

**TRAVIS COUNTY EMERGENCY SERVICES DISTRICT No. 9**  
**Minutes for a Regular Meeting of the Board of Commissioners**  
**Tuesday, October 27, 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 at 1301 S. Capital of Texas Hwy, Building B, Suite 123, West Lake Hills, Texas, 78746 and via telephone/video conference. The public may participate in the meeting via the internet from your computer, tablet or smartphone.

<https://us02web.zoom.us/j/87950614491?pwd=ZE5TZGorOUlzWnhNS2tSdnBsM3RqZz09>

You can also dial in using your phone.

United States: +1 346 248 7799

Meeting ID: 879 5061 4491

Password: 522101

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1. Call to Order. – 6:30 p.m.

2. Roll Call and Certification of Quorum.

**Commissioners**

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

**Officers:**

David Wilson (DW)

**Others:**

Scott Elkins (SE)  
Jaime Galbreath (JG)  
Jaysen Maurice

3. Review and Approve Minutes for the September 22, 2020 Regular Meeting and the October 6, 2020 Special Meeting. - A motion was made to approve the September 22, 2020 Regular Meeting and the October 6, 2020 Special Meeting minutes as presented. (M – SH, 2<sup>nd</sup> – KK, 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](mailto:esd9comments@gmail.com) prior to the meeting. Speakers shall limit their comments to four (4) minutes each.  
- There were no citizens present who wished to address the Board and no online submittals were received.

5. Report from the Firefighters' Union – Firefighter Scott Elkins provided a brief update on a firefighter who has been off for an off duty related injury, let the Board know that the FF's went out to help the Askew family with any projects that she needed done. Also, a special recognition to a gentleman by the name of Joe Moore for his thoughtful donation to the Askew Family. Gave a brief update on the upcoming Union elections that will occur at the end of the year.

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

a. Medical, Dental, Vision, Disability and Life Insurance for 2020 – Jaysen Maurice, Benefit Partners presented the quote for this upcoming year's renewal. With less than a 5% increase, Jaysen felt that it would be in everyone's best interest to continue with our current providers. – A motion was made to approve the continuation of ESD #9's current insurance providers for Medical, Dental, Vision, Disability and Life Insurance for 2021 Renewal. (M – SW, 2<sup>nd</sup> – SH, V- Unanimous)

b. Discussion and Possible Action to Waive a Conflict of Interest and Consent to Joint Representation by Doug Young and Scanlan Buckle & Young of ESD Nos 6 and 9 in the Preparation of an Agreement for Shared Use of an Incident Rehabilitation Vehicle – Commissioners reviewed and read through Consent to Representation and Waiver of Conflict. – A motion was made to approve. (M – KK, 2<sup>nd</sup> – SH, V- Unanimous)

c. Travis County ESD 9 Employee Policy Manual Updates – Chief Wilson presented the 12 changes that were made to the Employee Policy Manual. – A Motion was made to approve. (M – SH, 2<sup>nd</sup> – KK, V- Unanimous)

d. Travis County ESD 9 Business Manual Updates – Chief Wilson presented the 8 changes that were made to the

Business Manual. – A Motion was made to approve. (M – KK, 2<sup>nd</sup> – SH, V- Unanimous)

- e. Out of Service Equipment and Capital Building List for Fiscal Year 2019/2020 – Chief Wilson reviewed Current Inventory List, New Items List (purchased last fiscal year 2019/2020), and the Out Of Service items. – A motion was made to remove Out Of Service Equipment from the Inventory List in preparation for upcoming audit. (M – SH, 2<sup>nd</sup> – SW, V- Unanimous)
  - f. Software License Agreement with Station Automation, Inc – Chief Wilson presented information on the purchase of a software system that tracks everything all in one system. After reviewing three different demos from three separate systems. The staff would like to move forward with PS Trax. Chief Wilson proposed going with a 3 year contract and spread the start-up fees over the 3 years. - A motion was made to approve as recommended by Chief Wilson. (M – KK, 2<sup>nd</sup> – SH, V- Unanimous)
  - g. Invoices Over \$2,000 – Chief Wilson presented the invoices over \$2,000. A motion was made to approve the invoices over \$2,000. (M – SH, 2<sup>nd</sup> – KK, V – Unanimous)
7. Fire Chief's Report – Chief Wilson
- a. Operations Report – Chief Wilson reviewed the significant incidents and statistics from the previous month.
    - i. COVID-19 Pandemic Update – Chief Wilson updated the Board on the Department's continued planning and response efforts.
    - ii. New Apparatus Planning – Chief Nobles is in the process of replacing Battalion 901 and should have more information over the next few month for the board to consider.
    - iii. Strategic Planning Sessions – The Command staff will start planning sessions this Fall on 3 topics: District Analysis implementation, Department staff position evaluation, and ISO re-evaluation.
    - iv. Loop 360 Construction Meetings – Chief Wilson has been in contact with Loop 360 project coordinators and has scheduled a virtual meeting on November 3<sup>rd</sup> to discuss project. This future construction will impact response times out of fire station 902.
    - v. Response and Training Statistics – Chief Wilson reviewed and noted that call volumes are down 11%
    - vi. Monthly Inspection Statistics – Chief Wilson reviewed and noted that inspections are increasing.
    - vii. Chief Groman Recognition – Chief Groman has held his National EMS Certificate for 30 years.
  - b. ESD CC Report and Update – There was no ESD CC meeting to report on.
  - c. Financial Reports– Chief Wilson reviewed the financial reports 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 Regular ESD No. 9 Meeting. – The next regular meeting of the Commissioner will be held November 24, 2020 at 6:30 p.m.
11. Adjournment. – 8:14 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.

*David Wilson*

David Wilson, Fire Chief