

Travis County ESD No. 12  
Minutes of the Regular Meeting  
February 18, 2026 6:30 PM



Meeting was held at the TCESD No.12 District Office  
11200 Gregg Lane, Manor, TX 78653

I. Call meeting to order and establish quorum

President Arellano called the meeting to order at 6:32 PM.

Present: President Arellano, Commissioner Fowler, and Commissioner Anderson.

Not present: Commissioner Barnes

Visitors: Interim Chief McKenzie, PIO Kassidy Buth, Stephanie Naron, Bill Carlson, BC Adam Tapia, Capt. Von Beals, Sharee Salmons, Billy Burch, Ashley Carter, Aiden Higginbotham, Dylan Bogard, Judah Villalobos, and John Smead with Martinez Architect.

II. Review certified agenda

President Arellano verified the existence of a certified agenda.

III. Pledge of Allegiance

IV. Citizen's Communication

No citizens in attendance

V. Consent items

a) Approval of the minutes of the January 14, 2026 Regular Meeting which may include corrections, if needed.

b) Approval of the January 2026 financial reports and bills, which may include corrections, if needed.

After review, Commissioner Fowler made a motion to approve Consent items a and b as presented. (The treasurer's report consisted of the over \$2000 expenditures report, the P & L report, expenditures by vendor report, 290 station expense report, 290 station detail report, and balance sheet.) Commissioner Anderson seconded the motion. Motion carried unanimously.

VI. Communications

a) Report from Commissioners on pertinent information and activity since the January 2026 meeting.

Commissioners and Interim Chief McKenzie attended the ESDCC meeting. The meeting centered around discussion on the Travis County Fire Authority.

b) Receive Administrative/Operations/Fire Prevention updates.

Interim Chief McKenzie gave the call summary report, Training and Events, and Recognitions. Bill Carlson provided the Fire Prevention report.

Due to a switch from NFIRS to NERIS there is a difference in how data is presented.

- Operations: Incidents: January 2026 - 457 Year to Date – 457
- Prevention: December: Builder Development Meetings- 3 , Building Permits- 5, Plan Reviews- 52, Inspections- 58, Investigations- 4, Hydrant Inspections – 3

Additional Administrative Information:

- Captain Beals and PIO Cassidy Buth gave an update on the website migration. The migration has started and is going well. Cassidy was able to add on a smaller software that brings all documents uploaded onto the new website into ADA compliance. Captain Beals and Cassidy applied to move our domain from tcesd12.com to tcesd12.gov. This move will increase our search engine optimization and provide higher security aspects.

VII. Action items

- a) Discussion, consideration, and possible action regarding upon receiving a report from Martinez Architects on issues related to design and construction matters included but not limited to contract negotiations and approval of general contractor, engagement with design professional, review, and approval of pay applications and change orders, and any other matters related to the site development and project design.” The pay application for Cerris Builders, Inc will be paid in the amount of \$55,535.42 for work done in January 2026 on Station 1204.

John Smead was in attendance and gave an update. The only potential change order that remains is the revision to the signage facing 290. The \$3495.00 proposal from the signage manufacturer would be used, turn it into a change order and presented to the Board for approval.

John spoke about a minor issue with the bi-fold bay doors allowing water to flow into the bay during heavy rain. The doors will be adjusted to correct the problem.

The Commissioner asked about the TCESD12 logos that were being redone due to issues with the quality. Cerris was able to negotiate with the graphic design company for the new logos but there is still an outstanding balance of \$1900. John is still working with the company to get the signage at no cost and will provide an update at a later date.

John estimates the completion date in early March. The furniture and electronics are in progress. The internet, station alerting, cameras and security are all working.

PIO Cassidy Buth asked for direction from the Commissioners on what kind of celebration that they would like to see for the Station 1204 Grand Opening/Uncoupling Ceremony. Cassidy recommended asking the High School Honor Guard/Band to attend. President Arellano suggested that the ceremony take place on a Saturday and that we offer the guests cookies and coffee as refreshments.

The Commissioners reviewed a letter of Substantial Completion from Cerris Builders.

Commissioner Fowler made a motion to sign the AIA-G704-2017 Certificate of Substantial Completion for Station 1204. Commissioner Anderson seconded the motion. Motion carried unanimously.

Commissioner Fowler made a motion to pay Cerris Builders the amount of \$55,535.42 for the month of January 2026. Commissioner Anderson seconded the motion. Motion carried unanimously.

- b) Discussion, consideration, and possible action regarding completing the statewide Texas Emergency Management Assistance Teams MOU established by TDEM.

Interim Chief McKenzie explained that this MOU stems from the recent floods that impacted Central Texas. TDEM rolled out a State-Wide Texas Emergency Management Assistance Teams MOU. TDEM is asking that the Board President sign the MOU even if we do not plan to participate just in case we decide to at a later date. Attorney Ken Campbell reviewed the document and gave approval for the Commissioners to proceed with the MOU. Commissioner Fowler made a motion to sign the MOU between the Texas Division of Emergency Management and Texas Emergency Management Assistance Teams Participating Jurisdiction/ Employer. Commissioner Anderson seconded the motion. Motion carried unanimously.

- c) The Board will convene in executive session pursuant to the Texas Government Code 551.074 to deliberate the evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or Texas Government Code 551.071, Consultation with an attorney.

The board left open session and entered executive session at 7:16PM.

The board left executive session at 7:53PM and entered back into open session a 7:53PM. Commissioner Fowler made a motion that the Board proceeds as deliberated in Executive Session. Commissioner Anderson seconded the motion. Motion carried unanimously.

VIII. Closing items

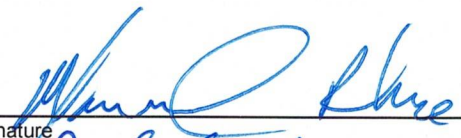
- a) Set meeting date.

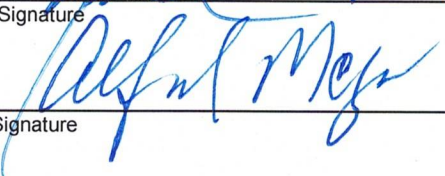
Next Regular Meeting is tentatively scheduled for March 11, 2026.

- b) Proposed agenda items for next meeting.

- c) Adjourn

Commissioner Fowler made a motion to adjourn the meeting. Commissioner Anderson seconded the motion and the motion passed. Meeting adjourned at 7:55 PM

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

4-6-2025.  
\_\_\_\_\_  
Date

4-6-26  
\_\_\_\_\_  
Date