☑ APPROVED

Travis County Emergency Services District 12
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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 12

Regular Meeting Minutes

October 12, 2026

1. **Call meeting to order and establish quorum.**

With a quorum present, the regular session meeting of Travis County ESD No. 12 was called to order by President Graham at 6:05 p.m. on Monday, October 12, 2026 at Travis County ESD No. 12, Station 1204, 12701 E US 290 Hwy, Manor, Texas 78653.

Thomas Graham	President	Present
Al Mays	Vice President	Present
Michael Rhone	Treasurer	Present
Eric Anderson	Deputy Treasurer	Present
Shawn Barnes	Secretary	Not Present

2. **Pledge of allegiance.**

3. **Citizen's communication.**

No citizens present

CONSENT AGENDA: Review, discuss and/or take appropriate action on all items listed below:
(NOTE: All Items listed under the Consent Agenda may be acted upon with one vote.)

4. Approve the minutes of the September 14, 2026, Regular Meeting.

5. Approve the September 2026 financial reports and bills.

MOTION: "I move to approve consent items 4 & 5 as presented."
RESULT: APPROVED (UNANIMOUS)
MOVER: Commissioner Michael Rhone
SECONDER: Commissioner Al Mays
AYES: Thomas Graham, Michael Rhone, Al Mays, & Eric Anderson

PRESENTATION/ACTION AGENDA: Review, discuss and/or take appropriate action on all items listed below:

6. Discussion, consideration, and possible action regarding a report from Martinez Architects on issues related to design and construction matters including but not limited to contract negotiations and approval of general contractor, engagement with design professionals, review, and approval of pay applications and change orders, and any other matters related to the site development and project design.

   The Board approved the final payment to Cerris Builders in the amount of $31,157.12, officially closing out the project until work on the connecting road begins.

   MOTION: "I move to approve the payment to Cerris Builders in the amount of $31,157,12."
   RESULT: APPROVED (UNANIMOUS)
   MOVER: Commissioner Eric Anderson
   SECONDER: Commissioner Michael Rhone
   AYES: Thomas Graham, Michael Rhone, Al Mays, & Eric Anderson

7. Discussion, consideration, and possible action regarding FY 26 budget amendments.

   This item was tabled until the next meeting.

   No discussion. No action taken.

8. Discussion, consideration, and possible action regarding the Medack & Oltmann, LLP Certified Public Accountants 2026 engagement letter.

   MOTION: "I move that the Board approve the 2026 engagement letter with Medack & Oltmann, LLP Certified Public Accountants as presented."
   RESULT: APPROVED (UNANIMOUS)
   MOVER: Commissioner Michael Rhone
   SECONDER: Commissioner Al Mays
   AYES: Thomas Graham, Michael Rhone, Al Mays & Eric Anderson

9. Discussion, consideration, and possible action regarding right of way dedication deed.

   The Board reviewed the right of way dedication deed, noting the inclusion of a reversion clause added by legal counsel for purposes of ensuring the roadway is constructed, maintained, and repaired by the City of Manor. The City of Manor accepted the terms of the right of way dedication deed with the added reversion clause.

MOTION: "I move that the Board adopt the resolution, approve the Right-of-Way Dedication Deed with legal counsel's changes, and authorize the appropriate Board officers to execute the documents on behalf of Travis County Emergency Services District No. 12."
RESULT: APPROVED (UNANIMOUS)
MOVER: Commissioner Al Mays
SECONDER: Commissioner Michael Rhone
AYES: Thomas Graham, Michael Rhone, Al Mays & Eric Anderson

10. Discussion, consideration, and possible action regarding the sales tax Interlocal Agreement with the City of Manor.

The Board convened in executive session at 6:12PM to discuss agenda item 10.

The Board reconvened in open session at 6:40PM.

No actions were taken during executive session.

11. Review and approve quarterly investment report for 3rd quarter.

The quarterly report was reviewed by the Board.

MOTION: "I move that to approve the Quarterly Report as presented."
RESULT: APPROVED (UNANIMOUS)
MOVER: Commissioner Al Mays
SECONDER: Commissioner Michael Rhone
AYES: Thomas Graham, Michael Rhone, Al Mays & Eric Anderson

12. Discuss, consideration, and possible action regarding attendance at Texas State Association of Fire and Emergency Services District (SAFE-D) Annual Conference from February 11-13, 2027 at the Kalahari Convention Center in Round Rock, Texas.

The Commissioners and Chief McKenzie discussed the SAFE-D conference and expressed interest in attending.

No actions were taken.

13. Discuss required training hours for Commissioners.

Chief McKenzie informed the Board that ESD Commissioners are required to complete six hours of training every two years and noted that attendance at the SAFE-D Conference would provide sufficient training hours to satisfy this requirement.

REPORTS: Informational updates from district officials and staff listed below:

14. Chief Report – emergency operations related to fire suppression and EMS, response times, call volume, personnel and staffing and training, management activities, communications and public information activities

    Chief McKenzie provided a report on department events, awards, and meetings that have taken place since the previous Commissioner meeting. Topics included:
    - Chief McKenzie reported the application process opened after budget approval added 10 firefighter positions; postings were on the Texas Commission on Fire Protection website and social media. Within one week, there were over 100 applicants; up to 160 by this point. The application closes October 23, 2026.
    - Re-entry into full auto-aid agreement is scheduled for October 28, 2026, with expectations of approval with no impact on existing aid agreements.
    - Firefighter Bogard and Firefighter Higginbotham achieved three years of service; Firefighter Guerrero achieved one year of service.

15. Fire Marshal Report – relating to fire code and other matters under the jurisdiction of the Fire Marshal

    Bill Carlson presented a report on the Prevention Division. Topics included:
    - Plans are being submitted; growth continues; unique projects are entering the jurisdiction.
    - A Firehouse Subs location is coming to the area.

16. Operational Report – C-Shift

    Engine 1201 C-Shift introduced themselves to the commissioners.

17. Commissioner Report – Communications with other government entities, District public relations, and commissioner updates since the last meeting.

    Commissioners did not have any pertinent information since the last meeting.

CLOSING: Concluding business

18. Set next meeting date

    The next meeting date is tentatively set for November 9, 2026 at 6:00PM at Station 1204.

19. Proposed agenda items for the next meeting

Discussion, consideration, and possible action regarding the 2026 Employee Holiday Party.

Discussion, consideration, and possible action regarding the sales tax Interlocal Agreement with the City of Manor.

20. Adjourn

The meeting adjourned 7:07PM.

MOTION: I move to adjourn this meeting.
RESULT: APPROVED (UNANIMOUS)
MOVER: Commissioner Al Mays
SECONDER: Commissioner Michael Rhone
AYES: Thomas Graham, Al Mays, Michael Rhone & Eric Anderson

Approved by the Board of Commissioners

Signature

11- 9- 26.

Date