

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT No. 9
Minutes for a Regular Meeting of the Board of Commissioners
Tuesday, April 28, 2020, 6:30 p.m.

Due to the state of emergency and/or local disaster caused by the COVID-19 Pandemic, the Board of Commissioners of Travis County Emergency Services District No. 9 will hold its meeting via telephone/video conference due to the difficulty and risks of convening a quorum in one location. The public may participate in the meeting via the internet from your computer, tablet or smartphone.

<https://us02web.zoom.us/j/82343975286?pwd=ZWoyMTInM2s2TjFTTXIUdzFtR1FjQT09>

You can also dial in using your phone.

United States: +1 (346) 248-7799

Meeting ID: 823 4397 5286

Password: 770993

1. Call to Order – 6:42 p.m.

2. Roll Call and Certification of Quorum

Commissioners:

Virgil Flathouse (VF)
Kirt Kiester (KK)
Steve Hudson (SH)
Steve Wilson (SW)
Mikeal Love (ML)

Officers:

David Wilson
Justin Poag
Walter Groman

Others:

Scott Elkins
Lisa Litman
Unknown Caller

3. Review and Approve Minutes for the February 25, 2020 Regular Meeting – A motion was made to approve the minutes from the February 25, 2020 meeting. (M – ML, 2nd – SH, V – Unanimous)

4. Citizens' Communication – The Board of Commissioners welcomes public comments at this point on any issue, whether or not included as an item on the agenda. The Board cannot discuss or take action on matters not listed on the agenda. Anyone wishing to speak on any matter, regardless whether included on this agenda, must sign up with the Fire Chief or his designee at esd9comments@gmail.com prior to the meeting. Speakers shall limit their comments to four (4) minutes each.

- There were no citizens wishing to speak to the Board.

5. Report from the Firefighters' Union – Firefighter Scott Elkins addressed the Board and provided an update on a firefighter that was injured in an off duty accident. He spoke of the actions the Union has been providing for the family. The Union is in the planning stages for the IAFF Fallen Firefighters Memorial which will be held on Sept. 19th in Colorado. The Union will be sending two representatives with the Askew Family. Scott provided a short Coronavirus planning update.

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

a. Budget Amendment to Fiscal Year 2019/2020 Budget – Chief Wilson presented a few category adjustments, budget line name changes and a request to add a COVID-19 Pandemic category for better tracking. The adjustment resulted in a \$7,000 budget increase due to COVID-19 pandemic planning. A motion was made to approve the amended budget as presented by Chief Wilson. (M – SH, 2nd – SW – V – Unanimous)

b. Update Resolution 2019-5 Setting Fund Balance for FY 2019/2020 – Chief Wilson presented an updated Fund Balance Resolution to the Board that reflects our current committed funds on the balance sheets and allows for planned committed fund contributions in FY 2019/2020 to be applied at a later date with a new resolution by the Board. A motion was made to adopt the Updated Resolution 2019-5 Setting Fund Balance for FY 2019/2020 as presented. (M – SH, 2nd – ML, V – Unanimous)

- c. Update on Post Employment Health Plan for Employees – Chief Wilson provided an updated on the meetings and work accomplished with our attorney. There was no action taken.
 - d. Engagement Letter of Jackson Walker LLP Regarding Review of Post Employment Health Plan – Chief Wilson presented an engagement letter from Jackson Walker LLP for services involving the review of the Districts desire to establish a 501c9 Post Employment Health Plan. After a review of the proposal a motion was made to approve the engagement letter. (M – SW, 2nd – SH, V – Unanimous)
 - e. Review of Investment Plan – Chief Wilson completed the annual review of the District’s Investment Plan. There was no change to the plan document and no action was needed.
 - f. Annual Diversity Report – Chief Wilson completed the annual review of the Diversity within the Fire Department and the Diversity of those that participated in the 2019 hiring process. No action was needed.
 - g. Update to Employee Retirement Plans due to CARES Act Legislation – Chief Wilson presented the information provided by the District’s third party administrator pertaining to the CARES Act legislation and the optional changes that could be added to both the 401a and 457b retirement plans. After review of the information, a motion was made to elect to not implement the CARES Act provision to either of the District’s retirement plans. (M – KK, 2nd – SW, V – Unanimous)
 - h. Purchase of a Replacement Treadmill for Fire Station 902 – Chief Wilson presented a request to purchase a new treadmill due to the current Station 902 treadmill needing major repairs. A motion was made to purchase a treadmill from Fitness in Motion as presented. (M – SW, 2nd – ML, V – Unanimous)
 - i. Purchase of a Mobile Radio for Investigator 902 – Chief Wilson presented a request to purchase a mobile radio for the new 2020 Ford Explorer that is anticipated to be delivered in May. A motion was made to purchase the mobile radio from Motorola as presented. (M – SH, 2nd – ML, V – Unanimous)
 - j. Invoices Over \$2,000 – Chief Wilson reviewed the bills over \$2,000 for March and April 2020. A motion was made to approve the invoices over \$2,000 for both March and April. (M – SH, 2nd – KK, V – Unanimous)
7. Fire Chief’s Report
- a. Operations Report - Chief Wilson reviewed the significant incidents and call statistics from the previous month.
 - i. COVID-19 Pandemic Update – Chief Wilson updated the Board on the planning, actions and response to the COVID-19 Pandemic.
 - b. ESD CC Report and Update – Due to COVID-19 there has not been an ESD CC meeting and future meetings are currently on hold.
 - c. Financial Reports – Chief Wilson reviewed the financial reports with the Board, including a quarterly detailed budget review.
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 Meeting Dates – The next regularly scheduled meeting will be held on May 26, 2020 at 6:30 p.m. A virtual meeting or in person meeting and possible location will be decided on in a few weeks.
11. Adjournment – 8:04 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.

Steve Hudson

Steve Hudson, Secretary