



## TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6

### Regular Session Minutes Thursday, March 26, 2020

#### **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, March 26, 2020 via attendance by videoconference.

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

#### **2. Safety awareness**

*The Fire Chief gave a safety message concerning the Coronavirus and urged everyone to follow the Center for Disease Control (CDC) basic safety guidelines.*

#### **3. Public comment**

*None presented.*

#### **6. Update, discuss and take appropriate action to adopt procedures for remote access meetings**

- Board of Commissioners open meetings

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

- Board of Appeals meetings

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

**RESULT: NO ACTION NEEDED**

**5. Approve the minutes of the Thursday, February 27, 2020 Regular Session**

**MOTION:** Approve the minutes of the Thursday, February 27, 2020 Regular Session in Consent Item #5.

**RESULT: ADOPTED (UNANIMOUS)**

**MOVER:** Commissioner Jim Boushka, Treasurer

**SECONDER:** Commissioner Jefferson Howell, Assistant Treasurer

**AYES:** Paula S. Barr, Mary Lynne Gibbs, Jim Boushka, Jefferson Howell, Jessica Clinton

**6. Update, discuss and/or take appropriate action on the February 2020 Financial Report**

Members of the Board heard from:

Commissioner Paula S. Barr, President

Commissioner Jim Boushka, Treasurer

Commissioner Jefferson Howell, Assistant Treasurer

Chief Financial Officer Jim De Witt

Financial Manager Smith

**MOTION:** Approve the February 2020 Final Financial Report as presented in Item #6.

**RESULT: ADOPTED (UNANIMOUS)**

**MOVER:** Commissioner Jim Boushka, Treasurer

**SECONDER:** Commissioner Jessica Clinton, Secretary

**AYES:** Paula S. Barr, Mary Lynne Gibbs, Jim Boushka, Jefferson Howell, Jessica Clinton

**7. Update, discuss and/or take appropriate action on the February 2020 Bank Statements/Investments**

Members of the Board heard from:

Financial Manager Smith

**MOTION:** Approve the February 2020 Bank Statements/Investments as presented in Item #7.

**RESULT: ADOPTED (UNANIMOUS)**

**MOVER:** Commissioner Mary Lynne Gibbs, Vice President

**SECONDER:** Commissioner Jefferson Howell, Assistant Treasurer

**AYES:** Paula S. Barr, Mary Lynne Gibbs, Jim Boushka, Jefferson Howell, Jessica Clinton

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

Members of the Board heard from:

Commissioner Mary Lynne Gibbs, Vice President

Fire Chief Abbott

Financial Manager Smith

**MOTION:** Approve non-recurring expenditures over \$2,000 as presented in Item #8.

**RESULT: ADOPTED (UNANIMOUS)**

**MOVER:** Commissioner Jim Boushka, Treasurer

**SECONDER:** Commissioner Mary Lynne Gibbs, Vice President  
**AYES:** Paula S. Barr, Mary Lynne Gibbs, Jim Boushka, Jefferson Howell, Jessica Clinton

**9. Update, discuss and/or take action on letter of engagement with Lloyd Gosselink Rochelle & Townsend, P.C.**

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

**MOTION:** Approve the Letter of Engagement with Lloyd Gosselink Rochelle & Townsend, P.C. and authorize the Board President to sign the Letter of Engagement.  
**RESULT:** **ADOPTED (UNANIMOUS)**  
**MOVER:** Commissioner Jefferson Howell, Assistant Treasurer  
**SECONDER:** Commissioner Jim Boushka, Treasurer  
**AYES:** Paula S. Barr, Mary Lynne Gibbs, Jim Boushka, Jefferson Howell, Jessica Clinton

**11. Update and/or discuss Coronavirus (COVID-19) Pandemic**

Members of the Board heard from:  
Commissioner Paula S. Barr, President  
Commissioner Jessica Clinton, Secretary  
Fire Chief Abbott

**RESULT:** **DISCUSSED**

**12. Update, discuss and/or take appropriate action on Emergency Declarations**

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

**MOTION:** Move the adoption of the Ordinance as presented to extend the Declaration of Disaster declared by the Board President and to confer on the Fire Chief the authority to act to protect the health and safety of residents of the District, with prompt notice of all action to the President.  
**RESULT:** **ADOPTED (UNANIMOUS)**  
**MOVER:** Commissioner Mary Lynne Gibbs, Vice President  
**SECONDER:** Commissioner Jefferson Howell, Assistant Treasurer  
**AYES:** Paula S. Barr, Mary Lynne Gibbs, Jim Boushka, Jefferson Howell, Jessica Clinton

**13. Update, discuss and/or take appropriate action on Board Educational Sub-Committees' work**

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

**RESULT:** **NO DISCUSSION NEEDED**

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

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

**RESULT: DISCUSSED**

**14. Appoint a resident or owner of a business in the territory of the District to serve as a member of the Board of Appeals**

Members of the Board heard from:  
Commissioner Paula S. Barr, President  
Commissioner Jefferson Howell, Assistant Treasurer  
Commissioner Jessica Clinton, Secretary

**MOTION:** Approve the new appointment of Jerry Stein, resident and owner of a business in the territory of the District, to serve as a member of the Board of Appeals per the Fire Chief’s recommendation.

**RESULT: ADOPTED (UNANIMOUS)**

**MOVER:** Commissioner Jefferson Howell, Assistant Treasurer

**SECONDER:** Commissioner Mary Lynne Gibbs, Vice President

**AYES:** Paula S. Barr, Mary Lynne Gibbs, Jim Boushka, Jefferson Howell, Jessica Clinton

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

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

**RESULT: DISCUSSED**

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

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

- Commissioner training opportunities

**RESULT: DISCUSSED**

**17. Fire Chief comments**

Members of the Board heard from:  
Commissioner Paula S. Barr, President  
Commissioner Jim Boushka, Treasurer  
Commissioner Jefferson Howell, Assistant Treasurer  
Fire Chief Abbott  
Assistant Fire Chief Tess

**RESULT: DISCUSSED**

**18. Commissioners interests and future agenda items**

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

**RESULT: DISCUSSED**

**10. Executive Session (No public discussion on these items)**

*The Travis County Emergency Services District No. 6 Board of Fire Commissioners will consider the following items in Executive Session. The Commissioners may also consider any other matter posted on the agenda if there are issues that require consideration in Executive Session and the Commissioners announce that the item will be considered during 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 all matters as authorized by law

**RESULT: NO ACTION TAKEN**

**ADJOURN**

**Approved by the Board of Commissioners:**

04/29/2020

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Date of Approval



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Jessica Clinton, Secretary