



TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6
Regular Session Minutes
Thursday, October 28, 2021

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 1:08 p.m. on Thursday, October 28, 2021 at Lake Travis Fire Rescue Headquarters, 15304 Pheasant Lane, Austin, Travis County, Texas 78734 and via videoconference.

Commissioner Paula S. Barr	President	Present
Commissioner Mary Lynne Gibbs	Vice President	Absent
Commissioner Jim Boushka	Treasurer	Present
Commissioner Shiloh Newman	Assistant Treasurer	Present
Commissioner Jessica Clinton	Secretary	Present

2. Safety awareness

The Fire Chief reported that the COVID epidemic is slowing down and reminded everyone that cold weather may hit again like the February 2021 Winter Storm Uri and all should be prepared..

3. Public comment

None.

4. Approve the minutes of the Thursday, September 23, 2021 Public Hearing and the Thursday, September 23, 2021 Regular Session

MOTION: Approve the minutes of the Thursday, September 23, 2021 Public Hearing and Thursday, September 23, 2021 Regular Session as presented.

RESULT: **APPROVED (UNANIMOUS)**

MOVER: Commissioner Shiloh Newman, Assistant Treasurer

SECONDER: Commissioner Jim Boushka, Treasurer

AYES: Paula S. Barr, Jim Boushka, Shiloh Newman, Jessica Clinton

ABSENT: Mary Lynne Gibbs

5. 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 President
Legislative Educational Consultant Gib Lewis
Legislative Educational Consultant Debbie Mitchell

RESULT: DISCUSSED

6. Update, discuss and/or take appropriate action on the September 2021 Investment Report

Members of the Board heard from:

Commissioner Paula S. Barr, President
Commissioner Jim Boushka, Treasurer
Chief Financial Officer Smith

MOTION: Approve the August 2021 Investment Report as presented.

RESULT: APPROVED (UNANIMOUS)

MOVER: Commissioner Jim Boushka, Treasurer

SECONDER: Commissioner Shiloh Newman, Assistant Treasurer

AYES: Paula S. Barr, Jim Boushka, Shiloh Newman, Jessica Clinton

ABSENT: Mary Lynne Gibbs

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

Members of the Board heard from:

Chief Financial Officer Smith

MOTION: Approve the expenditures over \$2,000 as presented.

RESULT: APPROVED (UNANIMOUS)

MOVER: Commissioner Jim Boushka, Treasurer

SECONDER: Commissioner Jessica Clinton, Secretary

AYES: Paula S. Barr, Jim Boushka, Shiloh Newman, Jessica Clinton

ABSENT: Mary Lynne Gibbs

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 Jim Boushka, Treasurer

SECONDER: Commissioner Jessica Clinton, Secretary

AYES: Paula S. Barr, Jim Boushka, Shiloh Newman, Jessica Clinton

ABSENT: Mary Lynne Gibbs

9. Discuss and/or take appropriate action on issuing District credit cards for Assistant Fire Chief/Fire Marshal Glenn Trubee with a credit limit of \$10,000 and Battalion Chief Michael Del Castillo with a credit limit of \$5,000

Members of the Board heard from:
Commissioner Jim Boushka, Treasurer
Fire Chief Abbott
Chief Financial Officer Smith

MOTION: Approve issuing District credit cards for Assistant Fire Chief/Fire Marshal Glenn Trubee with a credit limit of \$10,000 and Battalion Chief Michael Del Castillo with a credit limit of \$5,000.

RESULT: **APPROVED (UNANIMOUS)**

MOVER: Commissioner Shiloh Newman, Assistant Treasurer

SECONDER: Commissioner Jessica Clinton, Secretary

AYES: Paula S. Barr, Jim Boushka, Shiloh Newman, Jessica Clinton

ABSENT: Mary Lynne Gibbs

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

RESULT: **NO ACTION TAKEN**

11. 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 adjustment of non-CBA personnel salary grade ranges.

RESULT: **APPROVED (UNANIMOUS)**

MOVER: Commissioner Jim Boushka, Treasurer

SECONDER: Commissioner Jessica Clinton, Secretary

AYES: Paula S. Barr, Jim Boushka, Shiloh Newman, Jessica Clinton

ABSENT: Mary Lynne Gibbs

12. Update and discuss action plan to determine accuracy of administrative functions in the areas of job descriptions, enforcement of certification qualifications and maintenance of training and certification records

Members of the Board heard from:
Commissioner Paula S. Barr, President
Commissioner Jim Boushka, Treasurer
Fire Chief Abbott
Assistant Fire Chief Trubee

RESULT: DISCUSSED

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

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

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 Jim Boushka, Treasurer

SECONDER: Commissioner Shiloh Newman, Assistant Treasurer

AYES: Paula S. Barr, Jim Boushka, Shiloh Newman, Jessica Clinton

ABSENT: Mary Lynne Gibbs

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

- Update, discuss and/or take appropriate action on Citizen's Education Forum (CEF) and Citizen's Advisory Committee (CAC)
- Update, discuss and/or take appropriate action on the appointment of vacant seat of the CEF and CAC Sub-Committee

RESULT: TABLED

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. Update and discuss Draft Strategic Plan

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

RESULT: DISCUSSED

18. Fire Chief comments

Members of the Board heard from:
Commissioner Paula S. Barr, President
Commissioner Jim Boushka, Treasurer
Fire Chief Abbott
Chief Financial Officer Smith

RESULT: DISCUSSED

19. 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:

12-16-21

Date of Approval

Jessica Clinton

Jessica Clinton, Secretary