



TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6

Regular Session Minutes Wednesday, March 21, 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 p.m. on Wednesday, March 21, 2018 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 | 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

A Lake Travis Fire Rescue engine was involved in a wreck recently and the Fire Chief gave credit to the engineer as he used quick evasive action to avoid a head-on collision with a truck that could have seriously injured the crew.

The Fire Chief reported that LTFR received a gold 2017 Mission Lifeline award that was collectively shared by neighboring ESDs and ATCEMS. It is in recognition of outstanding work on cardiac and stroke incidents.

Board President Paula S. Barr and Board Vice President Jefferson Howell commended the Fire Chief for his weekly Friday Reports communications.

4. LTFR/Community events

The Fire Chief reported that Lake Travis Fire Rescue will once again be a participant in the annual Lake Travis Chamber of Commerce SpringFest on Saturday, April 28.

He also mentioned that on Friday, March 23 at the Lake Travis Elementary School, LTFR planned on hosting an informal no-frills display of a number of support trailers that are available for local deployment. Those invited were local law enforcement, local city managers and multiple Travis County ESD Fire Chiefs.

5. Approve the minutes of the Thursday, January 25 Regular Session

MOTION: Approve the minutes of the Thursday, February 21, 2018 Regular Session as presented in Consent Item #5.
RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Jefferson Howell, Vice President
SECONDER: Commissioner Mary Lynne Gibbs, Secretary
AYES: Paula S. Barr, Jefferson Howell, Jerry Stein, Jim Boushka, Mary Lynne Gibbs

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

Members of the Board heard from:
Commissioner Paula S. Barr, President
Commissioner Jerry Stein, Treasurer
Commissioner Jim Boushka, Assistant Treasurer
Commissioner Mary Lynne Gibbs, Secretary
Legislative Educational Consultant Debbie Mitchell

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

6. Update, discuss and/or accept the Audit for Fiscal Year 2017 (Financial Statements for the Year Ended September 30, 2017 and Independent Auditors' Report by Maxwell, Locke and Ritter, LLP)

Members of the Board heard from:
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
Jimmy Romell, Audit Partner, Maxwell, Locke and Ritter, LLP

MOTION: Accept the Audit for Fiscal Year 2017 as presented in Item #6.
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

7. Update, discuss and/or take action on the February 2018 Financial Report

Members of the Board heard from:
Commissioner Jefferson Howell, Vice President

CFO De Witt
Financial Manager Smith

MOTION: Approve the February 2018 Financial Report 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

8. Update, discuss and/or take action on February 2018 Bank Statements/Investments

Members of the Board heard from:
Financial Manager Smith

MOTION: Approve the February 2018 Bank Statements/Investments as presented in Item #8.
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

9. 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, Secretary
Fire Chief Abbott
Financial Manager Smith

MOTION: Approve non-recurring expenditures over \$2,000 as presented in Item #9.
RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Jefferson Howell, Vice President
SECONDER: Commissioner Mary Lynne Gibbs, Secretary
AYES: Paula S. Barr, Jefferson Howell, Jerry Stein, Jim Boushka, Mary Lynne Gibbs

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

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

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

RESULT: **DISCUSSED**

Members of the Board heard from:

Commissioner Paula S. Barr, President
Commissioner Jerry Stein, Secretary
Fire Chief Abbott

- City Relations Committee report

RESULT: NONE PRESENTED

12. Update, discuss and/or take action on donations for Project Graduation

- Lake Travis High School
- Vandegrift High School

Members of the Board heard from:
Commissioner Paula S. Barr, President
Commissioner Jerry Stein, Treasurer
Commissioner Mary Lynne Gibbs
Fire Chief Abbott
Administrative Manager Marczynski

MOTION: Approve donations to Lake Travis High School and Vandegrift High School for Project Graduation in the amount of \$500 each.

RESULT: ADOPTED (UNANIMOUS)

MOVER: Commissioner Mary Lynne Gibbs, Secretary

SECONDER: Commissioner Jerry Stein, Treasurer

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

13. 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 Jim Boushka, Assistant Treasurer
Commissioner Mary Lynne Gibbs, Secretary
Fire Chief Abbott
Assistant Fire Chief Tess
CFO De Witt
Financial Manager Smith

RESULT: DISCUSSED

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

Members of the Board heard from:
Commissioner Paula S. Barr, Board President
Commissioner Mary Lynne Gibbs, Secretary
Fire Chief Abbott
Assistant Fire Chief Tess

RESULT: DISCUSSED

10. 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 §551.071: Consult with attorneys – Regarding potential collaborative opportunities with other Travis County ESDs*
- 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 Travis County ESD Commissioners Council (ESDCC)

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

RESULT: DISCUSSED

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

RESULT: TABLED

16. 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

RESULT: DISCUSSED

17. Update, discuss and/or take action on potential collaborative opportunities with other Travis County ESDs

Members of the Board heard from:
Fire Chief Abbott

RESULT: DISCUSSED

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

RESULT: DISCUSSED IN ITEM #15

19. Fire Chief comments

Members of the Board heard from:
Commissioner Paula S. Barr, President
Commissioner Mary Lynne Gibbs, Secretary
Fire Chief Abbott

RESULT: DISCUSSED

20. Update, discuss and/or take action on expiring term for outgoing board member and pending new appointment to Board of Commissioners

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

RESULT: DISCUSSED

21. Commissioners concerns and future agenda items

RESULT: DISCUSSED

ADJOURN

Approved by the Board of Commissioners:

4-25-18

Date of Approval



Mary Lynne Gibbs
Secretary, Board of Commissioners