



**TRAVIS COUNTY EMERGENCY SERVICES
DISTRICT NO. 6**

**Regular Session Minutes
Thursday, January 25, 2018**

1. Call to Order

With a quorum present, the regular session meeting of Travis County ESD No. 6 was called to order by Commissioner Barr at 1:04 p.m. on Thursday, January 25, 2018 at Lake Travis Fire Rescue Headquarters, 15304 Pheasant Lane, Suite #100, Austin, Travis County, Texas 78734.

Commissioner Paula S. Barr	President	Present
Commissioner Jefferson Howell	Vice President	Present
Commissioner Jerry Stein	Treasurer	Present
Commissioner Jim Boushka	Assistant Treasurer	Present
Commissioner Mary Lynne Gibbs	Secretary	Present

2. Public comment

NONE

3. Employee recognition

Fire Chief Abbott thanked Assistant Fire Chief Tess and all the Battalion Chiefs for their stepping up and meeting to overhaul the day to day operation procedures and realign duties. He also commended Lt. Adam Griggs for outfitting and equipping LTFR's new Command Center.

4. LTFR/Community events

The Fire Chief announced that the next Citizen's Education Forum and Citizen's Advisory Committee quarterly meeting would be held on Thursday, February 1 and that Lt. Adam Griggs would be staging a drone demonstration for the members.

5. Administer Oath of Office to reappointed commissioners

Board President Paula S. Barr administered the oath of office to reappointed Commissioners Jim Boushka and Mary Lynne Gibbs.

6. Approve the minutes of the Tuesday, December 19, 2017 Regular Session

MOTION: Approve the minutes of the Tuesday, December 19, 2017 Regular Session as presented in Consent Item #6.
RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Jefferson Howell, Vice President
SECONDER: Commissioner Jim Boushka, Assistant Treasurer
AYES: Paula S. Barr, Jefferson Howell, Jerry Stein, Jim Boushka, Mary Lynne Gibbs

8. Update, discuss and/or take action on 2017 Budget Transfers

Members of the Board heard from:
Commissioner Paula S. Barr, Board President
Commissioner Jefferson Howell, Vice President
Commissioner Jerry Stein, Treasurer
CFO De Witt
Financial Manager Smith

MOTION: Approve the 2017 Budget Transfers as presented in Item #8.
RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Jerry Stein, Treasurer
SECONDER: Commissioner Jefferson Howell, Vice President
AYES: Paula S. Barr, Jefferson Howell, Jerry Stein, Jim Boushka, Mary Lynne Gibbs

7. Update, discuss and/or take action on the September 2017 Final Financial Report

Members of the Board heard from:
Commissioner Paula S. Barr, Board President
Commissioner Jefferson Howell, Vice President
Commissioner Jerry Stein, Treasurer
Commissioner Jim Boushka, Assistant Treasurer
Commissioner Mary Lynne Gibbs, Secretary
CFO De Witt
Financial Manager Smith

MOTION: Approve the September 2017 Final Financial Report as presented in Item #7.
RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Jerry Stein, Treasurer
SECONDER: Commissioner Jefferson Howell, Vice President
AYES: Paula S. Barr, Jefferson Howell, Jerry Stein, Jim Boushka, Mary Lynne Gibbs

9. Update, discuss and/or take action on the December 2017 Financial Report

Members of the Board heard from:
Commissioner Jefferson Howell, Vice President
Commissioner Jerry Stein, Treasurer
Commissioner Jim Boushka, Assistant Treasurer
CFO De Witt
Financial Manager Smith

MOTION: Approve the December 2017 Financial Report as presented in Item #9.
RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Jerry Stein, Treasurer
SECONDER: Commissioner Jim Boushka, Assistant Treasurer
AYES: Paula S. Barr, Jefferson Howell, Jerry Stein, Jim Boushka, Mary Lynne Gibbs

10. Update, discuss and/or take action on December 2017 Bank Statements/Investments

Members of the Board heard from:
Commissioner Paula S. Barr, Board President
Commissioner Jefferson Howell, Vice President
Commissioner Jerry Stein, Treasurer
Commissioner Jim Boushka, Assistant Treasurer
Commissioner Mary Lynne Gibbs, Secretary
Fire Chief Abbott
CFO De Witt
Financial Manager Smith

MOTION: Approve the December 2017 Bank Statements/Investments as presented in Item #10.
RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Jim Boushka, Assistant Treasurer
SECONDER: Commissioner Jerry Stein, Treasurer
AYES: Paula S. Barr, Jefferson Howell, Jerry Stein, Jim Boushka, Mary Lynne Gibbs

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

Members of the Board heard from:
Commissioner Jefferson Howell; Vice President
Commissioner Jim Boushka, Assistant Treasurer
Fire Chief Abbott
Assistant Fire Chief Tess
Administrative Manager Marczynski
Financial Manager Smith

MOTION: Approve non-recurring expenditures over \$2,000 as presented in Item #7.
RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Jim Boushka, Assistant Treasurer
SECONDER: Commissioner Jerry Stein, Treasurer
AYES: Paula S. Barr, Jefferson Howell, Jerry Stein, Jim Boushka, Mary Lynne Gibbs

12. Update, discuss and/or take action on outstanding FY2018 Capital Improvement Plan items

Members of the Board heard from:
Commissioner Paula S. Barr, Board President
Commissioner Jefferson Howell, Vice President
Commissioner Jerry Stein, Treasurer
Commissioner Jim Boushka, Assistant Treasurer
Commissioner Mary Lynne Gibbs, Secretary
Fire Chief Abbott

Assistant Fire Chief Tess
CFO De Witt
Financial Manager Smith

RESULT: DISCUSSED

13. Update, discuss and/or take action on 2003 Sutphen Magnum 110' Quint reburfishment

Members of the Board heard from:
Commissioner Paula S. Barr, Board President
Commissioner Jerry Stein, Treasurer
Fire Chief Abbott

RESULT: DISCUSSED

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

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

Members of the Board heard from:
Commissioner Paula S. Barr, Board President
Commissioner Jefferson Howell, Vice President
Commissioner Mary Lynne Gibbs, Secretary

RESULT: DISCUSSED

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

Members of the Board heard from:
Commissioner Paula S. Barr, Board President
Commissioner Jefferson Howell, Vice President
Commissioner Jerry Stein, Treasurer
Commissioner Jim Boushka, Assistant Treasurer
Commissioner Mary Lynne Gibbs, Secretary
CFO De Witt
Financial Manager Smith

RESULT: DISCUSSED

- City Relations Committee report

RESULT: NONE PRESENTED

17. Update, discuss and/or take action on drone program

Members of the Board heard from:
Commissioner Paula S. Barr, Board President
Commissioner Jefferson Howell, Vice President
Commissioner Jim Boushka, Assistant Treasurer
Commissioner Mary Lynne Gibbs, Secretary
Fire Chief Abbott
Assistant Fire Chief Tess
Lt. Griggs

18. Update, discuss and/or take action to add Fire Protection Rule #01-18-01 to the District's Fire Protection Criteria Manual

Members of the Board heard from:
Assistant Fire Chief Tess

MOTION: Approve the addition of Fire Protection Rule #01-18-01 to the District's Fire Protection Criteria Manual as presented in Item #18.
RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Jim Boushka, Assistant Treasurer
SECONDER: Commissioner Mary Lynne Gibbs, Secretary
AYES: Paula S. Barr, Jefferson Howell, Jerry Stein, Jim Boushka, Mary Lynne Gibbs

19. Update, discuss and/or take action on Fire Station 606

Members of the Board heard from:
Commissioner Paula S. Barr, Board President
Commissioner Jefferson Howell, Vice President
Commissioner Jerry Stein, Treasurer
Commissioner Jim Boushka, Assistant Treasurer
Commissioner Mary Lynne Gibbs, Secretary
Fire Chief Abbott
Assistant Fire Chief Tess
CFO De Witt
Financial Manager Smith

Members of the Board heard from:
Commissioner Jerry Stein, Treasurer
Commissioner Jim Boushka, Assistant Treasurer
CFO De Witt

- Update, discuss and/or take action on agreement with Malone/Wheeler, Inc. for civil engineering work for Station 606

MOTION: Approve the agreement with Malone/Wheeler, Inc. for civil engineering work on Station 606 and authorizes the Board President or CFO to sign the agreement once vetted by the District's attorney.
RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Jerry Stein, Treasurer
SECONDER: Commissioner Jefferson Howell, Vice President

AYES: Paula S. Barr, Jefferson Howell, Jerry Stein, Jim Boushka, Mary Lynne Gibbs

Members of the Board heard from:
Commissioner Jerry Stein, Treasurer
CFO De Witt

- Update, discuss and/or take action on General Prevailing Wage Rates

MOTION: Approve the the General Prevailing Wage Rates as presented by staff in Item #19.
RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Jim Boushka, Assistant Treasurer
SECONDER: Commissioner Jerry Stein, Treasurer
AYES: Paula S. Barr, Jefferson Howell, Jerry Stein, Jim Boushka, Mary Lynne Gibbs

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

Members of the Board heard from:
Lt. Griggs

RESULT: **DISCUSSED**

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

RESULT: **NONE PRESENTED**

- Update, discuss and identify back-up representative to ESDCC

RESULT: **TABLED**

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

Members of the Board heard from:
Commissioner Paula S. Barr, President

- Commissioner training opportunities
- 2018 Annual SAFE-D Conference, February 22-24, 2018, Moody Gardens Hotel and Convention Center, Galveston

RESULT: **DISCUSSED**

23. Update, discuss and/or take action on medical direction options

Members of the Board heard from:
Commissioner Paula S. Barr, Board President
Commissioner Jefferson Howell, Vice President
Commissioner Jerry Stein, Treasurer

Commissioner Jim Boushka, Assistant Treasurer
Fire Chief Abbott

MOTION: The Board is in support of the development and the execution of a medical direction program under Travis County.
RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Jerry Stein, Treasurer
SECONDER: Commissioner Jim Boushka, Assistant Treasurer
AYES: Paula S. Barr, Jefferson Howell, Jerry Stein, Jim Boushka, Mary Lynne Gibbs

24. Fire Chief comments

Members of the Board heard from:
Commissioner Jefferson Howell, Vice President
Fire Chief Abbott
Assistant Fire Chief Tess

RESULT: **DISCUSSED**

14. 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 Govt. Code §551.074: Personnel matters – Goals and objectives for Fire Chief*
- C. *Tex Gov't Code §551.071: Consultation with attorneys – Regarding all matters authorized as by law*

RESULT: **NO ACTION TAKEN**

15. Update, discuss and/or take action on goals and objectives for Fire Chief

RESULT: **TABLED**

19. Commissioners concerns and future agenda items

RESULT: **DISCUSSED**

ADJOURN

Approved by the Board of Commissioners:

2/21/2018

Date of Approval



Mary Lynne Gibbs
Secretary, Board of Commissioners