

**TRAVIS COUNTY EMERGENCY SERVICES DISTRICT No. 9**  
**Minutes for a Regular Meeting of the Board of Commissioners**  
**Tuesday, June 22, 2021, 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/87018213750?pwd=cmpkTGtpUTZTeXVvbml4c1doUnlMZz09>

You can also dial in using your phone.

United States: +1 346 248 7799

Meeting ID: 870 1821 3750

Password: 166050

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1. Call to Order. 6:32 p.m.
2. Roll Call and Certification of Quorum.

**Commissioners Present:**

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

**Officers Present:**

David Wilson (DW)

**Other Present:**

Jaime Galbreath (JG)  
Scott Elkins (SE)  
James Medack (JM)  
Pam Wilson (PW)

3. Review and Approve Minutes for the May 25, 2021 Regular Meeting. – A motion was made to approve the minutes from the May 25, 2021 meeting. (M – SH, 2<sup>nd</sup> – 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 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 speak to the Board.
5. Report from the Firefighters' Union – Firefighter Scott Elkins reported that the new squad is really helping the department as a whole. With much faster response times as well as relieving calls for Station's 901 and 902. They have also noticed that with the new squad they are able to release additional units while they continue to stay on scene. Scott still hasn't received the final approval yet on the benevolent fund. As budget season is approaching the union has made a couple of requests for the board to consider. Scott presented some concerns with our current Time and Grade Schedule, and made a suggestion on how to fix the issues. The union also asked that the Board to consider an increase to the amount that the department pays for the family insurance premiums.
6. The Board will consider and possibly take action on the following Items:
  - a. Semi-Annual Audit – James Medack, Medack & Oltmann, LLP presented the results from this year's semi-annual audit.
  - b. Proposed Salary Adjustment for the Fiscal Year 2021-2022 Budget – Chief Wilson presented the proposed salary and increases.
  - c. Information Technology for the District including all District Facilities – Chief Wilson presented the Information Technology Update with recommendations to move forward with VeraTech Solutions and cancel contract with RICOH. The board would like to hold off until August before canceling the contract.

- d. Memorandum of Understanding for an Assistance to Firefighters Regional Grant for Annual and New Hire Firefighter Physicals – Chief Wilson presented the Memorandum of Understanding. - A motion was made to approve the MOU. (M – SH, 2<sup>nd</sup> – KK, V – Unanimous)
  - e. Tax and Budget Planning Calendar for Fiscal Year 2021/2022 – Commissioners reviewed and approved calendar with one change. Moving the Budget Workshop up one week. From August 10<sup>th</sup> / 11<sup>th</sup> to August 3<sup>rd</sup> /4<sup>th</sup>.
  - f. Invoices Over \$2,000 – Office Manager Jaime Galbreath reviewed the invoices over \$2,000 with the Board. - A motion was made to approve the expenditures. (M – KK, 2<sup>nd</sup> – SH, V – Unanimous)
7. Announcement of SAFE-D Conference – Commissioners reviewed Announcement of upcoming conferences.
  8. Announcement of July and August Community Relations Events – Chief Wilson announced Dates and Times of all 3 4<sup>th</sup> of July Parades and Rollingwood’s National Night Out on August 3<sup>rd</sup>.
  9. Fire Chief’s Report – Chief Wilson
    - a. Operations Report – Chief Wilson reviewed the events of interest during May, updates on Strategic Planning Session, and statistics from the previous month.
      - i. Department COVID Update
    - b. ESD CC Report and Update – Chief Wilson reviewed the ESD CC Meeting Minutes with the Board.
    - c. Financial Reports – Chief Wilson reviewed the financial reports with the Board.
  10. Executive Session to discuss matters included on this agenda as authorized by Texas Government Code (see below).
    - There was no executive session.
  11. Discuss and Consider action on matters discussed in Executive Session. – N/A
  12. Set Date and Time of the next Regular ESD No. 9 Meeting. The next regular meeting of the Commissioner will be held Tuesday, July 27, 2021 at 6:30 p.m.
  13. Adjournment. 8:05 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