

**TRAVIS COUNTY EMERGENCY SERVICES DISTRICT No. 9**  
**Minutes for a Regular Meeting of the Board of Commissioners**  
**Tuesday, January 23, 2024, 6:30 p.m.**  
**1301 S. Capital of Texas Hwy., Building B, Suite 123**  
**West Lake Hills, Texas 78746**

1. Call to Order.

2. Roll Call and Certification of Quorum.

**Commissioners Present:**

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

**Officers Present:**

David Wilson (DW)  
Heath Nobles (HN)

**Others Present:**

Engineer Scott Elkins

3. Review and Approve Minutes for the December 19, 2023, regular meeting. A motion was made to approve the minutes from the December 19, 2023 Regular Meeting. (M-SH, 2nd-SW, V-unanimous)

4. Citizens' Communication – There were no citizens present.

5. Oath of Office and Statement of an Appointed Office for Reappointed Commissioners – Chief Wilson. Commissioners Flathouse and Wilson took the Oath of Office and executed the Statement.

6. Presentations

a. Report from the Firefighters' Union – Firefighter Scott Elkins. Engineer Elkins presented the reasons why the Firefighter's Union is in favor of hiring three additional firefighters.

b. Report on the District's Quarterly Financial Statement – Chief Wilson. Chief Wilson presented the Quarterly Financial Statement, no action was required.

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

a. Election of Board Officers for Calendar Year 2024 – Commissioners. Board officers were elected to the following positions: Virgil E. Flathouse – Board President, Steve Wilson – Vice President, Kirt H. Kiester – Treasurer, Debbie Kasper – Assistant Treasurer, Steve Hudson – Secretary (M-SW, 2nd-DK, V-unanimous)

b. Discussion and Possible Action on the Engagement of Legal Counsel for a Build-to-Suit Fire Station – Commissioners. Chief Wilson presented proposals from Winstead and Hunton Andrews Kurth. After discussion, a motion was made to engage Winstead. (M-SH, 2nd-SW, V-unanimous)

c. Discussion and Possible Action on a Future Property Lease for Fire Station 903\* – Chief Wilson. Chief Wilson presented an update, no action was taken.

d. Discussion and Possible Action on Operations Staffing Levels – Chief Wilson. Chief Wilson presented the reasons and budget implications for hiring three additional firefighters. After discussion, a motion was made to approve hiring the additional firefighters. (M-SW, 2nd-SH, V-unanimous)

e. Resolution 2024-01, Related to the District Committed Fund Balance – Commissioners. Chief Wilson presented the updated Committed Fund Balances. After reviewing the Committed Fund Balances, a motion was made to approve Resolution 2024-01. (M-SH, 2nd-SW, V-unanimous)

f. Resolution 2024-02, Related to Updating the Invoice Exception List for Bills over \$2,000 – Commissioners. Chief Wilson presented the updated Invoice Exception List. After reviewing the Invoice Exception List, a motion was made to approve Resolution 2024-02. (M-SH, 2nd-DK, V-unanimous)

g. Discussion and Possible Action on an Election Services Agreement with Travis County – Chief Wilson. Chief Wilson presented the New Election Equipment Adoption Order and the Election Agreement from Travis County.

After discussion, a motion was made to approve Resolution 2024-03 and the Election Agreement from Travis County. (M-SH, 2nd-DK, V-unanimous)

h. Invoices Over \$2,000. Chief Wilson presented invoices over \$2,000 and a motion was made to approve the invoices over \$2,000. (M - SH, 2<sup>nd</sup> – DK, V - Unanimous)

8. Executive Session (No Executive Session was held)

9. Fire Chief's Report – Chief Wilson. Chief Wilson reported on District activities and the Financial Reports.

- a. Chief Update on District Activities
- b. Financial Reports

10. Set Date and Time of future ESD No. 9 Meetings. Regular Meeting on February 27, 2024 at 6:30pm

11. Adjournment. 7:50pm

Steve Hudson

Steve Hudson, Secretary