

**TRAVIS COUNTY EMERGENCY SERVICES DISTRICT No. 9**  
**Minutes for a Regular Meeting of the Board of Commissioners**  
**Tuesday, October 25, 2016, 6:30 p.m.**  
**911 Westlake Dr.**  
**West Lake Hills, Texas**

1. Call to Order – 6:30 p.m.

2. Roll Call and Certification of Quorum.

Present:  
Virgil Flathouse (VF)  
Steve Scheffe (SS)  
Steve Wilson (SW)  
Tad Davis (TD)  
Kirt Kiester (KK)

Officers Present:  
Mike Elliott (ME)

Others Present:  
Lisa Litman (LL)  
Chris Gill (CG)

3. Review and Approve Minutes for the August 23, 2016 and September 27, 2016 Regular Meetings.  
A motion was made to approve the minutes from the August 23, 2016 Meeting – (M – SW, 2<sup>nd</sup> – SS, V – Unanimous).  
A motion was made to approve the minutes from the September 27, 2016 Meeting – M – TD, 2<sup>nd</sup> – SW, V – Unanimous).
4. Citizens' Communication – The Board of Commissioners welcomes public comments at this point on any issue. The Board will not respond to questions or comments from the public at this time. The Board cannot discuss or take action on matters not listed on the agenda. Speakers must sign up with the Fire Chief or his designee before speaking. Speakers shall limit their comments to two (2) minutes each.  
There were no citizens present who wished to speak to the Board.
5. Report from the Firefighters' Union – Chris Gill reported the Union Members were conducting a Bucket Brigade to collect money for Cooper's Quest, a charity fund for firefighters' families whose children have serious illnesses.
6. The Board will consider and possibly take action on the following Items:
- a. Dental, Disability and Life Insurance – Chief Elliott reported on the dental, disability and life insurance renewal from Aetna Insurance. A motion was made to accept and approve the renewal (M – SS, 2<sup>nd</sup> – SW, V – Unanimous).
  - b. Approval to Order a 2017 Chevrolet Tahoe – Chief Elliott reviewed a quote for a Command Vehicle through the State Contracting Cooperative, TX Smart. There was some discussion on the electronics and radio equipment. A motion was made to approve ordering a 2017 Chevrolet Tahoe through TC Smart for \$45,938.34 (M – SW, 2<sup>nd</sup> – SS, V – Unanimous).
  - c. Update the Employee Policy Manual – Chief Elliott reviewed the policy for paying instructors with the Board. There was some discussion on evaluating the cost of class preparation and RESET Instructors to the Department. ME said he would provide that analysis to the Board. A motion was made to approve the policy manual changes (M – SW, 2<sup>nd</sup> – TD, V – Unanimous).
  - d. St. 902 Remodel Update – Chief Elliott reported the St. 902 remodel was almost completed except for the punch list. The crews have moved back into the new area and are getting settled in. The Board asked ME to make sure all warranty and other documentation was provided as well as a release of lien by the contractor.
  - e. Invoices Over \$2,000 – Chief Elliott reviewed the invoices over \$2,000 with the Board. A motion was made to approve the expenditures (M – KK, 2<sup>nd</sup> – SS, V – Unanimous).
7. Fire Chief's Report – ME reviewed some incident responses with the Board.
- a. Review Financial Report – ME reviewed the Financial Reports with the Board. There were questions about the retained earnings and the Board asked that the Auditor spend some time during the annual audit discussing reserves and committed funds.
  - b. ESD CC Update – ME and VF reported on the last ESD CC Meeting. There was some discussion on the retirement and replacement of Travis County Emergency Services Director Danny Hobby.
8. Executive Session to discuss matters included on this agenda as authorized by Texas Government Code (see below)

– there was no Executive Session.

9. Discuss and Consider action on matters discussed in Executive Session – N/A.

10. Set Date and Time of the Next Regular Meeting - Tuesday November 22, 2016, 6:30 p.m. at 911 Westlake Dr, West Lake Hills, Texas 78746.

11. Adjournment – 7:43 p.m.

Note: The Board of Commissioners reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above as authorized by Texas Government Code, Section ¶551.071 (Consultation with Attorney), ¶551.072 (Deliberations About Real Property), ¶551.073 (Deliberations about Gifts and Donations), ¶551.074 (Personnel Matters), and ¶551.076 (Deliberation about Security Devices).

Travis County Emergency Services District No. 9 is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call the District at 512-539-3400 for information. Hearing impaired or speech disabled persons equipped with telecommunications devices for the deaf may call the statewide Relay Texas Program, 1-800-735-2988.

*Mike Elliott*

Mike Elliott, Fire Chief