



TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6

Regular Session Minutes Wednesday, December 18, 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 Wednesday, December 18, 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. Safety awareness

The Fire Chief gave a safety message.

4. LTFR/Community events

The Fire Chief reported that the next Citizen's Advisory Committee/Citizen's Education Forum meeting and luncheon will be held on Thursday, March 5, 2020. He also mentioned that the Grand Opening Ceremony for the new Hamilton Pool Station 606 is scheduled for Saturday, January 25, 2020.

5. Approve the minutes of the Thursday, October 24, 2019 Regular Session

MOTION: Approve the minutes of the Monday, November 18, 2019 Regular Session 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: Ana M. Guzmán

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

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

MOTION: Approve the November 2019 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: 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 Jefferson Howell, Vice President
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 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 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
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.
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

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 §551.074: Personnel matters – Fire Chief – Annual review/evaluation, compensation package adjustment and employment agreement
- C. Tex Govt. Code §551.074: Personnel matters – Non-CBA employee benefits
- A. Tex Govt. Code §551.071: Consult with attorneys – Regarding all matters as authorized by law

RESULT: NO ACTION TAKEN

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

RESULT: TABLED

11. Update, discuss and/or take appropriate action on non-CBA employee benefits

RESULT: NO ACTION TAKEN

12. Update, discuss and/or take appropriate action on Board Sub-Committee’s work

Members of the Board heard from:

Commissioner Paula S. Barr, President

Commissioner Jefferson Howell, Vice President

Commissioner Mary Lynne Gibbs, Assistant Treasurer

- Educational Committee report
 - Update, discuss and/or take appropriate action on Citizen’s Education Forum (CEF) and Citizen’s Advisory Committee (CAC)
 - Holiday CAC & CEF Meeting and Social, Thursday, December 5, 2019, Meridian 98, Sonesta Bee Cave Austin, 3-4:30 p.m.

RESULT: DISCUSSED

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

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

RESULT: DISCUSSED

14. 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
Commissioner Jefferson Howell, Vice President

RESULT: DISCUSSED

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

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

- 2020 Annual SAFE-D Conference, February 20-22, 2020, Moody Gardens Hotel, Spa & Convention Center, Galveston
- Commissioner training opportunities

RESULT: DISCUSSED

16. 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, Assistant Treasurer
Fire Chief Abbott
Assistant Fire Chief Tess
Captain Glenn Trubee

RESULT: DISCUSSED

17. Commissioners interests and future agenda items

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

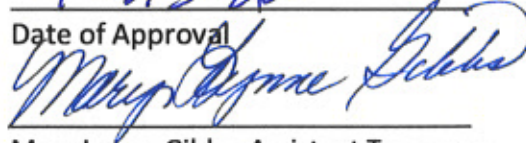
RESULT: DISCUSSED

ADJOURN

Approved by the Board of Commissioners:

1-23-20

Date of Approval

A handwritten signature in blue ink, appearing to read "Mary Lynne Gibbs", written over a horizontal line.

Mary Lynne Gibbs, Assistant Treasurer