



TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6

Regular Session Minutes Thursday, January 24, 2019

1. Call to Order

With a quorum present, the regular session meeting of Travis County ESD No. 6 was called to order by Commissioner Howell at 1:00 p.m. on Thursday, January 24, 2019 at Lake Travis Fire Rescue Headquarters, 15304 Pheasant Lane, Suite #100, Austin, Travis County, Texas 78734.

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|-------------------------------|---------------------|---------|
| Commissioner Paula S. Barr | President | Absent |
| Commissioner Jefferson Howell | Vice President | Present |
| Commissioner Jerry Stein | Treasurer/Secretary | Present |
| Commissioner Mary Lynne Gibbs | Assistant Treasurer | Present |
| Commissioner Ana M. Guzmán | Board Member | Absent |

2. Public comment

None

3. LTFR/Community events

The Fire Chief reminded everyone of the upcoming Annual 2019 SpringFest to be held at the Hill Country Galleria on Saturday, April 27 from 11 a.m.-8 p.m. The Assistant Fire Chief reminded everyone of the Safety Squad shows being held.

The Fire Chief recognized Engineer Gary Frederick for 20 years of service and Lt. Travis McAnally for his work on the records management system

4. Approve the minutes of the Wednesday, December 19, 2018 Regular Session

MOTION: Approve the minutes of the Wednesday, December 19, 2018 Regular Session as presented in Consent Item #4.

RESULT: **ADOPTED (UNANIMOUS)**

MOVER: Commissioner Jerry Stein, Treasurer/Secretary

SECONDER: Commissioner Mary Lynne Gibbs, Assistant Treasurer

AYES: Jefferson Howell, Jerry Stein, Mary Lynne Gibbs

ABSENT: Paula S. Barr, Ana M. Guzmán

5. Update, discuss and/or take action on Board Sub-Committees' work

- Educational Committee report
- Update, discuss and/or take action on Legislative Strategic Plan

Members of the Board heard from:

Commissioner Jefferson Howell, Vice President

Legislative Educational Consultant Gib Lewis

Legislative Educational Consultant Debbie Mitchell

Fire Chief Abbott

RESULT: DISCUSSED

6. Update, discuss and/or take action on the September 2018 Final Financial Report

Members of the Board heard from:

Commissioner Mary Lynne Gibbs, Assistant Treasurer

Financial Manager Smith

MOTION: Approve the September 2018 Final Financial Report as presented in Item #6.

RESULT: ADOPTED (UNANIMOUS)

MOVER: Commissioner Mary Lynne Gibbs, Assistant Treasurer

SECONDER: Commissioner Jerry Stein, Treasurer/Secretary

AYES: Jefferson Howell, Jerry Stein, Mary Lynne Gibbs

ABSENT: Paula S. Barr, Ana M. Guzmán

7. Update, discuss and/or take action on 2018 Budget Transfers

Members of the Board heard from:

Commissioner Jefferson Howell, Vice President

Commissioner Mary Lynne Gibbs, Assistant Treasurer

Financial Manager Smith

MOTION: Approve the 2018 Budget Transfers as presented in Item #7.

RESULT: ADOPTED (UNANIMOUS)

MOVER: Commissioner Jerry Stein, Treasurer/Secretary

SECONDER: Commissioner Mary Lynne Gibbs, Assistant Treasurer

AYES: Jefferson Howell, Jerry Stein, Mary Lynne Gibbs

ABSENT: Paula S. Barr, Ana M. Guzmán

8. Update, discuss and/or take action on December 2018 Financial Report

Members of the Board heard from:

Commissioner Jefferson Howell, Vice President

Financial Manager Smith

MOTION: Approve the December 2018 Financial Report as presented in Item #8.
RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Mary Lynne Gibbs, Assistant Treasurer
SECONDER: Commissioner Jerry Stein, Treasurer/Secretary
AYES: Jefferson Howell, Jerry Stein, Mary Lynne Gibbs
ABSENT: Paula S. Barr, Ana M. Guzmán

9. Update, discuss and/or take action on the December 2018 Bank Statements/Investments

Members of the Board heard from:
Commissioner Jerry Stein, Treasurer/Secretary
Financial Manager Smith

MOTION: Approve the December 2018 Bank Statements/Investments as presented in Item #9.
RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Jerry Stein, Treasurer/Secretary
SECONDER: Commissioner Mary Lynne Gibbs, Assistant Treasurer
AYES: Jefferson Howell, Jerry Stein, Mary Lynne Gibbs
ABSENT: Paula S. Barr, Ana M. Guzmán

10. Update, discuss and/or take action on expenditures over \$2,000

Members of the Board heard from:
Commissioner Jefferson Howell, Vice President
Commissioner Mary Lynne Gibbs, Assistant Treasurer
Fire Chief Abbott
Financial Manager Smith

MOTION: Approve non-recurring expenditures over \$2,000 as presented in Item #10.
RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Mary Lynne Gibbs, Assistant Treasurer
SECONDER: Commissioner Jerry Stein, Treasurer/Secretary
AYES: Jefferson Howell, Jerry Stein, Mary Lynne Gibbs
ABSENT: Paula S. Barr, Ana M. Guzmán

11. Executive Session (No public discussion on these items)

The Travis County Emergency Services District No. 6 Board of Commissioners will consider the following items in Executive Session. The Board of Commissioners may also consider any other matter posted on the agenda if there are issues that require consideration in Executive Session and the Board of Commissioners announces that the item will be considered in Executive Session. No action may be taken on any items considered during Executive Session.

A. *Tex Govt. Code §551.074: Deliberation about personnel matters*

B. *Tex Gov't Code §551.071: Consultation with attorneys – Regarding all matters authorized as by law*

RESULT: NO EXECUTIVE SESSION NEEDED

12. Update, discuss and/or take action on Board Sub-Committees' work

- Educational Committee report
 - Update, discuss and/or take action on Citizen's Education Forum (CEF) and Citizen's Advisory Committee (CAC)

Members of the Board heard from:

Commissioner Jefferson Howell, Vice President
Commissioner Mary Lynne Gibbs, Assistant Treasurer
Executive Assistant Taylor

RESULT: DISCUSSED

- City Relations Committee report

Commissioner Jefferson Howell, Vice President
Commissioner Jerry Stein, Treasurer/Secretary
Commissioner Mary Lynne Gibbs, Assistant Treasurer
Fire Chief Abbott
Chief Financial Officer De Witt
Financial Manager Smith

RESULT: DISCUSSED

13. Update, discuss and/or take action on Wildland Fuels Management Program

- Update, discuss and/or take action on Professional Services Agreement between Travis Audubon Society and Travis County ESD No. 6 for installation of a shaded fuel break at Baker Sanctuary

Members of the Board heard from:

Commissioner Jefferson Howell, Vice President
Commissioner Jerry Stein, Treasurer/Secretary
Commissioner Mary Lynne Gibbs, Assistant Treasurer
Fire Chief Abbott
Chief Financial Officer De Witt
Financial Manager Smith
Lieutenant Adam Griggs

MOTION: Approve Professional Services Agreement between Travis Audubon Society and Travis County ESD No. 6 for installation of a shaded fuel break at Baker Sanctuary and authorizes the Board President to sign the agreement once fully vetted by the District's attorney.

RESULT: ADOPTED (UNANIMOUS)

MOVER: Commissioner Jerry Stein, Treasurer/Secretary

SECONDER: Commissioner Mary Lynne Gibbs, Assistant Treasurer

AYES: Jefferson Howell, Jerry Stein, Mary Lynne Gibbs

ABSENT: Paula S. Barr, Ana M. Guzmán

14. Update, discuss and/or take action on Travis County ESD Commissioners Council (ESDCC)

Members of the Board heard from:
Commissioner Jerry Stein, Treasurer/Secretary
Fire Chief Abbott

RESULT: DISCUSSED

15. Update, discuss and/or take action on Texas State Association of Fire Emergency Districts (SAFE-D)

- 2019 Annual SAFE-D Conference, February 7-9, 2019, Frisco Convention Center
- Commissioner training opportunities

Members of the Board heard from:
Commissioner Jefferson Howell, Vice President
Commissioner Jerry Stein, Treasurer/Secretary
Fire Chief Abbott

RESULT: DISCUSSED

16. Fire Chief Report

Members of the Board heard from:
Commissioner Jefferson Howell, Vice President
Commissioner Mary Lynne Gibbs, Assistant Treasurer
Fire Chief Abbott
Lieutenant Travis McAnally

RESULT: DISCUSSED

17. Commissioners concerns and future agenda items

RESULT: DISCUSSED

ADJOURN

Approved by the Board of Commissioners:

2/28/19
Date of Approval



Jerry Stein
Treasurer/Secretary, Board of Commissioners