

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT No. 9
Minutes for a Regular Meeting of the Board of Commissioners
Tuesday, February 23, 2016, 6:30 p.m.
911 Westlake Dr.
West Lake Hills, Texas

1. Call to Order – 6:31 p.m.

2. Roll Call and Certification of Quorum.

Present: Steve Scheffe (SS)

Virgil Flathouse (VF)

Steve Wilson (SW)

Kirt H. Kiester (KK) – 6:32 p.m.

Tad Davis (TD) – 7:40 p.m.

Officers Present:

Mike Elliott (ME)

David Wilson (DW)

Michael Lacey (ML)

Jack Frost (JF)

Others Present:

James Jansen (JJ)

Debi Hubert (DH)

Chris Gill (CG)

Seth Bonnacarrere (SB)

Ben Williams (BW)

Juan PonceDeLeon (JP)

Pam Wilson (PW)

3. Review and Approve Minutes for the January 26, 2016 Regular Meeting – A motion was made to approve the minutes from the previous meeting (M – VF, 2nd – 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 – David Wilson introduced Chris Gill as the new Union President. Other Officers are Seth Bonnacarrere, Ben Williams and Ricardo Leon. The next Union Meeting is scheduled for March 3rd. The Board encouraged the Union to participate in the discovery for pay scale adjustments or indexes next month with a final recommendation to the Board in May.

6. The Board will consider and possibly take action on the following Items:

a. Fiscal Year 2014/15 Annual Audit – James Jansen, Jansen and Gregorczyk, CPA, presented the FY 2014/15 Annual Audit to the Board. The Board had a few questions and a motion was made to approve the FY 2014 / 15 Annual Audit (M – SW, 2nd – KK, V – Unanimous).

b. St. 902 Remodel Construction Contract – Chief Elliott reviewed the latest information on the construction contract and the final drawings for the St. 902 remodel. The architect and contractor are waiting for the final MEP and structural drawings to add the drawing numbers to the contract. The contractor is expected to provide the final contact when that is completed.

The Board asked ME to create a timeline with details on the delays, review and discuss the architect's contract with the District's attorney and create a draft letter on the performance issues to the owner with the assistance of the attorney and report back to the Board. No action was taken.

c. Election of Board Officers – Commissioners nominated Virgil Flathouse as President, Steve Scheffe as Vice President, Kirt Kiester as Treasurer, Steve Wilson as Assistant Treasurer and Tad Davis as Secretary. A motion was made to approve the Board Officers for 2016 (M – KK, 2nd – SW, V – Unanimous).

d. Commissioner Oath of Office - Chief Elliott administered the Oath of Office and Anti-Bribery Statement to Commissioner Steve Wilson.

e. Proposed Amending Order to Upgrade ESD No. 9 Fire Code to the 2015 Edition of the International Fire Code – Chief Lacey reviewed the amending order to upgrade the ESD 9 Fire Code to the 2015 version. A motion was made to approve Order 2016-01 to amend the District Fire Code to upgrade to the 2015 edition of the International Fire Code (M - VF, 2nd – SW, V – Unanimous).

- f. Travis County EMS Services – Commissioner Scheffe noted that the ESD CC had not met since the last meeting. The next ESD CC Meeting is March 5th. No action was taken.
- g. Surveillance Camera Installation at Both Fire Stations – Chief Elliott reviewed two quotes on surveillance cameras to be installed at both fire stations. A motion was made to approve the purchase of surveillance cameras from Net Security Systems for \$6,050.00 from a quote dated 12/14/2015, adjust the budget accordingly, delaying the purchase and installation of cameras behind St. 902 to be completed when construction was finished (M – TD, 2nd – SW, V – Unanimous).
- h. Invoices Over \$2,000 – Chief Elliott reviewed invoices over \$2,000 with the Board including a payment to Aetna for \$3,910.01 and correcting a payment to Broadway Bank for \$4,350.00 instead of \$8,988.00. A motion was made to approve the expenditures (M - SW, 2nd – TD, V – Unanimous).
 - i. Update the Resolution Authorizing to Pay Invoices Over \$2,000 – Chief Elliott asked the Board to consider adding Texas Fleet Fuels to the resolution authorizing payment of invoices over \$2,000 when payment is due. A vote on the resolution was taken (For – SS, VF, SW, KK, and TD – Against – 0).
7. Fire Chief's Report – ME reviewed the latest incident of interest and statistics with the Board.
 - a. Review Financial Report – ME reviewed the Financial Report with the Board.
 - b. Sales Tax in ESD 9 – ME reported he had contacted Sales Tax Assurance and confirmed there is some sales tax available in our District. The Board asked ME to continue looking into the possibilities.
8. Executive Session to discuss matters included on this agenda as authorized by Texas Government Code (see below) – The Board entered into Executive Session at 8:20 p.m. and returned at 8:37 p.m.
9. Discuss and Consider action on matters discussed in Executive Session – No action was taken.
10. Set Date and Time of the Next Regular Meeting – Tuesday, March 29, 2016, 6:30 p.m. at 911 Westlake Dr, West Lake Hills, Texas 78746.

11. Adjournment.

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