

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT No. 9
Minutes for a Regular Meeting of the Board of Commissioners
Tuesday, February 28, 2023, 6:30 p.m.
1301 S. Capital of Texas Hwy., Building B, Suite 123
West Lake Hills, Texas 78746

1. Call to Order. - 6:30 p.m.

2. Roll Call and Certification of Quorum.

Commissioners Present:

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

Officers Present:

David Wilson (DW)
Wayne Morris (WM)

Other Present:

Scott Elkins (SE)
Jaime Galbreath (JG)
Chuck Brotherton (CB)
Ben Williams (BW)
Noah Binford (NB)
Michael Joseph (MJ)

3. Review and Approve Minutes for the January 24, 2023, Regular Meeting. - A motion was made to approve the minutes from the January 24, 2023, Regular 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 of whether included on this agenda, must sign up with the Fire Chief or his designee 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. Oath of Office and Statement of an Appointed Official for Reappointed Commissioners – Chief Wilson completed the oath of office and statement of an appointment official for reappointed commissioner, Commissioner Kirt Kiester.

6. Presentations:

a. Report from the Firefighters' Union – Firefighter Scott Elkins reported that the Benevolent Fund is up and running. They are happy to report that they have received several donations already and they are feeling very hopeful. Also, wanted to recognize and thank the department's staff for helping out and being incredibly flexible during these times where we are trying to cover all missed shifts. The department currently has 5 employees out on either Workers' Compensation or Short-Term Disability. Lastly, there has been a Meal Train Website set up for District Chief Nobles and his family to help relieve some of the stress of planning and cooking meals so that they can better spend their time focusing on Heath's recovery. If you are interested in donating, I will attach the link here. >>

The unique link associated with this Meal Train page is: <https://mealtrain.com/q6orz8>

b. Introduction and Updates from Travis County Emergency Services - Executive Director Charles Brotherton introduced himself, explained a little about what he does, and what county departments he oversees. He is planning on attending each department's Board Meetings just to see how everyone is doing and if there is anything that we may need from him or any requests that he may help out with. – No Board Action Required

c. Department Update of Organizational Chart and Personnel Updates – Chief Wilson presented personnel updates as well as a revised Organizational Chart. Chief went over all changes that had been made due to the hiring of the 6 new Probationary Firefighters. – No Board Action required. The department currently has 13 Staff each shift between all 3 Stations.

d. Department Operations Activities During Response of Winter Storm Mara – Chief Wilson presented a Slide Show to go over the recovery efforts that took place during Winter Storm Mara. The department remained in close contact with Water District 10 as well as The City of Westlake Hills and The City of Rollingwood. The department received 126 Calls in 1 week and the average time to arrive on scene was 11.5 – No Board Action is required at this time.

7. The Board will consider and possibly take action on the following Items:
- a. Discussion and Possible Action on the District's Investment Plan – Chief Wilson presented the District's Investment Policy after Attorney Doug Young reviewed. Doug reviewed and made just a few minor changes to the verbiage. Chief Wilson would recommend adopting the new Investment Policy. - A motion was made to Adopt the New Revised Investment Plan. (M - SH, 2nd – SW, V – Unanimous)
 - b. Discussion and Possible Action on the District's Incentive Pay Structure – Chief Wilson presented Incentive Pay Structure Adjustments for Firefighters and Staff. These incentives haven't been revised since 2017. Changes that occurred on this revision are for EMS – Credentialing Preceptor and Physical Fitness Initiative – Physical Fitness Leader. – A motion was made to approve the revisions on the District's Incentive Pay Structure (M - SH, 2nd – SW, V – Unanimous)
 - c. Discussion and Possible Action Related to the Purchase of Radios – Chief Wilson presented the need for a new Motorola Radio for the 2023 Ford F-150 as well as the mobile and portable radios for the new hires. Chief Wilson received an estimate for these new radios and the purchase is in line with budget forecast. – A motion was made to approve the revisions on the District's Incentive Pay Structure (M - SH, 2nd – SW, V – Unanimous)
 - d. Receive Updates and Possibly Take Action on Real Property Related to Fire Station 903 and City of Rollingwood Joint Facility* – Chief Wilson presented Real Property Related to Fire Station and Facilities. – A motion was made to approve the preparation of both projects in the District's Strategic planning process for the Capital Improvement Plan for 2023-2028 (M – SH, 2nd – SW, V – Unanimous)
 - e. 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 – SW, 2nd – SH, V – Unanimous)
8. Executive Session (No public discussion on these items) – No executive session.

The Travis County Emergency Service District No. 9 Board of Commissioners will consider the following items in Executive Session. The Commissioners may also consider any other matters posted on the agenda if there are issues that require consideration in Executive Session and the Commissioners announce that the item will be considered during Executive Session. No action may be taken on any items considered during Executive Session.

- a. Tex Govt. Code Section §551.072 (Deliberations About Real Property)
9. Fire Chief's Report – Chief Wilson reviewed the events of interest during the month of December, provided updates on District activities, and statistics from the previous month.
- a. Operations Report – Chief Wilson presented statistics for the month of January.
 - b. Legislative Update – No Legislative Update
 - c. ESD CC Update – No ESD CC Report
 - d. Financial Reports – Chief Wilson reviewed the financial reports with the Board.
10. Set Date and Time of future ESD No. 9 Meetings. - The next regular meeting of the Commissioner's will be held Tuesday, March 28, 2023, at 6:30 p.m.
11. Adjournment. - 8:18 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