



## TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6

### Regular Session Minutes Wednesday, April 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 p.m. on Wednesday, April 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 Mary Lynne Gibbs	Secretary	Present
Commissioner Ana M. Guzmán	Board Member	Present

#### 2. Public comment

NONE

#### 3. Employee recognition

*The Fire Chief recognized Battalion Chief Eric Carlson and Lieutenant Ted Harris for their 20 years of service. He said that they are both great assets to the department – Battalion Chief Carlson for his recent contributions as a Safety Officer and a member of the Health and Wellness Committee and Lieutenant Harris for his work on the fleet refurbishment program, running the Lake Travis Honor Guard and the fact that his engine company has received the annual Customer Service Award more than once.*

#### 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, which has significant attendance increases each year.*

*He also mentioned that the annual Lake Travis Fire Rescue Awards Banquet will be held at High Five in Lakeway on Saturday, June 2.*

*Board President Paula S. Barr had the honor of recognizing Assistant Treasurer Jim Boushka who served on the Board of Commissioner for four years from 2014-2018.*

**5. Administer Oath of Office to newly-appointed commissioners**

*Board President Paula S. Barr administered the Oath of Office to the newly-appointed Commissioners Jerry Stein and Ana M. Guzmán.*

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

Members of the Board heard from:

Commissioner Paula S. Barr, President  
Legislative Educational Consultant Gib Lewis  
Legislative Educational Consultant Debbie Mitchell

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

**6. Re-appointment of treasurer**

**MOTION:** Approve that Jerry Stein be re-appointed Treasurer of the Board.  
**RESULT:** **ADOPTED (UNANIMOUS)**  
**MOVER:** Commissioner Jefferson Howell, Vice President  
**SECONDER:** Commissioner Mary Lynne Gibbs, Secretary  
**AYES:** Paula S. Barr, Jefferson Howell, Jerry Stein, Mary Lynne Gibbs, Ana M. Guzmán

**7. Approve the minutes of the Wednesday, March 21, 2018 Regular Session**

**MOTION:** Approve the minutes of the Wednesday, March 21, 2018 Regular Session as presented in Consent Item #7.  
**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

**8. Update, discuss and/or take action on the March 2018 Financial Report**

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

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

## **9. Update, discuss and/or take action on March 2018 Bank Statements/Investments**

Members of the Board heard from:  
Commissioner Jerry Stein, Treasurer  
Commissioner Ana M. Guzmán, Board Member  
CFO De Witt  
Financial Manager Smith

**MOTION:** Approve the March 2018 Bank Statements/Investments as presented in Item #9.  
**RESULT:** **ADOPTED (UNANIMOUS)**  
**MOVER:** Commissioner Jerry Stein, Treasurer  
**SECONDER:** Commissioner Mary Lynne Gibbs, Secretary  
**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:  
Commissioner Paula S. Barr, President  
Commissioner Jefferson Howell, Vice President  
Commissioner Ana M. Guzmán, Board Member  
Fire Chief Abbott  
Assistant Fire Chief Tess  
CFO 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, Secretary  
**SECONDER:** Commissioner Jefferson Howell, Vice President  
**AYES:** Paula S. Barr, Jefferson Howell, Jerry Stein, Mary Lynne Gibbs, 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 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:** **EXECUTIVE SESSION NOT 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)

**RESULT: DISCUSSED**

Members of the Board heard from:

Commissioner Paula S. Barr, President  
Commissioner Jerry Stein, Treasurer  
Commissioner Mary Lynne Gibbs, Secretary  
Commissioner Ana M. Guzmán, Board Member  
CFO De Witt  
Financial Manager Smith

- City Relations Committee report

**RESULT: NONE PRESENTED**

**13. Update, discuss and/or take action on Station 606**

Members of the Board heard from:

Commissioner Paula S. Barr, President  
Commissioner Jerry Stein, Treasurer  
Commissioner Mary Lynne Gibbs, Secretary  
Commissioner Ana M. Guzmán, Board Member  
CFO De Witt

**RESULT: DISCUSSED**

**14. Update, discuss and/or take action on to amend the Prevention Division's Inspection Fee Schedule to include food truck inspections**

**RESULT: NO ACTION NEEDED**

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

Members of the Board heard from:

Commissioner Paula S. Barr, President  
Commissioner Jerry Stein, Treasurer  
Commissioner Ana M. Guzmán, Board Member  
Fire Chief Abbott  
Lieutenant Adam Griggs

**RESULT: DISCUSSED**

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

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

**RESULT: DISCUSSED**

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

**RESULT: TABLED**

**17. 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**

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

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 medical direction options**

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

**RESULT: DISCUSSED**

**20. Fire Chief comments**

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

5/31/18

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Date of Approval



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Mary Lynne Gibbs  
Secretary, Board of Commissioners