



TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6
Regular Session Minutes
Wednesday, June 24, 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 1:03 p.m. on Wednesday, June 24, 2020 via attendance by videoconference.

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

2. Safety awareness

The Fire Chief reported that Travis County had a recording-setting three day run of new COVID-19 cases and hospitals are filling up. He reminded everyone of the importance of wearing masks along with the fact that they serve as a reminder that the pandemic is still here.

3. Public comment

None presented.

4. Approve the minutes of the Thursday, May 28, 2020 Regular Session

MOTION: Approve the minutes of the Thursday, May 28, 2020 Regular Session in Consent Item #4.
RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Jefferson Howell, Assistant Treasurer
SECONDER: Commissioner Mary Lynne Gibbs, Vice President
AYES: Paula S. Barr, Mary Lynne Gibbs, Jefferson Howell, Jessica Clinton
ABSENT: Jim Boushka

5. Update, discuss and/or take appropriate action on the May 2020 Financial Report

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

Commissioner Jefferson Howell, Assistant Treasurer
Chief Financial Officer De Witt
Financial Manager Smith

MOTION: Approve the May 2020 Final Financial Report as presented in Item #5.
RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Jefferson Howell, Assistant Treasurer
SECONDER: Commissioner Mary Lynne Gibbs, Vice President
AYES: Paula S. Barr, Mary Lynne Gibbs, Jefferson Howell, Jessica Clinton
ABSENT: Jim Boushka

6. Update, discuss and/or take appropriate action on the May 2020 Bank Statements/Investments

Members of the Board heard from:
Financial Manager Smith

MOTION: Approve the May 2020 Bank Statements/Investments as presented in Item #6.
RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Mary Lynne Gibbs, Vice President
SECONDER: Commissioner Jefferson Howell, Assistant Treasurer
AYES: Paula S. Barr, Mary Lynne Gibbs, Jefferson Howell, Jessica Clinton
ABSENT: Jim Boushka

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

Members of the Board heard from:
Commissioner Mary Lynne Gibbs, Vice President
Commissioner Jefferson Howell, Assistant Treasurer
Fire Chief Abbott
Assistant Fire Chief Tess
Chief Financial Officer De Witt
Administrative Manager Marczynski
Financial Manager Smith

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

8. Update, discuss and/or take appropriate action on impacts of Coronavirus (COVID-19) Pandemic

- Operational impact

Members of the Board heard from:
Fire Chief Abbott

RESULT: DISCUSSED

- Potential financial impact

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

RESULT: DISCUSSED

9. Receive a report on the status of completion of the Station 606 project, including but not limited to commencement of warranties for various aspects of the project, a potential dispute regarding damaged utility infrastructure, potential disputes arising out of construction delays regarding liquidated damages and payment of retained amounts and final payment application amounts, and possible action to direct District agents to accept all project improvements, act to enforce contract documents, and/or authorize offers of compromise in settlement of disputes arising out of the project

Members of the Board heard from:
Chief Financial Officer De Witt

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 the District’s rights and obligations arising out of contract documents pertaining to delayed completion of the Station 606 project and potential settlement of disputes with the project contractor
- C. Tex Govt. Code §551.071: Consult with attorneys – Regarding all matters as authorized by law

RESULT: NO EXECUTIVE SESSION NEEDED

11. Update, discuss and/or take appropriate action on Prevention’s Fees for Service

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

MOTION: Approve Prevention’s Fees for Service as presented by staff in Item #11.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Jefferson Howell, Assistant Treasurer
SECONDER: Commissioner Mary Lynne Gibbs, Vice President
AYES: Paula S. Barr, Mary Lynne Gibbs, Jefferson Howell, Jessica Clinton
ABSENT: Jim Boushka

12. Update, discuss and/or take appropriate action on LTFR Unmanned Aerial Vehicle (Drone) Program

Members of the Board heard from:
Commissioner Paula S. Barr, President
Commissioner Jefferson Howell, Assistant Treasurer
Fire Chief Abbott
Captain Glenn Trubee
Lt. Adam Griggs

RESULT: **DISCUSSED**

13. Update, discuss and/or take appropriate action on Personal Protective Equipment (PPE) Decontamination Service Agreement with Battelle Memorial Institute

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

MOTION: Approve the Personal Protective Equipment (PPE) Decontamination Service Agreement with Battelle Memorial Institute and authorizes the Board President to sign the agreement.

RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Mary Lynne Gibbs, Vice President
SECONDER: Commissioner Jefferson Howell, Assistant Treasurer
AYES: Paula S. Barr, Mary Lynne Gibbs, Jefferson Howell, Jessica Clinton
ABSENT: Jim Boushka

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

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

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

RESULT: **DISCUSSED**

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
Fire Chief Abbott
Chief Financial Officer De Witt

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 training opportunities

RESULT: DISCUSSED

17. Fire Chief comments

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

RESULT: DISCUSSED

18. Commissioners interests and future agenda items

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

RESULT: DISCUSSED

ADJOURN

Approved by the Board of Commissioners:

07/22/2020

Date of Approval



Jessica Clinton, Secretary