

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT No. 9
Minutes for a Regular Meeting of the Board of Commissioners
Tuesday, July 25, 2017, 6:30 p.m.
911 Westlake Drive
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)

Officers Present: Mike Elliott (ME)
Jack Frost (JF)

Others Present:
Lisa Litman (LL)
James Medack (JM)

3. Review and Approve Minutes for the June 27, 2017 Regular Meeting – A motion was made to approve the minutes from the previous meeting (SW, 2nd – VF, 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 – There was no report from the Union.

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

- a. Semi-Annual Audit – James Medack reviewed the semi-annual audit performed earlier this year. There was discussion on a few missing receipts, sales tax paid, one late fee, and some payroll exceptions. All were minor events and the staff noted the recommendations by JM. A motion was made to approve the audit (M – SS, 2nd – SW, V – Unanimous).
- b. Sales Tax Assurance Contract – Chief Elliott reviewed the contract for sales tax consulting by Sales Tax Assurance. The Board directed ME to send the contract to the District's attorney for review and add the contract to the agenda for review at the next meeting. No action was taken.
- c. Audit Proposal for FY 2016/17 – Chief Elliott reviewed the proposal for Medack and Oltmann to perform the FY 2016/17 Annual Audit. A motion was made to approve the contract (M – SS, 2nd – SW, V – Unanimous).
- d. Proposal to Replace Four Portable Radios – Chief Elliott asked the Board for approval to order four APX 8000 portable radios as part of the portable radio replacement plan over the next fiscal year. A motion was made to approve the purchase for \$31,050 (M – SW, 2nd – VF, V – Unanimous).
- e. Invoices Over \$2,000 – Chief Elliott presented the invoices over \$2,000 for approval. A motion was made to approve the expenditures (M – SS, 2nd – SW, V – Unanimous).

7. Fire Chief's Report – ME reviewed the calls and statistics from the pervious month.

- a. Fire Engine Replacement – ME announce that the Apparatus Committee had made the decision to obtain specifications and drawings from Pierce Manufacturing for replacing Engine 901. Further review of the details will be presented at a future Board Meeting.
- b. 2017/18 Budget Update – ME handed out Budget Binders for the FY 2017/18 fiscal year. Budget sessions are planned for Aug. 16th and 17th (if needed).
- c. Review Financial Report – ME reviewed the Financial Report with the Board.
- d. ESD CC Update – ME reported on the ESD CC future plans and on the Fire Chief's Meeting that was held July 11th and 13th.

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 ESD No. 9 Meetings:

- a. Budget Session(s) – Wednesday, Aug. 16, 2017 and Thursday, Aug. 17, 2017 (if needed). Both meetings will begin at 6:30 p.m. at 1301 S. Capital of Texas Hwy, West Lake Hills, Texas 78746.
- b. Regular Meeting – Tuesday, August 22, 2017 at 6:30 p.m. at 911 Westlake Dr, 6:30 p.m.

11. Adjournment – 8:00 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.

Kirt H. Kiester

Secretary