



TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6

Regular Session Minutes Thursday, October 26, 2023

1. Call to Order

With a quorum present, the regular session meeting of Travis County ESD No. 6 was called to order by Commissioner Newman at 1:00 p.m. on Thursday, October 26, 2023 at Lake Travis Fire Rescue Headquarters, 15304 Pheasant Lane, Austin, Travis County, Texas 78734.

Commissioner Shiloh Newman	President	Present
Commissioner Larry Sartin	Vice President	Present
Commissioner Matt Womack	Treasurer	Present
Commissioner Jessica Clinton	Secretary-Asst. Treasurer	Present
Commissioner Paula S. Barr	Board Member	Present

2. Safety awareness

Fire Chief Abbott reminded everyone to "Turn Around, Don't Drown", because there is a possibility for flash flooding due to inclement weather. He reported that the burn ban has been lifted.

3. Public comment

None.

4. Personnel recognition

Fire Chief Abbott reminded everyone that Public Safety Day was to be held on Saturday, October 28 and thanked Assistant Fire Chief Prather and Executive Assistant Taylor for all their hard work in spearheading this event along with the tremendous planning and preparatory help of many volunteers and first responding agencies' officers and staff.

CONSENT

5. Approve the minutes of the Tuesday, September 26, 2023 Public Hearing and Regular Session

6. Approve the September 2023 Investment Report

7. Approve expenditures over \$2,000

MOTION: Approve Consent Items 5-7 as presented.
RESULT: **APPROVED (UNANIMOUS)**
MOVER: Commissioner Larry Sartin, Vice President
SECONDER: Commissioner Matt Womack, Treasurer
AYES: Shiloh Newman, Larry Sartin, Matt Womack, Jessica Clinton, Paula S. Barr

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

Members of the Board heard from:
Chief Financial Officer Smith

MOTION: Approve the Maxwell, Locke & Ritter Audit Engagement Agreement and authorize the Board President to sign the agreement.
RESULT: **APPROVED (UNANIMOUS)**
MOVER: Commissioner Paula S. Barr, Board Member
SECONDER: Commissioner Jessica Clinton, Secretary-Assistant Treasurer
AYES: Shiloh Newman, Larry Sartin, Matt Womack, Jessica Clinton, Paula S. Barr

9. Discuss and/or take appropriate action on issuing District credit cards for Captain Ted Harris, Wildfire Mitigation Specialist Dustin Dunn and Executive Assistant Tisa Warner each with a credit limit of \$5,000

Members of the Board heard from:
Chief Financial Officer Smith

MOTION: Approve issuing District credit cards for Captain Ted Harris, Wildfire Mitigation Specialist Dustin Dunn and Executive Assistant Tisa Warner each with a credit limit of \$5,000.
RESULT: **APPROVED (UNANIMOUS)**
MOVER: Commissioner Larry Sartin, Vice President
SECONDER: Commissioner Matt Womack, Treasurer
AYES: Shiloh Newman, Larry Sartin, Matt Womack, Jessica Clinton, Paula S. Barr

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

- Update, discuss and/or take appropriate action on Legislative Strategic Plan

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

RESULT: **DISCUSSED**

- Update, discuss and/or take appropriate action on Citizen's Advisory Committee

Members of the Board heard from:
Commissioner Matt Womack, Treasurer
Commissioner Paula S. Barr, Board Member
Fire Chief Abbott

RESULT: DISCUSSED

11. 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 matter
- B. Tex Govt. Code §551.074: Personnel matters – Adjustment of non-CBA personnel salary grade ranges
- C. Tex Govt. Code §551.071: Consult with attorneys – Regarding any matters on this agenda

RESULT: NO ACTION TAKEN

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

Members of the Board heard from:
Chief Financial Officer Smith

MOTION: Approve the non-CBA employee salary grade range adjustments as presented.
RESULT: **APPROVED (UNANIMOUS)**
MOVER: Commissioner Jessica Clinton, Secretary-Assistant Treasurer
SECONDER: Commissioner Matt Womack, Treasurer
AYES: Shiloh Newman, Larry Sartin, Matt Womack, Jessica Clinton, Paula S. Barr

13. 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 Shiloh Newman, President
Commissioner Paula S. Barr, Board Member
Fire Chief Abbott

MOTION: Approve the reappointments of Jerry Stein, Clay Strange, Jerry Schmeil, Debbie Tanner-Jacobs and Mike Doty, residents and/or owners of businesses in the territory of the District, to serve as members of the Appeals Commission per the Fire Chief's recommendation.
RESULT: **APPROVED (UNANIMOUS)**

MOVER: Commissioner Larry Sartin, Vice President
SECONDER: Commissioner Jessica Clinton, Secretary-Assistant Treasurer
AYES: Shiloh Newman, Larry Sartin, Matt Womack, Jessica Clinton, Paula S. Barr

14. Update, discuss and/or take appropriate action on an Interlocal Agreement (ILA) with Travis County for the use and operation of heavy machinery

Members of the Board heard from:
Commissioner Paula S. Barr, Board Member
Fire Chief Abbott
Chief Financial Officer Smith

MOTION: Approve the Interlocal Agreement (ILA) with Travis County for the use and operation of heavy machinery and authorizes the Board President to review and sign once vetted by attorney.
RESULT: **APPROVED (UNANIMOUS)**
MOVER: Commissioner Larry Sartin, Vice President
SECONDER: Commissioner Jessica Clinton, Secretary-Assistant Treasurer
AYES: Shiloh Newman, Larry Sartin, Matt Womack, Jessica Clinton, Paula S. Barr

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, Board Member
Fire Chief Abbott

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, Board Member

RESULT: **DISCUSSED**

17. Fire Chief's Report

Members of the Board heard from:
Commissioner Shiloh Newman, Board President
Commissioner Larry Sartin, Vice President
Commissioner Matt Womack, Treasurer
Commissioner Jessica Clinton, Secretary-Assistant Treasurer
Commissioner Paula S. Barr, Board Member
Fire Chief Robert B. Abbott

Assistant Chief Prather
Chief Financial Officer Smith

RESULT: DISCUSSED

18. Commissioners interests and future agenda items

Members of the Board heard from:
Commissioner Shiloh Newman, President
Chief Financial Officer Smith

RESULT: DISCUSSED

ADJOURN

Approved by the Board of Commissioners:

11-16-23

Date of Approval

Jessica Clinton

Jessica Clinton, Secretary-Assistant Treasurer