

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT No. 9

Minutes for a Regular Meeting of the Board of Commissioners

Tuesday, April 26, 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) - 6:32
Kirt H. Kiester (KK)

Officers Present: Mike Elliott (ME)
Chris Ham (CH)

Others Present:
Paula Barr (PB)
Richard Fletcher (RF)
Chris Gill (CG)

3. Review and Approve Minutes for the March 29, 2016 Regular Meeting – A motion was made to approve the minutes from the previous meeting with the correction of a typo on item 5 (M – SS, 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 – Chris Gill reported the Association had completed the PTO donation to Lisa Litman and collected \$200 for food during her medical leave. ME confirmed the PTO donations were completed in payroll. The Association was also looking into how retirement benefits would be dispersed for an actual retirement.
6. The Board will consider and possibly take action on the following Items:
- a. Sales Tax Potential –Richard Fletcher and Paula Barr with Sales Tax Assurance reviewed how sales tax estimates were established. Sales tax and election details were also discussed. ESD No. 9 would need to contract with Sales Tax Assurance after a successful sales tax election to make sales tax payment corrections that were not being paid to the correct entity. This would probably be considered four months after a potential sale tax election. No action was taken.
 - b. St. 902 Remodel Construction Update – Chief Elliott
 - i. Change Order One – ME reviewed the first change order with the Board. The amount of \$18,597.60 was included in the following motion.
 - ii. Performance and Payment Bonds – ME reviewed the required bonds for the construction contract. No action was taken.
 - iii. Construction Cost Summary – ME reviewed the construction cost with the Board. No action was taken.
 - iv. Proposed Oven Purchase – ME reviewed a request to purchase a new oven for St. 902. A motion was made to approve the purchase of a new oven for St. 902 up to \$10,000 (M – SW, 2nd – TD, V - Unanimous).
A motion was made to approve \$41,734.00 in expenses relating to the remodeling of St. 902 including Change Order One (M – SW, 2nd – SS, V – Unanimous).

- c. Proposed Reserves Plan Changes – Chief Elliott reviewed a proposal to change the method reserves are accounted for. The Board suggested that the next auditor’s opinion should be taken into consideration first. No action was taken.
 - d. Fiscal Year 2015 / 16 Budget Revision – Chief Elliott reviewed a proposed budget revision. The Board decided to table the proposed revision until later in the fiscal year. No action was taken.
 - e. Firefighter Pay Scale – Chief Elliott presented some salary data on other ESDs in Travis County. There was discussion on reviewing current certification levels and creating an overall method for reviewing the achievements of the Firefighters. Incentive review including education, fitness, and higher certifications that would establish an elite workforce would be part of the strategic plan. ME said he would start working on a proposed plan. Base pay adjustment for the next fiscal year would be discussed at the next meeting. No action was taken.
 - f. Invoices Over \$2,000 – Chief Elliott presented invoices over \$2,000 for approval. A motion was made to approve the expenditures (M – SW, 2nd – TD, V – Unanimous).
7. Fire Chief’s Report – ME reviewed some incidents and statistics with the Board.
 - a. Review Financial Report – ME reviewed the Financial Reports with the Board.
 - b. Pass the Torch – Two employees will present some data on WFD at the Pass the Torch Training on June 25th.
 - c. Retirement Plan Request – ME reviewed a request by an employee to change the Retirement Plan. The Board thought the idea might be illegal and changing the plan for one employee would be too costly.
 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, May 24, 2016, 6:30 p.m. at 911 Westlake Dr, West Lake Hills, Texas 78746.
 11. Adjournment – A motion was made to adjourn at 8:20 p.m. (M – SW, 2nd – TD, V – Unanimous).

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.

Tad Davis
Secretary