



TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6

Regular Session Minutes Thursday, November 16, 2017

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, November 16, 2017 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 Jim Boushka	Assistant Treasurer	Absent
Commissioner Mary Lynne Gibbs	Secretary	Present

2. Public comment

NONE

3. Employee recognition

The Fire Chief recognized Firefighter Coleman Peavy for becoming an Advanced EMT.

4. LTFR/Community events

The Fire Chief reported that Marla Retano and friends would be delivering traditional home-cooked meals to the stations on Thanksgiving. He also reminded everyone of the LTFR Holiday Social scheduled for Friday, December 8 at 3 p.m.

5. Approve the minutes of the Thursday, October 26, 2017 Regular Session

MOTION: Approve the minutes of the Thursday, October 26, 2017 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
ABSENT: Jim Boushka

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

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

Members of the Board heard from:
Legislative Educational Consultant Gib Lewis
Legislative Educational Consultant Debbie Mitchell
Commissioner Paula S. Barr, Board President

RESULT: DISCUSSED

17. Update, discuss and/or take action to amend the fire code to adopt the state regulations pertaining to LP gas in connection with a resolution of the claims of the Texas LP Gas Association against the District

Members of the Board heard from:
Commissioner Paula S. Barr, Board President
Commissioner Mary Lynne Gibbs, Secretary
Assistant Fire Chief Tess
CFO De Witt

MOTION: Approve Ordinance No. 2017-01 as presented by staff in Item #16.
RESULT: ADOPTED (UNANIMOUS)
MOVER: Commissioner Mary Lynne Gibbs, Secretary
SECONDER: Commissioner Jefferson Howell, Vice President
AYES: Paula S. Barr, Jefferson Howell, Jerry Stein, Mary Lynne Gibbs
ABSENT: Jim Boushka

18. Update, discuss and/or take action to add Fire Protection Rule #06-17-006B to the District's Fire Protection Criteria Manual

Members of the Board heard from:
Commissioner Paula S. Barr, Board President
Fire Chief Abbott
Assistant Fire Chief Tess
CFO De Witt
Captain Glenn Trubee

MOTION: Approve the addition of Fire Protection Rule #06-17-006B to the District's Fire Protection Criteria Manual
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
ABSENT: Jim Boushka

19. Update, discuss and/or take action on Wildland Fuels Management Program

Members of the Board heard from:
Assistant Fire Chief Tess

RESULT: DISCUSSED

6. Update, discuss and/or take action on October 2017 Bank Statements/Investments

Members of the Board heard from:
Financial Manager Smith

MOTION: Approve October 2017 Bank Statements/Investments as presented in Item #6.
RESULT: ADOPTED (UNANIMOUS)
MOVER: Commissioner Jerry Stein, Treasurer
SECONDER: Commissioner Jefferson Howell, Vice President
AYES: Paula S. Barr, Jefferson Howell, Jerry Stein, Mary Lynne Gibbs
ABSENT: Jim Boushka

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

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

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

8. Update, discuss and/or take action on renewing the IT Freedom Managed IT Services Contract

Members of the Board heard from:
Commissioner Paula S. Barr, President
Commissioner Jefferson Howell, Vice President
Commissioner Jerry Stein, Treasurer
Commissioner Mary Lynne Gibbs, Secretary
Fire Chief Abbott
Administrative Manager Marczynski

MOTION: Approve renewal of the IT Freedom Managed IT Services Contract as presented in Item #8.

RESULT: ADOPTED (UNANIMOUS)
MOVER: Commissioner Mary Lynne Gibbs, Secretary
SECONDER: Commissioner Jefferson Howell, Vice President
AYES: Paula S. Barr, Jefferson Howell, Jerry Stein, Mary Lynne Gibbs
ABSENT: Jim Boushka

9. Update, discuss and/or take action on updated HR Valentine Statement of Work

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

MOTION: Approve updated HR Valentine Statement of Work as presented in Item #9.
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: Jim Boushka

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

Members of the Board heard from:
Commissioner Paula S. Barr, President
Commissioner Jerry Stein, Treasurer
Fire Chief Abbott
CFO De Witt

MOTION: Approve the Fire & Police Selection, Inc. Agreement and authorizes the Board President to sign the agreement. as presented in Item #10.
RESULT: ADOPTED (UNANIMOUS)
MOVER: Commissioner Jefferson Howell, Vice President
SECONDER: Commissioner Mary Lynne Gibbs, Secretary
AYES: Paula S. Barr, Jefferson Howell, Jerry Stein, Mary Lynne Gibbs
ABSENT: Jim Boushka

MOTION: Amend the Fire & Police Selection, Inc. Agreement motion as follows: Approve the Fire & Police Selection, Inc. Agreement and authorizes the Board President to sign the agreement with cost not to exceed \$55,000.
RESULT: ADOPTED (UNANIMOUS)
MOVER: Commissioner Jefferson Howell, Vice President
SECONDER: Commissioner Mary Lynne Gibbs, Secretary
AYES: Paula S. Barr, Jefferson Howell, Jerry Stein, Mary Lynne Gibbs
ABSENT: Jim Boushka

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

- Educational Committee report
 - Update, discuss and/or take action on the Citizen’s Education Forum (CEF)
 - Update, discuss and/or take action on the Citizen’s Advisory Committee (CAC)

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

RESULT: DISCUSSED

- City Relations Committee report

RESULT: NONE PRESENTED

14. Update, discuss and/or take 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:
 Fire Chief Abbott

MOTION: Authorizes 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 property and equipment for firefighting training purposes when license agreement is finalized.

RESULT: ADOPTED (UNANIMOUS)

MOVER: Commissioner Jerry Stein, Treasurer

SECONDER: Commissioner Jefferson Howell, Vice President

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

ABSENT: Jim Boushka

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

- Update, discuss and/or take action to authorize District staff to work with architects and make design and construction decisions related to Station 606

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

MOTION: Authorizes District staff to work with architects and make design and construction decisions related to Station 606 including signing contracts/agreements with related vendors within budget parameters.

RESULT: **ADOPTED (UNANIMOUS)**

MOVER: Commissioner Jerry Stein, Treasurer

SECONDER: Commissioner Jefferson Howell, Vice President

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

ABSENT: Jim Boushka

- Update, discuss and/or take action on agreement with Malone/Wheeler, Inc. for civil engineering work on Station 606

RESULT: **NO ACTION TAKEN**

16. Update, discuss and/or take action on Capital Area Trauma Regional Advisory Council (CATRAC) and Texas Department of State Health Services Hospital Preparedness Program Participating Agency/Subcontractor Agreement between CATRAC and Travis County ESD No. 6

Members of the Board heard from:

Fire Chief Abbott

MOTION: Approve the Capital Area Trauma Regional Advisory Council (CATRAC) and Texas Department of State Health Services Hospital Preparedness Program Participating Agency/Subcontractor Agreement between CATRAC and Travis County ESD No. 6 and authorizes the Fire Chief to sign the agreement as presented in Item #16.

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

ABSENT: Jim Boushka

20. Update, discuss and/or take action on Travis County ESD Commissioners Council (ESDCC)

Members of the Board heard from:

Commissioner Paula S. Barr, President

RESULT: **DISCUSSED**

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

RESULT: **TABLED**

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

- Commissioner training opportunities

- 2018 Annual SAFE-D Conference, February 22-24, 2018, Moody Gardens Hotel and Convention Center, Galveston

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

RESULT: DISCUSSED

22. Fire Chief comments

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

RESULT: DISCUSSED

11. 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 §551.074: Personnel matters – Personnel matters – Fire Chief – Annual review/evaluation and compensation package adjustment*
- C. *Tex Gov't Code §551.071: Consultation with attorneys – Regarding all matters authorized as by law*

RESULT: NO ACTION TAKEN

12. Update, discuss and/or take action on Fire Chief's annual review/evaluation and compensation package adjustment

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

RESULT: NO ACTION TAKEN

23. Commissioners concerns and future agenda items

RESULT: DISCUSSED

ADJOURN

Approved by the Board of Commissioners:

12/19/17
Date of Approval



Mary Lynne Gibbs
Secretary, Board of Commissioners