



## TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6

### Regular Session Minutes Thursday, August 22, 2019

#### **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, August 22, 2019 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	Assistant Treasurer	Present
Commissioner Ana M. Guzmán	Secretary	Absent

#### **2. Public comment**

*None presented.*

#### **3. LTFR/Community events**

*The Fire Chief reported that Public Safety Day would be held Saturday, September 14, and Firefighter Badge Pinning Ceremonies would be held August 29 and November 15. The Bee Cave Police Department officers and Lake Travis Fire Rescue firefighters will participate in the Annual 9/11 Stair Climb on Wednesday, September 11 at the Hill Country Galleria.*

#### **4. Approve the minutes of the Tuesday, July 30, 2019 Regular Session**

**MOTION:** Approve the minutes of the Tuesday, July 30, 2019 Regular Session as presented in Consent Item #4.

**RESULT:** **ADOPTED (UNANIMOUS)**

**MOVER:** Commissioner Mary Lynne Gibbs, Assistant Treasurer

**SECONDER:** Commissioner Jerry Stein, Treasurer

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

**ABSENT:** Ana M. Guzmán

**5. Update, discuss and/or take appropriate action on District's FY 2020 Benefit Plans: Medical, Dental, Vision, Life (Basic and Optional) and Long-Term Disability**

Members of the Board heard from:

Commissioner Paula S. Barr, President

Chief Financial Officer De Witt

Erica Alejandro and Jeff Kloc, Gallagher Insurance Benefit Services, Inc.

**MOTION:** Accept the FY 2020 recommendations of United Healthcare for Medical, MetLife for Dental, Vision, Life Insurance (Basic and Optional) and COBRA administration, Alliance Work Partners for Employee Assistance Program and Proficient Benefit Solutions for Flexible Spending Accounts.

**RESULT:** **ADOPTED (UNANIMOUS)**

**MOVER:** Commissioner Mary Lynne Gibbs, Assistant Treasurer

**SECONDER:** Commissioner Jerry Stein, Treasurer

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

**ABSENT:** Ana M. Guzmán

**6. Update, discuss and/or take appropriate action on contract for renovation of LTFR Headquarters**

Members of the Board heard from:

Commissioner Paula S. Barr, President

Commissioner Jerry Stein, Treasurer

Fire Chief Abbott

Assistant Fire Chief Tess

Chief Financial Officer De Witt

John Berry, Fields & Associates Architects

**MOTION:** Authorize staff to negotiate a contract with Tegrity Contractors, Inc. for the renovation of LTFR Headquarters and authorize the Board President to sign the contract once vetted by attorney.

**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

**ABSENT:** Ana M. Guzmán

**7. Update, discuss and/or take appropriate action on the July 2019 Financial Report**

Members of the Board heard from:

Commissioner Paula S. Barr, President

Commissioner Jefferson Howell, Vice President

Financial Manager Smith

**MOTION:** Approve the July 2019 Financial Report as presented in Item #7.

**RESULT:** **ADOPTED (UNANIMOUS)**

**MOVER:** Commissioner Jerry Stein, Treasurer

**SECONDER:** Commissioner Mary Lynne Gibbs, Assistant Treasurer

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

**ABSENT:** Ana M. Guzmán

**8. Update, discuss and/or take appropriate action on the July 2019 Bank Statements/Investments**

Members of the Board heard from:  
Commissioner Jerry Stein, Treasurer  
Financial Manager Smith

**MOTION:** Approve the July 2019 Bank Statements/Investments as presented in Item #8.  
**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  
**ABSENT:** Ana M. Guzmán

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

Members of the Board heard from:  
Commissioner Jerry Stein, Treasurer  
Commissioner Mary Lynne Gibbs, Assistant Treasurer  
Battalion Chief Eric Carlson  
Financial Manager Smith

**MOTION:** Approve non-recurring expenditures over \$2,000 as presented in Item #9.  
**RESULT:** **ADOPTED (UNANIMOUS)**  
**MOVER:** Commissioner Jerry Stein, Treasurer  
**SECONDER:** Commissioner Mary Lynne Gibbs, Assistant Treasurer  
**AYES:** Paula S. Barr, Jefferson Howell, Jerry Stein, Mary Lynne Gibbs  
**ABSENT:** Ana M. Guzmán

**10. Investment Committee Meeting**

- Discuss and/or take appropriate action on Investment Policy

Members of the Board heard from:  
Financial Manager Smith

**MOTION:** Approve the Investment Policy and Cash Management Procedures 06.04.02 as presented.  
**RESULT:** **ADOPTED (UNANIMOUS)**  
**MOVER:** Commissioner Mary Lynne Gibbs, Assistant Treasurer  
**SECONDER:** Commissioner Jerry Stein, Treasurer  
**AYES:** Paula S. Barr, Jefferson Howell, Jerry Stein, Mary Lynne Gibbs  
**ABSENT:** Ana M. Guzmán

**11. Discuss FY 2020 Preliminary 10-Year Financial Plan and Capital Improvement Plan**

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

Commissioner Jefferson Howell, Vice President  
Commissioner Jerry Stein, Treasurer  
Commissioner Mary Lynne Gibbs, Assistant Treasurer  
Fire Chief Abbott  
Chief Financial Officer De Witt  
Financial Manager Smith

**RESULT: DISCUSSED**

**14. 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 – Collective bargaining process
- C. Tex Govt. Code §551.071: Consult with attorneys – Regarding all matters as authorized by law

**RESULT: NO ACTION TAKEN**

**12. Discuss and/or take appropriate action on proposal of ad valorem tax rates for 2019**

- Effective and rollback tax rates and publication
- Proposed tax rate for 2019
- Record Vote (Note – If proposed rate exceeds the rollback or effective rate, whichever is lower, Board must take a Record Vote)

Members of the Board heard from:  
Commissioner Jerry Stein, Treasurer  
Chief Financial Officer De Witt  
Financial Manager Smith

**MOTION:** Propose that the property taxes be increased by the adoption of a total tax rate for 2019 of ten cents (\$0.10) per one hundred dollars (\$100.00) of taxable value with the tax rate for Debt Service of \$0.0020 per one hundred dollars (\$100.00) of taxable value and the tax rate for Maintenance and Operations (M&O) of \$0.0980 per one hundred dollars (\$100.00) of taxable value, and that these proposed tax rates be placed as an action item on the agenda of a meeting of the Board of Commissioners to be held in September 2019.

**RESULT: ADOPTED (UNANIMOUS) BY RECORD VOTE**

**MOVER:** Commissioner Jerry Stein, Treasurer

**SECONDER:** Commissioner Jefferson Howell, Vice President

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

**ABSENT:** Ana M. Guzmán

**13. Update, discuss and/or take appropriate action on scheduling two public hearings regarding the proposed tax rate for 2019 and the meeting to vote on adoption of proposed tax rate for 2019. (Note – if motion passes (above), Board must schedule two public hearings regarding the proposed tax rate for 2019 and the meeting to vote on adoption of proposed tax rate)**

- Review tentative 2019 planning schedule
- Record Vote

Members of the Board heard from:  
Administrative Manager Marczynski

**MOTION:** Approve the scheduling of two public hearings and the meeting at which the Board will vote on the adoption of the proposed tax rates. The Board orders two Public Hearings as per Truth-in-Taxation statutes, with the first Public Hearing to be held on Thursday, September 12, 2019 at 12 p.m., second Public Hearing to be held Thursday, September 19, 2019 at 4 p.m. and the meeting to vote on the adoption of the proposed ad valorem tax rates on Thursday, September 26, 2019 at 1 p.m.

**RESULT:** **ADOPTED (UNANIMOUS) BY RECORD VOTE**

**MOVER:** Commissioner Jerry Stein, Treasurer

**SECONDER:** Commissioner Mary Lynne Gibbs, Assistant Treasurer

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

**ABSENT:** Ana M. Guzmán

**15. Update, discuss and/or take appropriate action on Notice for Collective Bargaining for a Renewal CBA from the Association (Lake Travis Firefighter's IAFF Local 4117)**

Members of the Board heard from:  
Fire Chief Abbott

**RESULT:** **DISCUSSED**

**16. Discuss and/or take appropriate action on purchase of a new Quint**

Members of the Board heard from:  
Commissioner Paula S. Barr, President  
Commissioner Jefferson Howell, Vice President  
Commissioner Jerry Stein, Treasurer  
Commissioner Mary Lynne Gibbs, Assistant Treasurer  
Fire Chief Abbott  
Assistant Fire Chief Tess  
Chief Financial Officer De Witt  
Financial Manager Smith

**MOTION:** Approve the purchase agreement for a new Quint and authorize the Board President to sign the agreement.

**RESULT:** **ADOPTED (UNANIMOUS)**

**MOVER:** Commissioner Mary Lynne Gibbs, Assistant Treasurer  
**SECONDER:** Commissioner Jerry Stein, Treasurer  
**AYES:** Paula S. Barr, Jefferson Howell, Jerry Stein, Mary Lynne Gibbs  
**ABSENT:** Ana M. Guzmán

**17. Update, discuss and/or take appropriate action on License Agreement between Oak Hill Fire Department (ESD 3) and Lake Travis Fire Rescue (ESD 6) for use of Oak Hill Fire Department property and equipment for firefighting training purposes**

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

**MOTION:** Authorize the Fire Chief to sign the License Agreement between Oak Hill Fire Department (ESD 3) and Lake Travis Fire Rescue (ESD 6) for use of Oak Hill Fire Department's 9211 Circle Drive property, props, equipment and materials for firefighting exercises and training activities.  
**RESULT:** **ADOPTED (UNANIMOUS)**  
**MOVER:** Commissioner Jefferson Howell, Vice President  
**SECONDER:** Commissioner Mary Lynne Gibbs, Assistant Treasurer  
**AYES:** Paula S. Barr, Jefferson Howell, Jerry Stein, Mary Lynne Gibbs  
**ABSENT:** Ana M. Guzmán

**18. Update, discuss and/or take appropriate action on Automatic Aid Agreement**

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

**MOTION:** Authorize the Fire Chief to sign the Auto Aid Agreement.  
**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  
**ABSENT:** Ana M. Guzmán

**19. Update, discuss and/or take appropriate action on the First Amendment to the Travis County ESD No. 6 License Agreement at Parks West**

Commissioner Jefferson Howell, Vice President  
Commissioner Jerry Stein, Treasurer

**MOTION:** Approve the First Amendment to the Travis County ESD No. 6 License Agreement at Parks West as presented and authorize the Board President to sign the agreement.  
**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  
**ABSENT:** Ana M. Guzmán

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

- Educational Committee report
  - Update, discuss and/or take appropriate action on Citizen's Education Forum (CEF) and Citizen's Advisory Committee (CAC)
    - Next CEF/CAC meeting is Thursday, September 5 at Vintage Villas, 4209 Eck Lane, Austin, Texas 78734 from 11:30 a.m.-1:30 p.m.

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

**RESULT: DISCUSSED**

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

Members of the Board heard from:  
Commissioner Paula S. Barr, President  
Commissioner Jerry Stein, Treasurer  
Commissioner Mary Lynne Gibbs, Assistant Treasurer  
Lieutenant Adam Griggs

**RESULT: DISCUSSED**

**22. 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**

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

- Commissioner training opportunities

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

**RESULT: DISCUSSED**

**24. Fire Chief Report**

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

**RESULT: DISCUSSED**

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

**RESULT: DISCUSSED**

**ADJOURN**

**Approved by the Board of Commissioners:**

9/26/19  
Date of Approval

Mary Lynne Gibbs

Mary Lynne Gibbs  
Assistant Treasurer, Board of Commissioners