



TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6

Regular Session Minutes Thursday, June 28, 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 Thursday, June 28, 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

Lt. Adam Griggs introduced new Wildfire Mitigation Specialist Chris Rea. Assistant Fire Chief Rick Tess acknowledged Lt. Ted Harris for all the work he has been doing with the District's fleet.

4. LTFR/Community events

None presented.

5. Approve the minutes of the Thursday, May 31, 2018 Regular Session

MOTION: Approve the minutes of the Thursday, May 31, 2018 Regular Session as presented in Consent Item #5.

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

ABSTAINED: Ana M. Guzmán

13. 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 Jerry Stein, Treasurer

Legislative Educational Consultant Debbie Mitchell

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

6. Update, discuss and/or take action on the May 2018 Financial Report

Members of the Board heard from:

Commissioner Jerry Stein, Treasurer

CFO De Witt

Financial Manager Smith

MOTION: Approve the May 2018 Financial Report as presented in Item #6.

RESULT: **ADOPTED (UNANIMOUS)**

MOVER: Commissioner Ana M. Guzmán, Board Member

SECONDER: Commissioner Jerry Stein, Treasurer

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

7. Update, discuss and/or take action on May 2018 Bank Statements/Investments

Members of the Board heard from:

Commissioner Jefferson Howell, Vice President

Commissioner Ana M. Guzmán, Board Member

Financial Manager Smith

MOTION: Approve the May 2018 Bank Statements/Investments as presented in Item #7.

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

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

Members of the Board heard from:

Commissioner Jefferson Howell, Vice President

Commissioner Jerry Stein, Treasurer

Financial Manager Smith

Lt. Ted Harris

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

RESULT: **ADOPTED (UNANIMOUS)**

MOVER: Commissioner Ana M. Guzmán, Board Member

SECONDER: Commissioner Mary Lynne Gibbs, Secretary

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

16. Update, discuss and/or take action on purchase of fire engine

Members of the Board heard from:

Commissioner Paula S. Barr, President

Commissioner Jefferson Howell, Vice President

Commissioner Mary Lynne Gibbs, Secretary

Assistant Fire Chief Tess

Lt. Ted Harris

MOTION: Approve purchase agreement for fire engine and authorize Board President to sign the agreement once vetted by attorney.

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

17. 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

Commissioner Mary Lynne Gibbs, Secretary

Assistant Fire Chief Tess

Lieutenant Adam Griggs

RESULT: **DISCUSSED**

9. Investment Committee meeting

- Discuss and/or take action on Investment Policy

Members of the Board heard from:

Commissioner Paula S. Barr, President

Commissioner Jerry Stein, Treasurer

Commissioner Ana M. Guzmán, Board Member

CFO De Witt

Financial Manager Smith

MOTION: Approve the amended Investment and Cash Management Procedures 06.04.02 Policy as presented and authorizes the Board President to sign the policy.

RESULT: **ADOPTED (UNANIMOUS)**

MOVER: Commissioner Ana M. Guzmán, Board Member

SECONDER: Commissioner Jerry Stein, Treasurer

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

10. Discuss FY 2019 Preliminary 10-Year Financial Plan and Capital Improvement Plan

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

RESULT: DISCUSSED

11. Discuss upcoming planning process for District's future strategic service goals, their prioritization and how to achieve them

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

RESULT: DISCUSSED

12. 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 Govt. Code §551.071: Consult with attorneys – Regarding recent traffic incident*
- D. *Tex Gov't Code §551.071: Consultation with attorneys – Regarding all matters authorized as by law*

RESULT: NO EXECUTIVE SESSION NEEDED

13. 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)

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

RESULT: DISCUSSED

- City Relations Committee report

RESULT: NONE PRESENTED

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

Members of the Board heard from:
Commissioner Paula S. Barr, President
Commissioner Jefferson Howell, Vice President
Commissioner Jerry Stein, Treasurer
Assistant Fire Chief Tess
CFO De Witt

RESULT: DISCUSSED

15. Update, discuss and/or take action on Headquarters' safety and security renovations

Members of the Board heard from:
Commissioner Jefferson Howell, Vice President
Assistant Fire Chief Rick Tess
CFO De Witt

RESULT: DISCUSSED

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 Jefferson Howell, Vice President
Assistant Fire Chief Rick Tess

RESULT: DISCUSSED

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

RESULT: TABLED

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

- Commissioner training opportunities

RESULT: NONE PRESENTED

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

RESULT: NONE PRESENTED

21. Fire Chief comments

RESULT: NONE PRESENTED

22. Commissioners concerns and future agenda items

RESULT: DISCUSSED

ADJOURN

Approved by the Board of Commissioners:

7/25/18

Date of Approval



Mary Lynne Gibbs
Secretary, Board of Commissioners