

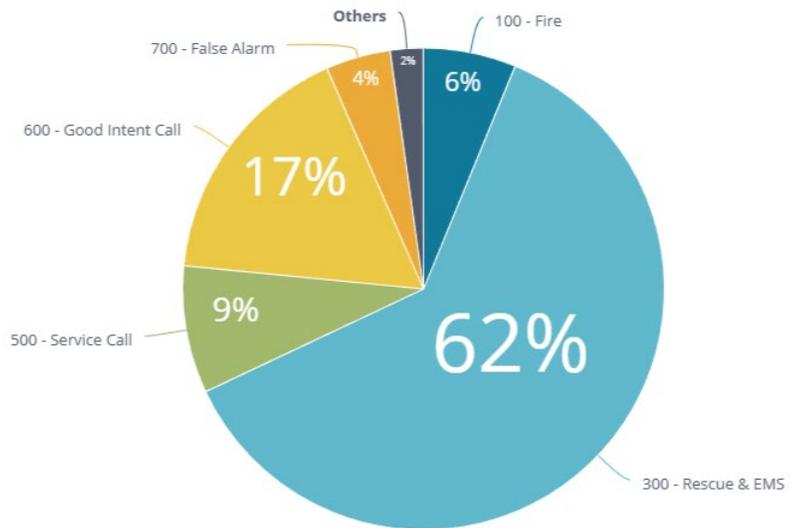
**Commissioners:**  
 Reed Boyd, President  
 Tom Dodds, Vice President  
 Dennis Wright, Treasurer  
 Judy Canion, Assistant Treasurer  
 Tom Quirk, Secretary

## TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 5 BOARD MEETING MINUTES January 14, 2026

- 1.) Call to order and establish a quorum. The meeting was called to order at 6:30 p.m. by Commissioner Boyd. Quorum was present.
  - a. **COMMISSIONERS PRESENT:** Commissioner Boyd, Commissioner Dodds, Commissioner Quirk, and Commissioner Wright
  - b. **COMMISSIONERS ABSENT:** Commissioner Canion
  - c. **MFD MANAGEMENT:** Chief Barron, Stephanie Grayson
  - d. **VISITORS:** Sam Aaron, Mary Wright, Keith Hickman, Woody Wilson, Andrea Hanson, Kirby Reyes
- 2.) Minutes from December 2025 board meeting approved by unanimous vote
- 3.) Public Comment: Woody Wilson, Keith Hickman
- 4.) ESD Treasurers Report: TCESD5 financial reports were presented and reconciled through December 2025
- 5.) Monthly Operations report:

### December 2025 Monthly Report

Activity:	Month	YTD
Fire	6	86
EMS	61	790
Hazardous Cond	3	40
Service	8	124
Good Intent	13	217
False Call	10	64
Other		0
<b>Total</b>	<b>101</b>	<b>1321</b>



Auto Aid Received by AFD    27  
 Auto Aid Given to AFD       30

#### Apparatus/Equipment/Projects

- New Engine 502 specs updated and purchase order submitted
- New PPE coats have to go back to factory for adjustment – under warranty

#### Administration

- Submitting TIFMAS reimbursement for October 24, 2025 flooding event in January – Estimated \$12,000 reimbursement
- Audit posted to website / SAFE-D annual report submitted
- Attended TIFMAS regional meeting
- Held Officer Meeting
- Held Annual Holiday Banquet

#### Community Developments/Events

- Hosted 1 Birthday party and girl scout meeting
- Had 2 riders from Akins HS ride out
- Hosted Pancakes with Santa

### **Personnel**

- Two FF on leave
- Attended DCPE Medical Training on Trauma
- Attended Westside 5 Vehicle Rescue Training

### **Station/Land**

- Station 501
  - Fiber tentatively to be installed January 20th
  - Garage Doors – Phase 1 of garage door hardware installed. Phase II and closeout of project delayed until January 12.
  - Solar system inverter/fuse fixed. Another inverter replaced under warranty
  - Had new security camera system recording system installed.
- Station 502 –
  - Multiple meetings with developer, civil engineer and our project manager
  - Still working on land options between two pieces of land

### **Community Risk Reduction:**

#### **BURN BAN IN EFFECT (Dec 29, 2025)**

Updated website, phones, social media pages, and sign.

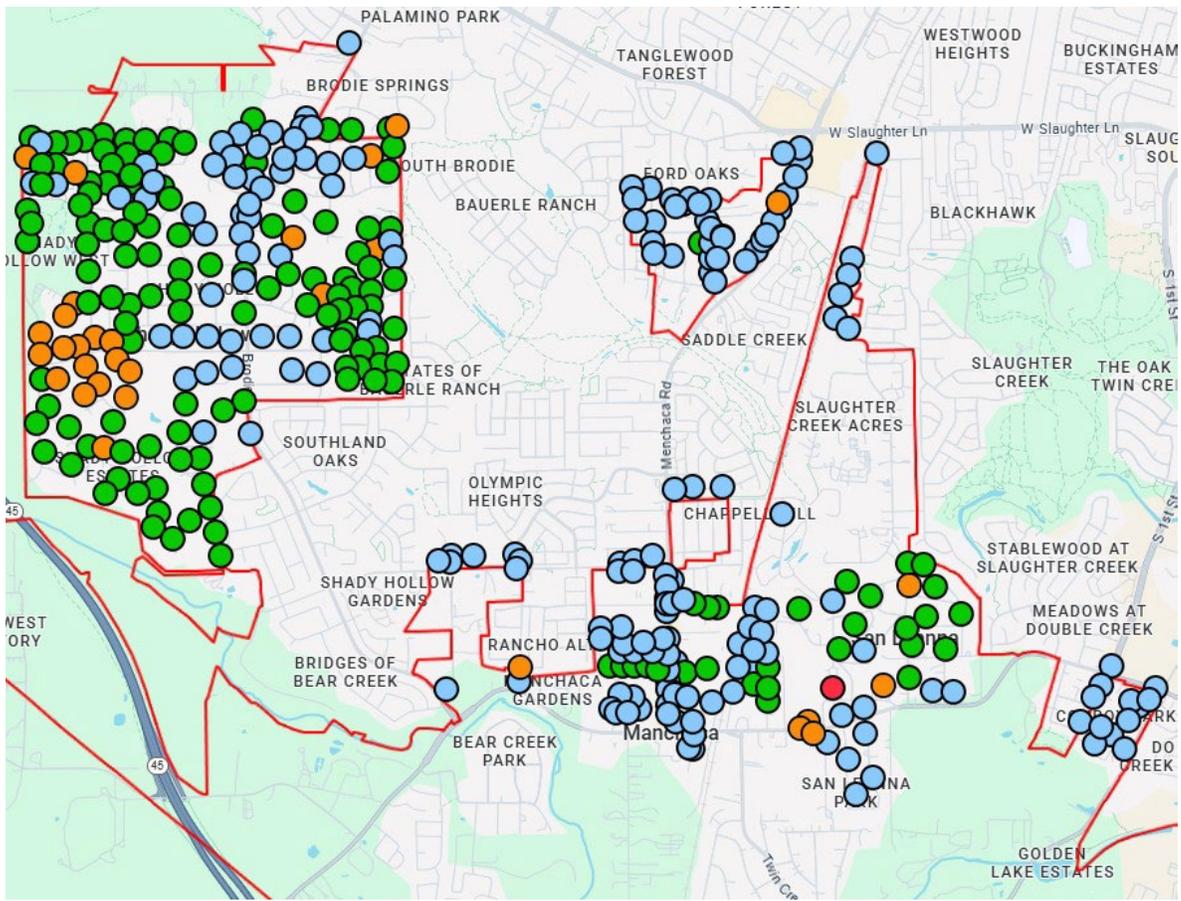
There were two public events in December (a birthday party and Pancakes with Santa).

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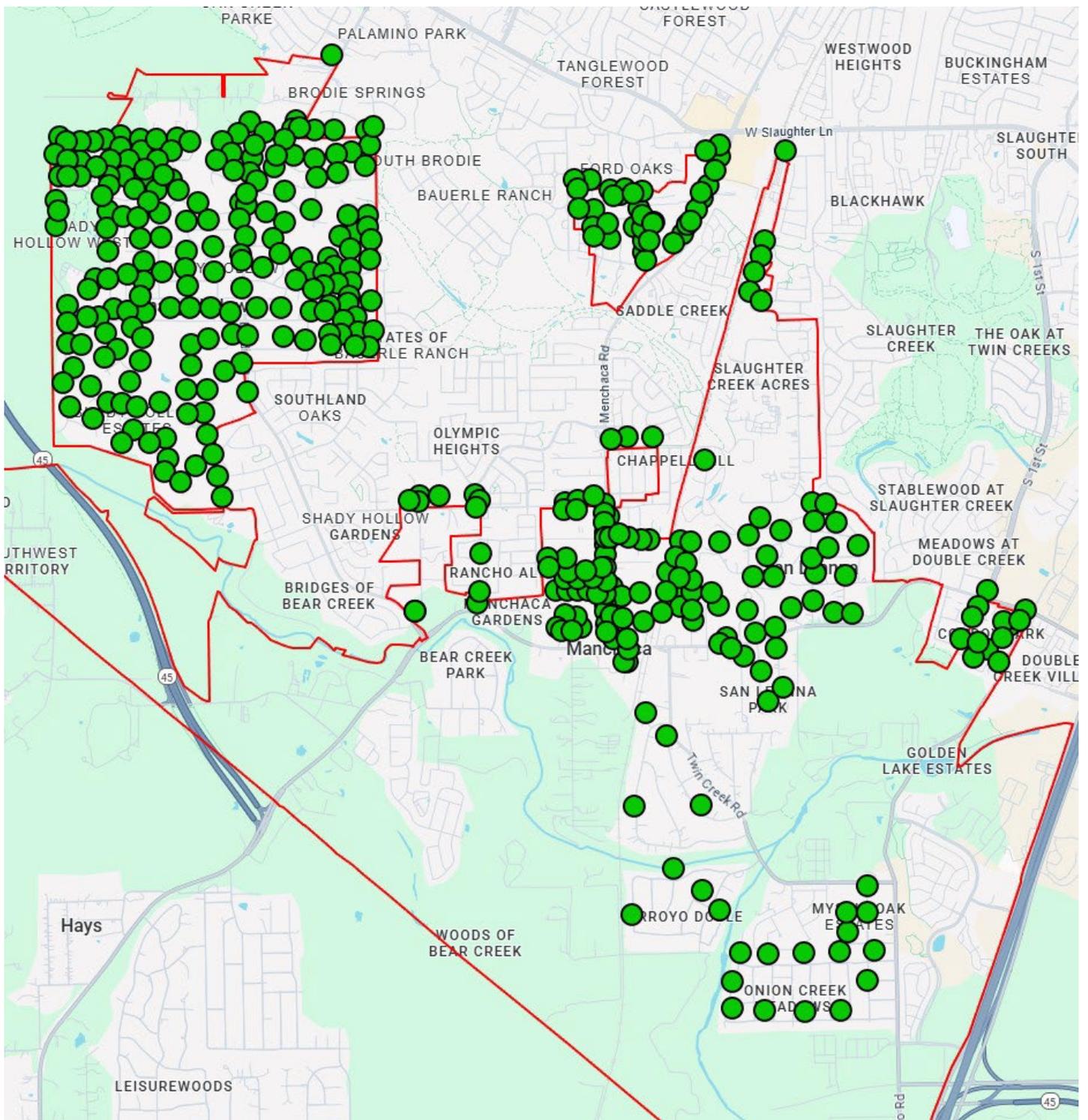
### **HYDRANT INSPECTIONS:**

364 hydrants in the District have been inspected; all assigned hydrants have been inspected.

Hydrants completed (maintenance, inspection and flow testing):

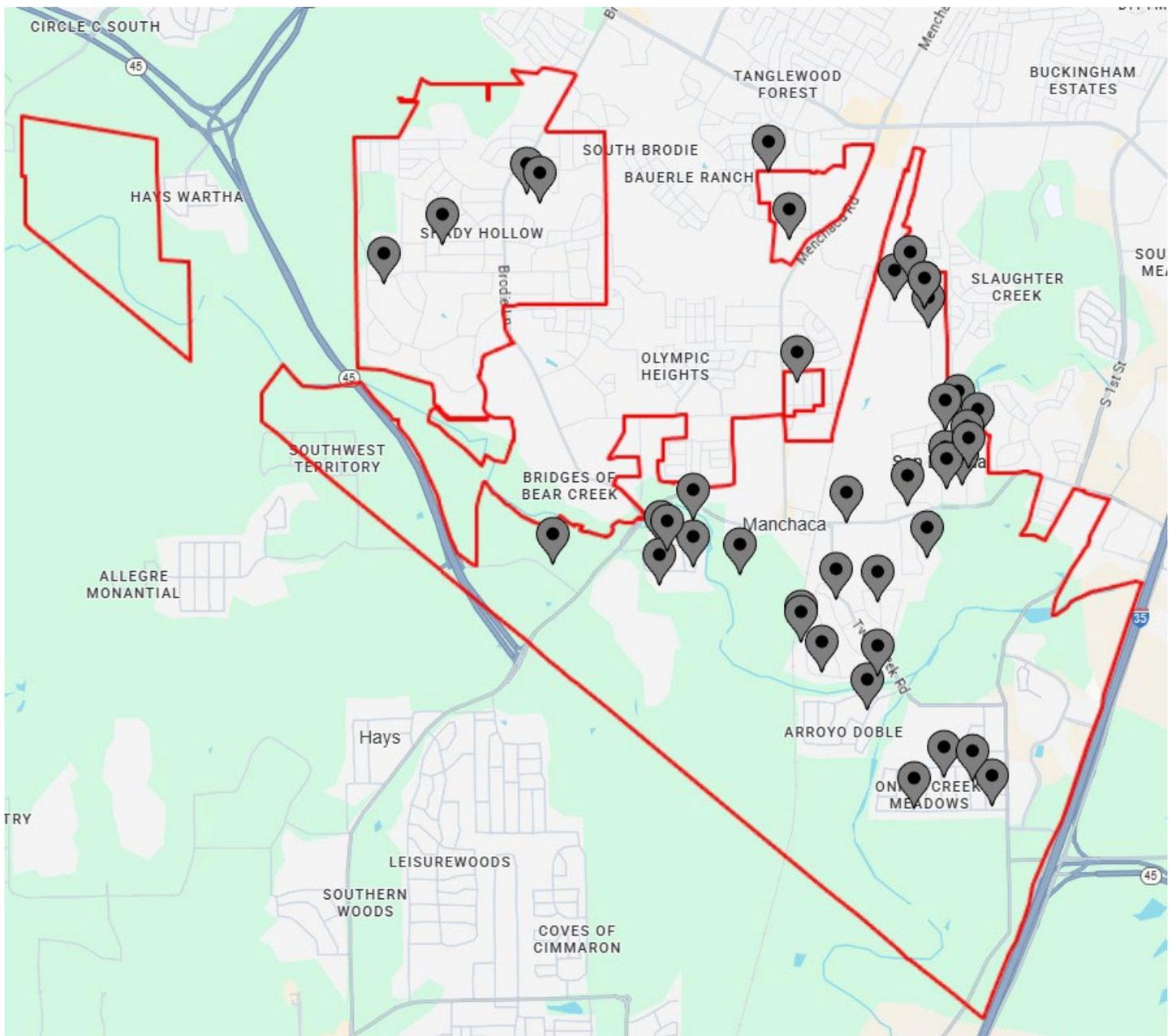


Hydrants completed:



**CODE / PREVENTION ACTIVITIES FOR DECEMBER:**

- 36 Outdoor Burn Site Inspections with Annual Permits Issued / Map below shows current permits issued through Dec 2026.



- Completed 50 inspections in December

## Inspection Statistics

Manual date range

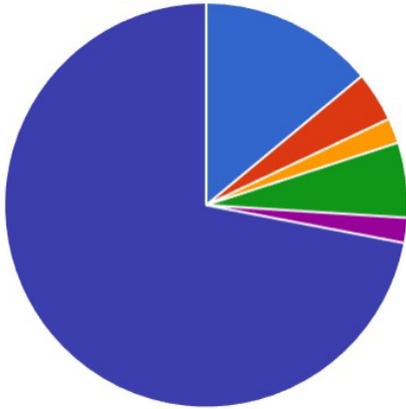
2025-12-01 - 2025-12-31

All Inspection Types

All Jurisdictions

All Inspectors

Inspections by Type



Total Inspections

50

Inspection Fees

\$0

Inspection Hours by Inspector

Nathan Mendenhall 51.8

Violations Found

22

Violations Corrected

6

### Top 5 Violations

1. New rooms to the right and left of the stage are not protected by sprinkler system; this is not an exempt location. **Used 3 times.**
2. This is a test violation. **Used 1 times.**
3. Building needs address identification (i.e. Building 2) **Used 1 times.**
4. Need address identification, showing street address at least 6 inches in heights on a contrasting background **Used 1 times.**
5. Main electrical disconnects on exterior of the building need to be labeled to identify which building they shut off (i.e. bldg 1 or 2) **Used 1 times.**

Inspections by Type

[Download for Excel](#)

Type	Count
Annual Fire	7
Courtesy	2
General Occupancy	1
Knox Final	3
Knox-Keyed Boxes, Switches, Products	1
Open/Outdoor Burning Site	36

- Completed 12 plan reviews; average time for review is 8 days; approved 46 permit submittals.

## Permit Statistics

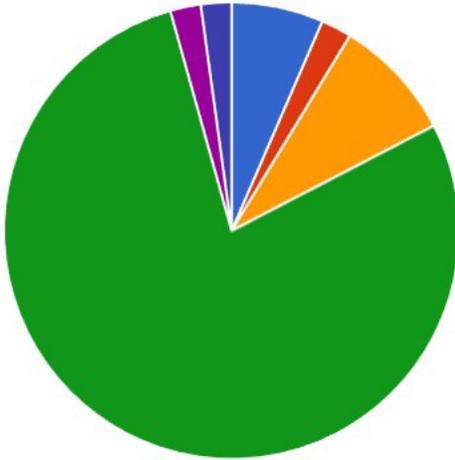
Manual date range

2025-12-01 - 2025-12-31

All Jurisdictions

All Plan Reviewers

Approved Permits by Type



Construction Permits Issued

5

Operational Permits Issued

41

Plan Review Turn-around (weekdays)

8

Permit Submittals by Type

[Download for Excel](#)

Type	Plans Reviewed	Submittals Approved
Automatic Sprinkler/Fire Extinguishing Systems (>30 sprinkler heads; all other systems)	6	3
Building (New construction: All occupancy types)	2	1
Knox-Keyed Boxes, Switches, Products	0	4
Open/Outdoor Burning	0	36
Site (All sites, incl food truck sites)	2	1
Tenant Occupancy	1	1
Underground Fire Lines and Hydrants	1	0
<b>Total</b>	<b>12</b>	<b>46</b>

- Collected \$1,200 in permit and inspection fees; outdoor burning permits and Knox permits are free.
- Coordination with Doug Young on Open Records response to Stop Work Order issued for residence being used as an event venue in Shady Hollow (12504 Black Mesa Cove); HOA complaint followup;
- Social media and sign graphics as needed for events and holidays;

- Website revisions to build Open Records:

# Open Records Request

To request public records, please use our Official Open Records Request Form. You may also request public records under the Texas Public Information Act by a written request via email to [office@tcesd5.org](mailto:office@tcesd5.org), by mail to P.O. Box 1239, Manchaca, Texas 78652, or in person at our administrative office, 665 W FM 1626, Austin, Texas 78748 between the normal office hours of 9a-5p Monday through Friday.

[Official Open Records Request Form](#)

For more information, visit the [Attorney General's Public Information poster online](#).

## Request for Info

### Open Records Request

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**Full Name** *(Required)*

**Organization** *(if applicable)*

**Phone**

**Email**

**Mailing Address** *(Required)*

**Street Address**

**Address Line 2**

**City**

**ZIP / Postal Code**

**State / Province / Region**

**Country**

*Pursuant to the Public Information Act, Texas Government Code, Section 552, I hereby request the following information currently existing in the records of Travis County Emergency Services District No. 5.*

**Please describe the records you are requesting** *(Required)*

- **Project/development consulting and customer service; answering questions;**
- **Development/implementation of two new information bulletins (Fire Department Connections and Fire Apparatus Access Roads/Fire Lanes): posted on our website.**

## Important Information Bulletins

- IB 001 – Plan Submittal Requirements – Third Party Review
- IB 002 – 20 fire sprinkler heads or less
- IB 003 – Outdoor Burning Permit Process and Rules
- IB 004 – Mobile Food Preparation Vehicles and Sites
- IB 005 – Knox Keyed Products
- IB 006 – Fire Department Connections
- IB 007 – Fire Apparatus Access Roads (aka Fire Lanes)

To order any approved Knox product, please first review IB 005 – Knox Keyed Products, then, after obtaining the required Operational Permit pursuant to the instructions in the Information Bulletin, visit <https://www.knoxbox.com/Products>. Please select “Texas”, then in the box below type the words “Travis Co ESD #5 – Manchaca Fire/Rescue”. You will see the department populate; then select “Travis Co ESD #5 – Manchaca Fire/Rescue”.

Prior to ordering any Knox product, please contact the fire code official of the District by emailing [crr@tcesd5.org](mailto:crr@tcesd5.org) to ensure it will meet the requirement specifications. It is a violation to order any Knox products using any other method other than the one described here.

- **Scheduling upcoming inspections;**
- **Coordinated and implemented battery recycling drop off service:**

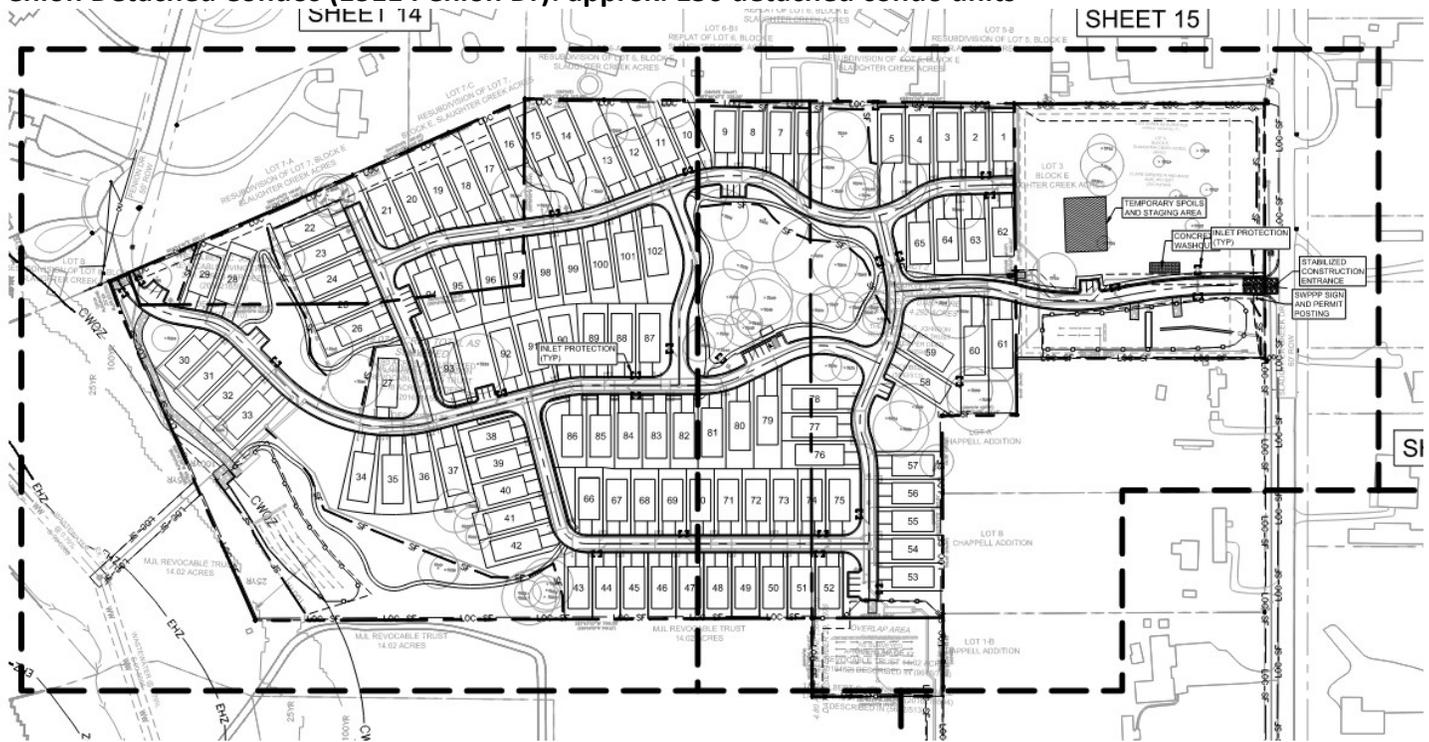


- **Ongoing Developments:**
  - Trinity at Estancia Apartments (801 Steel Timber): Leasing center and 2 apartment buildings now occupied; 10 more still under construction;
  - Big Valley Apartments (Big Valley Dr): Leasing center and 5 apartment buildings under construction;
  - Rangewater Apartments (11800 Manchaca Rd): 3 apartment buildings under construction;

- Travis South Industrial Park (13338 Old San Antonio): 4 industrial buildings under construction;
- Premier Events (11810 Manchaca Rd); 2 new event warehouses under construction;

- **New upcoming developments:**

**Penion Detached Condos (1311 Penion Dr): approx. 150 detached condo units**



**6.) Discussion and possible action on Station 502 Land Purchase agreement:** An update on land options was provided to the ESD. No action taken.

**7.) Discussion and possible action on Station 502 Contract/Delivery Procedures for Construction Projects:** Discussion of delivery methods. Action taken to change delivery method to Competitive Sealed Bid.

**8.) TCESD5 investment policy review and approval:** Discussion and review of current policy. Action taken to re-approve current policy.

**9.) Set agenda items and date for February meeting.**

**10.) Adjournment:**

There being no further business, the meeting was adjourned at 8:02 p.m.

Submitted by: Tom Quirk

Approved: Reed Boyd