



TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6
Regular Session Minutes
Thursday, October 24, 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, October 24, 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	Absent
Commissioner Ana M. Guzmán	Secretary	Absent

2. Public comment

None presented.

3. Safety awareness

Lt. Adam Griggs reminded everyone to change the batteries in their smoke detectors and that a good reminder is when time changes as Daylight Savings Time ends on November 3.

4. LTFR/Community events

CFO De Witt reminded everyone of the upcoming Badge Pinning Ceremony to be held on Thursday, December 12, 2019 at the Lakeway Activity Center at 6:30 p.m. He also reported that the joint Citizen's Advisory Committee/Citizen's Education Forum Holiday Meeting and Social will be held on Thursday, December 5 at the Sonesta Bee Cave Hotel.

Lt. Adam Griggs reported on the upcoming Hamilton Greenbelt Clean-up Days that are scheduled for November 3, 9, 17, 23 and rain-out date is December 7. Times are 10 a.m.-noon and 2-4 p.m. The City of Lakeway is partnering with the Cavalier's Young Men's Service League and Lake Travis Fire Rescue Wildland Fuels Mitigation team.

5. Approve the minutes of the Thursday, September 26, 2019 Regular Session and Friday, October 4, 2019 Special Session

MOTION: Approve the minutes of the Thursday, September 26, 2019 Regular Session and Friday, October 4, 2019 Special Session in Consent Item #5.
RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Jerry Stein, Treasurer
SECONDER: Commissioner Jefferson Howell, Vice President
AYES: Paula S. Barr, Jefferson Howell, Jerry Stein
ABSENT: Mary Lynne Gibbs, Ana M. Guzmán

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

Members of the Board heard from:
Financial Manager Smith

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

- Discuss and approve Reserve Transfers

Members of the Board heard from:
Financial Manager Smith

MOTION: Approve the transfer of \$3,494,000 from the Reserve Texpool Account for the Fiscal Year 2019 budgeted capital acquisitions resulting in a remaining balance of \$14,450,687.
RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Jefferson Howell, Vice President
SECONDER: Commissioner Jerry Stein, Treasurer
AYES: Paula S. Barr, Jefferson Howell, Jerry Stein
ABSENT: Mary Lynne Gibbs, Ana M. Guzmán

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
Financial Manager Smith

MOTION: Approve recurring and non-recurring expenditures over \$2,000 excluding HDL, Inc. as presented in Item #7.
RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Jerry Stein, Treasurer
SECONDER: Commissioner Jefferson Howell, Vice President
AYES: Paula S. Barr, Jefferson Howell, Jerry Stein
ABSENT: Mary Lynne Gibbs, Ana M. Guzmán

8. Update, discuss and/or take appropriate action on new Xerox copier lease agreement

Members of the Board heard from:
Administrative Manager Marczynski

- MOTION:** Approve the Xerox copier lease agreement and authorize the Board President to sign the agreement as presented in Item #8.
RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Jerry Stein, Treasurer
SECONDER: Commissioner Jefferson Howell, Vice President
AYES: Paula S. Barr, Jefferson Howell, Jerry Stein
ABSENT: Mary Lynne Gibbs, Ana M. Guzmán

9. 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 – Adjustment of non-CBA salary grade ranges
- C. Tex Govt. Code §551.071: Consult with attorneys – Regarding all matters as authorized by law

RESULT: NO ACTION TAKEN

10. Discuss and/or take appropriate action on adjustment of non-CBA personnel salary grade ranges

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

- MOTION:** Approve adjustment of non-CBA personnel salary grade ranges as presented by staff.
RESULT: **ADOPTED (UNANIMOUS)**
MOVER: Commissioner Jefferson Howell, Vice President
SECONDER: Commissioner Jerry Stein, Treasurer
AYES: Paula S. Barr, Jefferson Howell, Jerry Stein
ABSENT: Mary Lynne Gibbs, Ana M. Guzmán

11. Appoint five residents or owners of businesses in the territory of the District to serve as members of an Appeals Commission

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

MOTION: Approve the re-appointment of five citizens or owners of businesses in the territory of the District to serve as members of an Appeals Commission and they are Butch Ackman, Mike Doty, Jerry Schmeil, Clay Strange and Debbie Tanner-Jacobs.

RESULT: **ADOPTED (UNANIMOUS)**

MOVER: Commissioner Jerry Stein, Treasurer

SECONDER: Commissioner Jefferson Howell, Vice President

AYES: Paula S. Barr, Jefferson Howell, Jerry Stein

ABSENT: Mary Lynne Gibbs, Ana M. Guzmán

12. 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 Paula S. Barr, President
Commissioner Jefferson Howell, Vice President
Commissioner Jerry Stein, Treasurer
Chief Financial Officer De Witt
Lieutenant Adam Griggs

MOTION: Approve the Interlocal Agreement between City of Lakeway and Travis County ESD No. 6 for wildland fire mitigation services and authorizes 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

ABSENT: Mary Lynne Gibbs, Ana M. Guzmán

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

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

MOTION: Approve the Interlocal Agreement between City of Lakeway and Travis County ESD No. 6 for wildland fire mitigation services and authorizes the Board President to sign the agreement.

RESULT: **ADOPTED (UNANIMOUS)**

MOVER: Commissioner Jerry Stein, Treasurer

SECONDER: Commissioner Jefferson Howell, Vice President

AYES: Paula S. Barr, Jefferson Howell, Jerry Stein

ABSENT: Mary Lynne Gibbs, Ana M. Guzmán

14. 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)
- Pre-planning discussion for CEF and CAC Thursday, December 5, 2019 Holiday Meeting and Luncheon, Sonesta Bee Cave Hotel

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

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

RESULT: DISCUSSED

16. 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

17. Commissioners interests and future agenda items

Members of the Board heard from:
Commissioner Paula S. Barr, President
Commissioner Jefferson Howell, Vice President
Commissioner Jerry Stein, Treasurer
Chief Financial Officer De Witt
Administrative Manager Marczynski
Lieutenant Adam Griggs

RESULT: DISCUSSED

ADJOURN

Approved by the Board of Commissioners:

11/18/19

Date of Approval

Jerry Stein, Treasurer, Board of Commissioners