



## TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6

### Regular Session Minutes Thursday, November 29, 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 1:00 p.m. on Thursday, November 29, 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/Secretary | Present |
| Commissioner Mary Lynne Gibbs | Assistant Treasurer | Absent  |
| Commissioner Ana M. Guzmán    | Board Member        | Present |

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

*Firefighter Braden Frame presented the traveling trophy that he and Firefighter Justin Miller received for the Texas EMS SIM Games that they have won for a second year in a row. It will be on display at LTFR Headquarters.*

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

*The Fire Chief reminded everyone of the Station 606 Groundbreaking to be held on Tuesday, December 4 at 10 a.m.*

#### **4. Approve the minutes of the Tuesday, October 23, 2018 Regular Session**

|                  |   |
|------------------|---|
| <b>MOTION:</b>   | Approve the minutes of the Tuesday, October 23, 2018 Regular Session as presented in Consent Item #4. |
| <b>RESULT:</b>   | <b>ADOPTED (UNANIMOUS)</b>  |
| <b>MOVER:</b>    | Commissioner Jerry Stein, Treasurer   |
| <b>SECONDER:</b> | Commissioner Jefferson Howell, Vice President   |
| <b>AYES:</b>     | Paula S. Barr, Jefferson Howell, Jerry Stein, Ana M. Guzmán   |
| <b>ABSENT:</b>   | Mary Lynne Gibbs  |

**5. 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:  
Commissioner Paula S. Barr, President  
Fire Chief Abbott  
Legislative Educational Consultant Debbie Mitchell

**RESULT: NONE PRESENTED**

**6. Update, discuss and/or take action on October 2018 Bank Statements/Investments**

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

**MOTION:** Approve the October 2018 Bank Statements/Investments as presented in Item #6.  
**RESULT:** **ADOPTED (UNANIMOUS)**  
**MOVER:** Commissioner Jerry Stein, Treasurer/Secretary  
**SECONDER:** Commissioner Ana M. Guzmán, Board Member  
**AYES:** Paula S. Barr, Jefferson Howell, Jerry Stein, Ana M. Guzmán  
**ABSENT:** Mary Lynne Gibbs

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

Members of the Board heard from:  
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, Ana M. Guzmán  
**ABSENT:** Mary Lynne Gibbs

**8. Update, discuss and/or take action on Maxwell, Locke & Ritter Audit Engagement Agreement**

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

**MOTION:** Approve the Maxwell, Locke & Ritter Audit Engagement 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, Ana M. Guzmán  
**ABSENT:** Mary Lynne Gibbs

**9. 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 Gov't Code §551.071: Consult with attorneys – Regarding potential collaborative opportunities with other Travis County ESDs*
- C. *Tex Govt. Code §551.074: Personnel matters – Fire Chief – Annual review/evaluation, compensation package adjustment and employment agreement*
- D. *Tex Gov't Code §551.071: Consultation with attorneys – Regarding all matters authorized as by law*

**RESULT: NO ACTION TAKEN**

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

**RESULT: NO ACTION TAKEN**

**11. 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 Jefferson Howell, Vice President

**RESULT: DISCUSSED**

- City Relations Committee report

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

**RESULT: DISCUSSED**

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

- Groundbreaking Ceremony, Tuesday, December 4, 10 a.m.

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

**RESULT: DISCUSSED**

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

Members of the Board heard from:  
Commissioner Paula S. Barr, President  
Commissioner Jerry Stein, Treasurer  
Commissioner Ana M. Guzmán, Board Member  
Fire Chief Abbott  
Assistant Fire Chief Tess  
Financial Manager Smith  
Administrative Manager Marczynski

**RESULT: DISCUSSED**

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

Members of the Board heard from:  
Commissioner Jerry Stein, Treasurer  
Fire Chief Abbott  
Assistant Fire Chief Tess

**RESULT: DISCUSSED**

**15. 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**

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

- 2019 Annual SAFE-D Conference, February 7-9, 2018, Frisco Convention Center

- Commissioner training opportunities

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

**RESULT: NONE PRESENTED**

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

Members of the Board heard from:  
Fire Chief Abbott

**RESULT: DISCUSSED**

**18. Update, discuss and/or take action on Travis County Emergency Services medical direction**

Members of the Board heard from:  
Commissioner Jerry Stein, Treasurer  
Fire Chief Abbott

**RESULT: DISCUSSED**

**19. Update, discuss and/or take action on agreement between grant writing consultant and the District**

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

**MOTION:** Approve the agreement between grant writing consultant and the District and authorize the Fire Chief to sign the agreement as presented in Item #19.

**RESULT: ADOPTED (UNANIMOUS)**

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

**SECONDER:** Commissioner Jerry Stein, Treasurer

**AYES:** Paula S. Barr, Jefferson Howell, Jerry Stein, Ana M. Guzmán

**ABSENT:** Mary Lynne Gibbs

**20. Fire Chief comments**

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

**RESULT: DISCUSSED**

**21. Commissioners concerns and future agenda items**

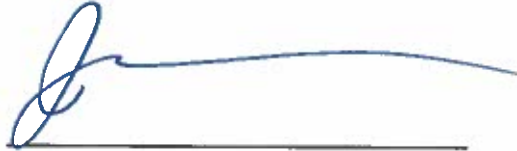
RESULT: DISCUSSED

ADJOURN

Approved by the Board of Commissioners:

12/19/13

\_\_\_\_\_  
Date of Approval

  
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Jerry Stein

Treasurer/Secretary, Board of Commissioners