



TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6

Regular Session Minutes Thursday, February 28, 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 Barr at 1:00 p.m. on Thursday, February 28, 2019 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/Secretary	Present
Commissioner Mary Lynne Gibbs	Assistant Treasurer	Present
Commissioner Ana M. Guzmán	Board Member	Present

2. Public comment

Firefighter Jeff Kimbrell, Lake Travis Firefighters Association Local 4117 Vice President, handed out the Texas State Association of Firefighters Legislative Issues booklets to the Board and mentioned that the Local 4117 was in support of HB 1521.

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. He also reported that the third LTFR Citizen's Education Forum would have its first quarterly meeting on Tuesday, March 5. The Chief also reported that the first Comanche Trail fire drill would be held Saturday, March 2 at 9 a.m.

4. Administer Oath of Office to reappointed commissioners

Commissioner Jefferson Howell delivered the oath of office to Commissioner Paula S. Barr, and Commissioner Paula S. Barr delivered the oath of office to Commissioner Jefferson Howell.

5. Election of officers for the Board of Commissioners

MOTION: Approve that the election of the officers that are in office now to take on their same

positions in the new term with the exception of Commissioner Ana M. Guzmán to be the Secretary.

RESULT: ADOPTED (UNANIMOUS)
MOVER: Commissioner Jefferson Howell, Vice President
SECONDER: Commissioner Mary Lynne Gibbs, Assistant Treasurer
AYES: Paula S. Barr, Jefferson Howell, Jerry Stein, Mary Lynne Gibbs, Ana M. Guzmán

6. Approve the minutes of the Thursday, January 24, 2019 Regular Session

MOTION: Approve the minutes of the Thursday, January 24, 2019 Regular Session as presented in Consent Item #6.

RESULT: ADOPTED (UNANIMOUS)
MOVER: Commissioner Mary Lynne Gibbs, Assistant Treasurer
SECONDER: Commissioner Jefferson Howell, Vice President
AYES: Jefferson Howell, Jerry Stein, Mary Lynne Gibbs
ABSTAIN: Paula S. Barr, Ana M. Guzmán

7. 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:
Commissioners Paula S. Barr, President
Commissioner Jerry Stein, Treasurer
Commissioner Mary Lynne Gibbs, Assistant Treasurer
Fire Chief Abbott
Chief Financial Officer De Witt
Legislative Educational Consultant Gib Lewis
Legislative Educational Consultant Debbie Mitchell

RESULT: DISCUSSED

8. Update, discuss and/or take action on the January 2019 Financial Report

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

MOTION: Approve the January 2019 Financial Report 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, Mary Lynne Gibbs, Ana M. Guzmán

9. Update, discuss and/or take action on the January 2019 Bank Statements/Investments

Members of the Board heard from:
Financial Manager Smith

MOTION: Approve the January 2019 Bank Statements/Investments as presented in Item #9.
RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Jefferson Howell, Vice President
SECONDER: Commissioner Jerry Stein, Treasurer
AYES: Paula S. Barr, Jefferson Howell, Jerry Stein, Mary Lynne Gibbs, Ana M. Guzmán

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

Members of the Board heard from:
Commissioners Paula S. Barr, President
Commissioner Jefferson Howell, Vice President
Commissioner Jerry Stein, Treasurer
Commissioner Mary Lynne Gibbs, Assistant Treasurer
Commissioner Ana M. Guzmán, Secretary
Fire Chief Abbott
Assistant Fire Chief Tess
Chief Financial Officer De Witt
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
AYES: Paula S. Barr, Jefferson Howell, Jerry Stein, Mary Lynne Gibbs, Ana M. Guzmán

11. Approve Compass Bank Resolution designating authorized signators on the District checking account: Operating (Main) Account

RESULT: **NOT NEEDED**

12. Approve TexPool Resolution for authorized users on TexPool accounts

RESULT: **NOT NEEDED**

13. Discuss and/or take action on issuing a District credit card for Lieutenant Adam Griggs with a credit limit of \$5,000

Members of the Board heard from:
Commissioners Paula S. Barr, President
Commissioner Jerry Stein, Treasurer
Commissioner Ana M. Guzmán, Secretary
Financial Manager Smith

MOTION: Approve issuing a District credit card for Lieutenant Adam Griggs with a credit limit of \$5,000.
RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Jefferson Howell, Vice President
SECONDER: Commissioner Mary Lynne Gibbs, Assistant Treasurer
AYES: Paula S. Barr, Jefferson Howell, Jerry Stein, Mary Lynne Gibbs, Ana M. Guzmán

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

Members of the Board heard from:

Commissioner Paula S. Barr
Commissioner Jefferson Howell, Vice President
Commissioner Mary Lynne Gibbs, Assistant Treasurer
Commissioner Ana M. Guzmán, Secretary
Fire Chief Abbott
Assistant Fire Chief Tess
Lieutenant Adam Griggs

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

RESULT: NO EXECUTIVE SESSION NEEDED

15. 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)
 - New Citizen's Education Forum Initial Meeting, Tuesday, March 5, 11:30 a.m., Sonesta Bee Cave Hotel

Members of the Board heard from:

Commissioners Paula S. Barr, President
Commissioner Jefferson Howell, Vice President
Commissioner Mary Lynne Gibbs, Assistant Treasurer
Commissioner Ana M. Guzmán, Secretary

Fire Chief Abbott

RESULT: DISCUSSED

- City Relations Committee report

Fire Chief Abbott

Prevention Division Inspector II Gary Frederick

RESULT: DISCUSSED

16. Update, discuss and/or take action on License Agreement between Oak Hill Fire Department (ESD 3) and Lake Travis Fire Rescue (ESD 6) for use of Oak Hill Fire Department property and equipment for firefighting training purposes

Members of the Board heard from:

Commissioners Paula S. Barr, President

Fire Chief Abbott

Chief Financial Officer De Witt

MOTION: Authorize the Fire Chief to sign the License Agreement between Oak Hill Fire Department (ESD 3) and Lake Travis Fire Rescue (ESD 6) for use of Oak Hill Fire Department's 9211 Circle Drive property, props, equipment and materials for firefighting exercises and training activities.

RESULT: ADOPTED (UNANIMOUS)

MOVER: Commissioner Jefferson Howell, Vice President

SECONDER: Commissioner Mary Lynne Gibbs, Assistant Treasurer

AYES: Paula S. Barr, Jefferson Howell, Jerry Stein, Mary Lynne Gibbs, Ana M. Guzmán

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

Members of the Board heard from:

Commissioner Paula S. Barr, President

Commissioner Jerry Stein, Treasurer

Fire Chief Abbott

RESULT: DISCUSSED

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

- Commissioner training opportunities

Members of the Board heard from:

Commissioner Paula S. Barr, President

RESULT: DISCUSSED

20. Fire Chief Report

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

RESULT: DISCUSSED

21. Commissioners concerns and future agenda items

RESULT: DISCUSSED

ADJOURN

Approved by the Board of Commissioners:

3/28/19

Date of Approval

Ana M. Guzmán

Ana M. Guzmán

Secretary, Board of Commissioners