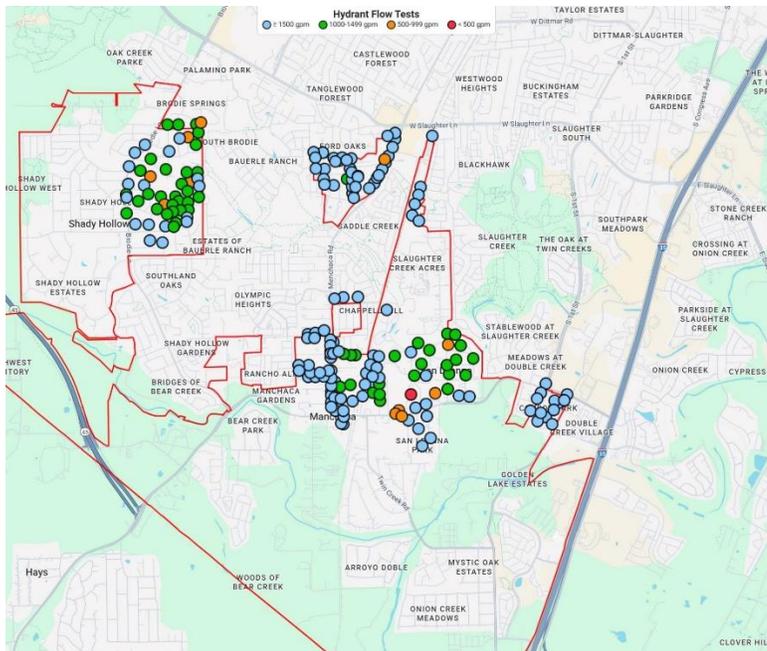
Plan Review Turn-around (weekdays): *No data*

Permit Submittals by Type

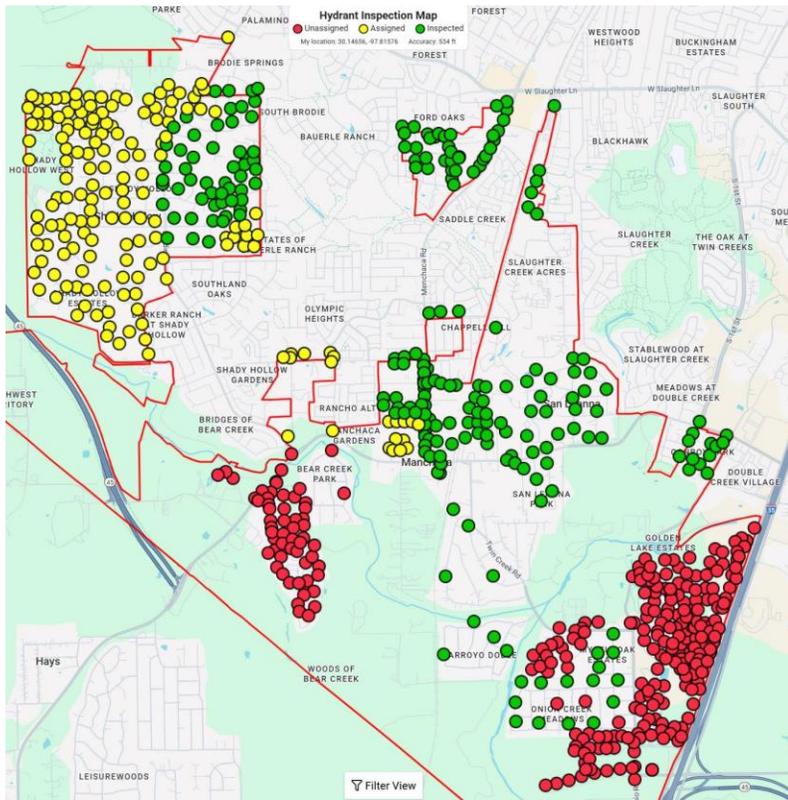
[Download for Excel](#)

Type	Plans Reviewed	Submittals Approved
Open/Outdoor Burning	3	8
Total	3	8

Continuing hydrant inspections/flow testing. Approximately 200 hydrants have been completed; 7 hydrants were marked as having issues some were out of service and have since been repaired, with the exception of 1 which remains out of service.



Hydrants in green have been inspected; hydrants in yellow are assigned to be completed by the end of November; hydrants in red will be scheduled beginning in March.



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.) Discussion and possible action on updated ILA with the City of Austin for dispatching services – Motion by Commissioner Wright seconded Commissioner Quirk. Motion carried.

8.) Discussion and possible action on ILA with the Village of San Leanna for the enforcement of a Village Fire Code – no action taken

9.) Set agenda items and date for November meeting

14.) Adjournment:

There being no further business, the meeting was adjourned at 7:28 p.m.

Submitted by:

Approved:

Tom Quirk, TCESD #5, Secretary

Reed Boyd, TCESD #5, President