

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT No. 9
Minutes for a Regular Meeting of the Board of Commissioners
Tuesday, January 21, 2020, 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

Commissioners Present:

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

Officers Present:

David Wilson (DW)
Walter Groman (WG)

Other Present:

Scott Elkins (SE)
Lisa Litman (LL)
Christine Thies (CT)

3. Review and Approve Minutes for the December 17, 2019 Regular Meeting – A motion was made to approve the minutes from the December 17, 2019 meeting. (M – SH, 2nd – SW, 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 before speaking. Speakers shall limit their comments to four (4) minutes each.
 - There were no citizens present who wished to speak to the Board.
5. Report from the Firefighters' Union – Firefighter Scott Elkins was available for questions and had no update from the Firefighters' Union.
6. The Board will consider and possibly take action on the following Items:
 - a. Oath of Office and Statement of an Appointed Official for Reappointed Commissioners – Chief Wilson administered the oath of office and Statement of Appointed Official to Commissioners Flathouse and Wilson. They are re-appointed by Travis County Precinct 3 for a two year term.
 - b. Election of Board Officers – Commissioners reviewed the required Board Officers. A motion was made by Commissioner Wilson to keep the current Officers of the Board:

President – Virgil Flathouse
Vice President – Steve Wilson
Secretary – Steve Hudson
Treasurer – Kirt Kiester
Assistant Treasurer – Mikeal Love

Commissioner Kiester seconded the motion and it passed by a unanimous vote.

- c. Status Update on the District Standard of Cover and Response Analysis – Christine Thies, Thies Consulting, presented a status update to the Board on the work that has been completed with the Fire Chief and Executive Team. Additional data should be received soon and will continue to be evaluated for the final presentation and recommendations to the Board.
- d. Updated Automatic Aid Contract with Travis County and Williamson County Fire Departments – Chief Wilson presented the updated Automatic Aid Agreement and reviewed the changes that occurred from the last Agreement. Commissioners requested staff review Automatic Aid with the Board 120 days before each annual automatic renewal period. A motion was made to authorize the Fire Chief to execute and sign the updated Automatic Aid Agreement. (M – VF, 2nd – SW, V – Unanimous)
- e. Condo Owners Special Assessment Fee for District Owned Property used as the District Headquarters at 1301 S. Capital of Texas Hwy, West Lake Hills, TX 78746 – Chief Wilson notified the Board of the decision by the Headquarters Condo Owners Association Board of Directors to fund an HVAC replacement on all buildings. They approved a special assessment fee as well as an increase in the reserve fee that is charged monthly. The onetime payment will be made in March and may require a budget adjustment. No action was taken.

- f. Resolution 2020-1, Updating Invoice Exceptions List for Bills over \$2,000 – Chief Wilson presented Resolution 2020-1. A motion was made to approve the resolution as presented. (M – SH, 2nd – SW, V – Unanimous)
 - g. Invoices Over \$2,000 – Chief Wilson reviewed the invoices over \$2,000 with the Board. A motion was made to approve the expenditures. (M – KK, 2nd – SW, V – Unanimous)
7. Fire Chief's Report
 - a. Operations Report – Chief Wilson reviewed the significant incidents and call statistics from the previous month with the Board.
 - b. ESD CC Report and Update – Chief Wilson updated the Board on the recent ESD CC Meeting.
 - i. SAFE-D Conference is scheduled in February 2020. Commissioner Flathouse has confirmed attendance and Chief Wilson will check with remaining Board Members.
 - c. Financial Reports – Chief Wilson reviewed the financial reports, including a first quarter financial review with the Board.
 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 February 25, 2020 at 6:30 p.m. at West Lake Hills City Council Chambers.
 11. Adjournment. – 7:35 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