



## TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6

### Regular Session Minutes Thursday, September 26, 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, September 26, 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	Absent
Commissioner Jerry Stein	Treasurer	Present
Commissioner Mary Lynne Gibbs	Assistant Treasurer	Present
Commissioner Ana M. Guzmán	Secretary	Present

#### 2. Public comment

*None presented.*

#### 3. LTFR/Community events

*Before announcing any upcoming events, the Fire Chief gave a short safety message. He mentioned the upcoming Community Emergency Preparedness Series for Hudson Bend residents and that those meetings would be held on October 3, October 17 and November 7. He reported that National Night Out would be held on Tuesday, October 1 and that Assistant Fire Chief Tess is participating in Class 011 of the Chamber's Leadership Lake Travis.*

#### 4. Approve the minutes of the Thursday, August 22, 2019 Regular Session, Thursday, September 12, 2019 Public Hearing, Thursday, September 19, 2019 Public Hearing and Thursday, September 19, 2019 Special Session

**MOTION:** Approve the minutes of the Thursday, August 22, 2019 Regular Session, Thursday, September 12, 2019 Public Hearing, Thursday, September 19, 2019 Public Hearing and Thursday, September 19, 2019 Special Session in Consent Item #4.

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

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

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

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

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

**MOTION:** Approve the August 2019 Financial Report as presented in Item #5.  
**RESULT:** **ADOPTED (UNANIMOUS)**  
**MOVER:** Commissioner Mary Lynne Gibbs, Assistant Treasurer  
**SECONDER:** Commissioner Jerry Stein, Treasurer  
**AYES:** Paula S. Barr, Jerry Stein, Mary Lynne Gibbs, Ana M. Guzmán  
**ABSENT:** Jefferson Howell

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

Members of the Board heard from:  
Financial Manager Smith

**MOTION:** Approve the August 2019 Bank Statements/Investments as presented in Item #6.  
**RESULT:** **ADOPTED (UNANIMOUS)**  
**MOVER:** Commissioner Jerry Stein, Treasurer  
**SECONDER:** Commissioner Mary Lynne Gibbs, Assistant Treasurer  
**AYES:** Paula S. Barr, Jerry Stein, Mary Lynne Gibbs, Ana M. Guzmán  
**ABSENT:** Jefferson Howell

- Discuss and approve Reserve Transfers

Members of the Board heard from:  
Commissioner Paula S. Barr, President  
Commissioner Jerry Stein, Treasurer  
Commissioner Mary Lynne Gibbs, Assistant Treasurer  
Commissioner Ana M. Guzmán, Secretary  
Chief Financial Officer De Witt  
Financial Manager Smith

**MOTION:** Approve the \$2,199,094 investment transfers as presented.  
**RESULT:** **ADOPTED (UNANIMOUS)**  
**MOVER:** Commissioner Jerry Stein, Treasurer  
**SECONDER:** Commissioner Ana M. Guzmán, Secretary  
**AYES:** Paula S. Barr, Jerry Stein, Mary Lynne Gibbs, Ana M. Guzmán  
**ABSENT:** Jefferson Howell

**MOTION:** Moves to commit \$26,310 of reserves for the District's earned vacation liability, to commit \$58,560 of reserves for the District's earned sick time liability, and to increase the commitment for the District's net pension liability by \$5,233,692.

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

**MOVER:** Commissioner Jerry Stein, Treasurer

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

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

**ABSENT:** Jefferson Howell

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

Members of the Board heard from:  
Commissioner Paula S. Barr, President  
Commissioner Jerry Stein, Treasurer  
Assistant Fire Chief Tess  
Financial Manager Smith

**MOTION:** Approve non-recurring expenditures over \$2,000 as presented in Item #7.

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

**MOVER:** Commissioner Ana M. Guzmán, Secretary

**SECONDER:** Commissioner Jerry Stein, Treasurer

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

**ABSENT:** Jefferson Howell

**9. Update, discuss and adopt the Fiscal Year 2020 Budget (2019-2010)**

Members of the Board heard from:  
Commissioner Paula S. Barr, President  
Commissioner Jerry Stein, Treasurer  
Commissioner Ana M. Guzmán, Secretary  
Fire Chief Abbott  
Chief Financial Officer De Witt  
Financial Manager Smith

**MOTION:** Adopt the Fiscal Year 2020 Budget as presented in Item #9.

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

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

**SECONDER:** Commissioner Ana M. Guzmán, Secretary

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

**ABSENT:** Jefferson Howell

**8. Update, discuss and approve the Fiscal Year 2020 Preliminary 10-Year Financial and Capital Improvement Plan**

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

Assistant Fire Chief Tess  
Chief Financial Officer De Witt

**MOTION:** Approve the Fiscal Year 2020 10-Year Financial and Capital Improvement Plan as presented in Item #8.  
**RESULT:** **ADOPTED (UNANIMOUS)**  
**MOVER:** Commissioner Mary Lynne Gibbs, Assistant Treasurer  
**SECONDER:** Commissioner Ana M. Guzmán, Secretary  
**AYES:** Paula S. Barr, Jerry Stein, Mary Lynne Gibbs, Ana M. Guzmán  
**ABSENT:** Jefferson Howell

**10. Update, discuss and take appropriate action on setting the ad valorem tax rates for 2019**

- Set 2019 tax rate for Maintenance and Operations
- Set 2019 tax rate for Debt Service
- Set total tax rate for 2019
- Record Vote

Members of the Board heard from:  
Commissioner Jerry Stein, Treasurer  
Commissioner Ana M. Guzmán, Secretary  
Chief Financial Officer De Witt

**MOTION:** Move that the property tax rate be increased by the adoption of a tax rate of ten cents (\$0.10) for each hundred dollars (\$100) of taxable value, which is effectively a 2.564% increase in the tax rate. Such tax rate is allocated \$0.0980 per \$100 valuation of the appraised property within the boundaries of the District for Maintenance and Operations. And \$0.0020 per \$100 valuation of the appraised property within the boundaries of the District for Debt Service as provided in the proposed Resolution to be signed by the Board President.  
**RESULT:** **ADOPTED (UNANIMOUS) BY RECORD VOTE**  
**MOVER:** Commissioner Jerry Stein, Treasurer  
**SECONDER:** Commissioner Mary Lynne Gibbs, Assistant Treasurer  
**AYES:** Paula S. Barr, Jerry Stein, Mary Lynne Gibbs, Ana M. Guzmán  
**ABSENT:** Jefferson Howell

**11. Resolution to approve, adopt and order the ad valorem tax rates for 2019**

- Record Vote

Members of the Board heard from:  
Commissioner Jerry Stein, Treasurer  
Commissioner Ana M. Guzmán, Secretary  
Chief Financial Officer De Witt

**MOTION:** Approve Resolution 2019-01 to approve, adopt and order the ad valorem tax rates for 2019.  
**RESULT:** **ADOPTED (UNANIMOUS) BY RECORD VOTE**  
**MOVER:** Commissioner Jerry Stein, Treasurer  
**SECONDER:** Commissioner Mary Lynne Gibbs, Assistant Treasurer  
**AYES:** Paula S. Barr, Jerry Stein, Mary Lynne Gibbs, Ana M. Guzmán  
**ABSENT:** Jefferson Howell

**12. 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 EXECUTIVE SESSION NEEDED**

**13. 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)**

**RESULT:** **NO ACTION TAKEN**

**14. Update, discuss and/or take appropriate action on updated Statement of Work with ValentineHR for Human Resource Services**

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

**MOTION:** Approve the updated ValentineHR Statement of Work for Human Resources Services and authorizes the Fire Chief to sign the statement of work.  
**RESULT:** **ADOPTED (UNANIMOUS)**  
**MOVER:** Commissioner Mary Lynne Gibbs, Assistant Treasurer  
**SECONDER:** Commissioner Jerry Stein, Treasurer  
**AYES:** Paula S. Barr, Jerry Stein, Mary Lynne Gibbs, Ana M. Guzmán  
**ABSENT:** Jefferson Howell

**15. Update, discuss and/or take appropriate action on Fire & Police Selection, Inc. Agreement**

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

Commissioner Mary Lynne Gibbs, Assistant Treasurer  
Fire Chief Abbott

**MOTION:** Approve the Fire & Police Selection, Inc. Agreement and authorize the Board President to sign the agreement.  
**RESULT:** **ADOPTED (UNANIMOUS)**  
**MOVER:** Commissioner Ana M. Guzmán, Secretary  
**SECONDER:** Commissioner Mary Lynne Gibbs, Assistant Treasurer  
**AYES:** Paula S. Barr, Jerry Stein, Mary Lynne Gibbs, Ana M. Guzmán  
**ABSENT:** Jefferson Howell

**16. Update, discuss and/or take appropriate action on Interlocal Agreement between City of Lakeway and Travis County ESD No. 6 for wildland fire mitigation services**

Members of the Board heard from:  
Commissioner Ana M. Guzmán, Secretary  
Fire Chief Abbott  
Lieutenant Adam Griggs

**RESULT:** **NO ACTION TAKEN**

**17. Update, discuss and/or take appropriate action on the Travis County ESD No. 6 Ordinance 2019-01 Restating and Amending the Fire Code**

**RESULT:** **TABLED**

**18. Update, discuss and/or take appropriate action on Travis County ESD No. Criteria Manual**

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

**MOTION:** Approve amending the Travis County ESD No. 6 Fire Protection Criteria Manual with addition of Rule #09-19-001, modification of Rules #06-15-004 and #06-15-012 and deletion of Rule #06-15-015.  
**RESULT:** **ADOPTED (UNANIMOUS)**  
**MOVER:** Commissioner Jerry Stein, Treasurer  
**SECONDER:** Commissioner Mary Lynne Gibbs, Assistant Treasurer  
**AYES:** Paula S. Barr, Jerry Stein, Mary Lynne Gibbs, Ana M. Guzmán  
**ABSENT:** Jefferson Howell

**19. Update, discuss and/or take appropriate action on Prevention's Fees for Service**

Members of the Board heard from:  
Commissioner Paula S. Barr, President  
Commissioner Jerry Stein, Treasurer  
Commissioner Ana M. Guzmán, Secretary  
Fire Chief Abbott  
Captain Glenn Trubee

**MOTION:** Approve Prevention's Fees for Service as presented.  
**RESULT:** **ADOPTED (UNANIMOUS)**  
**MOVER:** Commissioner Ana M. Guzmán, Secretary  
**SECONDER:** Commissioner Mary Lynne Gibbs, Assistant Treasurer  
**AYES:** Paula S. Barr, Jerry Stein, Mary Lynne Gibbs, Ana M. Guzmán  
**ABSENT:** Jefferson Howell

**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)

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

**RESULT:** **DISCUSSED**

**21. 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**

**22. 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

**RESULT:** **DISCUSSED**

**23. Fire Chief Report**

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

**RESULT:** **DISCUSSED**

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

RESULT: DISCUSSED

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Approved by the Board of Commissioners:

10/24/19  
Date of Approval

Ana M. Guzmán  
Ana M. Guzmán  
Secretary, Board of Commissioners