

TRAVIS COUNTY EMERGENCY SERVICES

DISTRICT NUMBER TWO

REGULAR MEETING

September 14, 2017

Notice is hereby given that a regular meeting of the Board of Commissioners of Travis County Emergency Services District No. 2 will be held on Thursday, September 14, 2017 at 6:30 p.m. at the Travis County Emergency Services District Number Two Headquarters located at 201 East Pecan Street, Pflugerville, Texas, for the following purposes:

1. Call meeting to order;

PUBLIC COMMENT

2. Public Comment: In accordance with the Texas Open Meetings Act, any response to a public comment that is made on an item that is not on the published final agenda will be limited to a statement of factual information or a statement of existing policy given in response to the public comment. Any deliberation or decision by the Board must be limited to a proposal to place the subject on a future agenda.

SPECIAL RECOGNITION

3. Celebrate special recognition of personnel for exceptional performance;

CONSENT ITEMS

4. Discuss and consider taking action regarding approval of meeting minutes from the August 10, 2017 regular meeting; August 31, 2017 special meeting; September 6, 2017 special meeting;

REPORTS

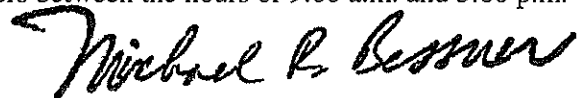
5. Commissioners' reports, including responses to inquiries;
6. Receive report from treasurer and consider taking related action, including:
 - a. Approval of monthly bills and invoices, including processing of payroll;
 - b. Approval of financial report;
 - c. Review of district investments and investment report;
7. Receive monthly report from the Fire Chief regarding emergency operations, response times, call volume, training, management activities and personnel and consider taking related action;
8. Receive monthly report from the District's attorney regarding pending litigation matters, contract issues, and legislative efforts and consider taking related action;

9. Receive report from the Pflugerville Professional Firefighter's Association, Local #4137 and consider taking related action;

DISCUSSION/ACTION ITEM

10. Discuss and consider taking action regarding budget for fiscal year October 1, 2017 to September 30, 2018 [must be adopted before tax rate]; and
11. Take a record vote on the District's 2017 tax rate, adopt an Order Levying Taxes and authorize filing the Order with the Travis County Tax Assessor/Collector;
12. Discuss and consider actions for Fire Station 5 site purchase, related easements, and take any related action;
13. Discuss and consider financing options for the capital acquisition of the warehouse and fire stations; and take any related action
14. Discuss and consider final actions related to retaining professional services related to new station 5 and warehouse construction projects;
15. Discuss and consider final actions related to Fire Station 2 HVAC remediation;
16. Discuss and consider the appointment of a representative to the Capital Area Council of Governments, and take any related action;

Posted on Monday, September 11, 2017 by 5:00 p.m. A packet containing all supportive documentation for this agenda is available for inspection at the Travis County E.S.D. No.2 headquarters between the hours of 9:00 a.m. and 5:00 p.m.



Michael Bessner, President
Travis County Emergency Services
District No. 2

Travis County Emergency Services District No. 2 is committed to compliance with the Americans with Disabilities Act. Reasonable modification and equal access to communications will be provided upon request. Please call Ron Moellenberg, Fire Chief for the District, at 512- 251-2801 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may call 512-272-9116, or may utilize the statewide Relay Texas Program, 1-800-735-2988. Travis County ESD No. 2 excludes weapons at open meetings (Texas Penal Code).

The Board may retire to Executive Session any time between the meetings opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code and/or discussion of real estate acquisition pursuant to Chapter 551.072 of the Texas Government Code and/or personnel matters pursuant to Chapter 551.074 of the Texas Government Code. Action, if any, will be taken in open session.

TRAVIS COUNTY EMERGENCY SERVICES

DISTRICT NUMBER TWO

REGULAR MEETING MINUTES

August 10, 2017

A regular meeting of the Board of Commissioners of Travis County Emergency Services District No. 2 was held on Thursday, August 10, 2017 at 6:30 p.m. at the Travis County Emergency Services District Number Two Headquarters located at 201 East Pecan Street, Pflugerville, Texas, for the following purposes:

The following Commissioners, duly appointed by Travis County Commissioners Court and constituting a quorum, were present for the meeting:

Mike Bessner Rudolph Metayer April Griffin Mike Howe

The following persons were also in attendance:

Ron Moellenberg Kevin Croegaert John Carlton Rob Humphrey
AJ Stacer Victor Gonzalez Robert Prado Mary Prado
Ashley Prado Laurie Spalik Amy Spalik Linda Kluck
Jim McDonald JoAnn Haley

1. THE MEETING was called to order by Commissioner Bessner at 6:31 p.m. and the minutes were recorded by mechanical means; The meeting was held pursuant to a formal Notice of Meeting, which had been posted in accordance with the Texas Open Meetings Act at the Travis County Clerk’s Office and in the offices of the Travis County Emergency Services District Number Two Headquarters;
2. Public Comment; no public comment was made; no action was taken on this item;
3. Celebrate special recognition of personnel for exceptional performance: two recipients of the 2017 public service scholarship were recognized: Amy Spalik (Pflugerville HS) and Ashley Prado (Hendrickson HS) and their families; President Bessner read three letters of Appreciation of Service for Firefighters Bobby Brown, Susan Bauer, and Kadeem Long;
4. Action regarding approval of meeting minutes from the July 13, 2017 regular meeting; a MOTION was made by Commissioner Howe to approve the minutes of July 13, 2017, regular meeting; Commissioner Metayer made a SECOND to the motion; the motion carried;

5. Commissioners' reports, including responses to inquiries; *President Bessner stated he will be attending the next monthly (August 19) Travis County Emergency Services District Commissioners Council (ESDCC) and asked if anyone else would like to attend the meeting; a quorum may be in attendance;*
6. Treasurer report and District's bookkeeper's Report: *Commissioner Howe reviewed the District budget spreadsheet and invoices and stated he only had a question on one of the checks and that Sales Tax was up and that the Bonds are paid off; a MOTION was made by Commissioner Howe to accept the treasurer's report as presented with payment of bills and invoices and processing of payroll, approval of financial report; Commissioner Griffin made a SECOND to the motion; the motion carried;*
7. Monthly report from the Fire Chief;
Chief Moellenberg's report was included in the board packet.
 - *He stated staff is working on a job description for the Finance Director*
 - *The ILA between Travis County and EMS services is not signed*
 - *He stated there needs to be a paramedic service in every District and was not sure that could be accomplished*
 - *Discussion continued around Mr. Davies' philosophy for county emergency services*
 - *President Bessner asked the Fire Chief how the other ESDs felt about transport and the Fire Chief responded about ESDs 11, 9, and 6*
8. Report From District Attorney:
 - *He stated he is working on lines of communication in light of Ms. Reed 's departure;*
 - *He discussed the Special Legislative Session and the bills and timeframe;*
9. RECEIVE REPORT FROM THE PFLUGERVILLE PROFESSIONAL FIREFIGHTER'S ASSOCIATION, LOCAL #4137 AND CONSIDER TAKING RELATED ACTION; *Neither Association President David Kilventon nor a representative were in attendance; no report was given; no action was taken on this item;*
10. DISCUSS AND CONSIDER TO SEEK PROPOSALS FOR PROFESSIONAL AUDIT SERVICES, AND TAKE ANY RELATED ACTION; *it was decided to discuss the details of the committee's findings in Executive Session; a recommendation was made on the professional audit services by Commissioner Griffin and Commissioner Reyes to retain the firm from last year for a one year contract; a MOTION was made by Commissioner Howe to have the professional audit services with the firm retained in the past year as recommended; Commissioner Griffin made a SECOND to the motion; the motion carried;*
11. DISCUSS AND CONSIDER RESOLUTION FOR THE STATION SITE PURCHASE, AND TAKE ANY RELATED ACTION; *no action was taken on this item; it was discussed in Executive Session; Commissioner Howe asked for guidance and review by the District's attorney and staff; no action was taken on this item;*
12. DISCUSS AND CONSIDER BUSINESS ASSOCIATE AGREEMENT FOR THE BOARD TO APPROVE THAT IS RELATED TO HIPAA AND THE CARLTON LAW FIRM PLLC, AND TAKE ANY RELATED ACTION; *John Carlton stated this was for the open record request that have to do with HIPAA; Commissioner Bessner will sign agreement after Commissioner Metayer has completed his review; a MOTION was made by Commissioner Howe; Commissioner Metayer made a SECOND to the motion; the motion carried;*

13. DISCUSS AND CONSIDER ACTIONS RELATED TO RETAINING THE CONSTRUCTION PROJECT MANAGER (S); *it was discussed in Executive Session; a MOTION was made by Commissioner Howe to have staff solicit proposals for this project; Commissioner Griffin made a SECOND to the motion; the motion carried;*
14. DISCUSS AND CONSIDER FINAL ACTIONS RELATED TO STATION 2 HVAC REMEDIATION; *it was discussed in Executive Session; a MOTION was made by Commissioner Griffin to have staff solicit bids for Station 2 HVAC remediation; Commissioner Metayer made a SECOND to the motion; the motion carried;*
15. DISCUSS AND CONSIDER REVISIONS TO THE FY 17 BUDGET; *a MOTION was made by Commissioner Howe to revise the FY 17 budget as recommended by staff; Commissioner Griffin made a SECOND to the motion; the motion carried;*
16. DISCUSS AND CONSIDER ADOPTION OF THE TAX PLANNING CALENDAR, AND TAKE ANY RELATED ACTION;
 - *John Carlton prepared the Tax Planning Calendar and the second public hearing date was changed to September 6*
 - *The Fire Chief explained the difference between the Roll Back Rate vs the Effective Rate*
 - *Commissioner Howe stated we are capped at 10 cents as an ESD by law*

A MOTION was made by Commissioner Howe to propose the tax rate at the current rate of 10 cents; Commissioner Griffin made a SECOND to the motion; the motion carried

- *The Board took a record vote:*
 - *Commissioner Bessner voted; yes*
 - *Commissioner Griffin voted; yes*
 - *Commissioner Howe voted: yes*
 - *Commissioner Metayer voted: no*
 - *Commissioner Reyes: absent*

Retired into executive session at 7:34 p.m. President Bessner cited the purpose as consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussed professional audit services (10) and resolution for the station site purchase (11) and action retaining the Construction Project Manger(s) (13) and Station 2 HVAC remediation (14;); the board re-convened at 8:25 p.m.;

The next regular board meeting is scheduled for September 14, 2017 at 6:30 p.m. This concluded the meeting. Commissioner Bessner adjourned the meeting at 8:41 p.m.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. TWO

Special Meeting of the Board of Commissioners

A special meeting of the Board of Commissioners of the Travis County Emergency Services District Number Two was held on Thursday, August 31, 2017, at 6:30 p.m., at 201 East Pecan Street, Pflugerville, TX.

The following Commissioners, duly appointed by Travis County Commissioners Court and constituting a quorum, were present for the meeting:

Mike Bessner Rudolph Metayer April Griffin Mike Howe Rico Reyes

Others in attendance were:

Ron Moellenberg Kevin Croegaert Kelli Carlton Victor Gonzalez Rob Humphrey

AJ Stacer JoAnn Haley

THE MEETING was called to order by President Bessner at 6:31 p.m. The meeting was held pursuant to a formal Notice of Meeting, which had been posted in accordance with the Texas Open Meeting Act at the Travis County Clerk's Office and in the offices of the Travis County ESD No. 2 headquarters;

1. CONSIDER TAKING ACTION REGARDING BUDGET FOR FISCAL YEAR OCTOBER 1, 2017 TO SEPTEMBER 30, 2018;

Fire Chief Moellenberg stated the following:

- The Commissioners received a copy of a preliminary budget draft. This is the collective work of the Executive Team to develop costs to continue operations through FY 2018 and can discuss further if there are any questions;
- He further stated comparing anticipated expenditures against revenue at the effective rate yields a deficit budget and if we proceed will need to offset the deficit. This will hamper the District moving forward in the long term strategic plan with all of the projects and exceptions to the budget;
- If the rate is set at 10 cents would allow the Executive Team to execute some of the strategic plan projects into the budget. We will consider the best method for replacing the vehicles. This could be a lease purchase for vehicles vs buying vehicles which was done last year. A lease purchase will involve incremental payments for the vehicles;
- The budget does not include the three building projects (one warehouse and two fire stations). There is no information as to the cost to build a warehouse or a Fire Station;
- Commissioner Howe asked the Fire Chief what the difference in revenue would be between 9.36 cents vs 10 cents and the Fire Chief stated it would be approximately \$600,000;
- He continued to discuss Josh Davies' philosophy on emergency services for the District and the reduction in contract services. The Fire Chief stated Mr. Davies wants a performance based contract with Austin Travis County EMS;
- The budget does not have an estimate of revenue for collection of ambulance service and the Fire Chief will not perform a forecast until one year of service has occurred;
- The Fire Chief stated the District's population has increased and the District has doubled its ambulance services and he further discussed having paramedic squads; there was no motion made;

2. CONDUCT A PUBLIC HEARING ON THE PROPOSAL TO INCREASE PROPERTY TAXES; a public hearing was opened with President Bessner asking for public comment at 7:21 p.m. and there was no public comment; the public hearing was closed at 7:22 p.m.;

3. SET AND ANNOUNCE THE DATE [SEPTEMBER 14], TIME AND PLACE OF THE MEETING TO VOTE ON THE TAX RATE; Commissioner Howe made a MOTION to set and announce September 14 at 6:30 p.m. to vote on the tax rate; a SECOND was made by Commissioner Griffin; the motion carried;

4. AUTHORIZE PUBLICATION OF THE "NOTICE OF VOTE ON TAX RATE" IN THE AUSTIN AMERICAN STATESMAN; Commissioner Howe made a MOTION to authorize publication in the Austin American Statesman; a SECOND was made by Commissioner Metayer; the motion carried;

5. DISCUSS AND CONSIDER ACQUISITION OF PROPERTY FOR FIRE STATION 5 AND THE AMENDMENT TO COVENANTS PERTAINING TO SKYVIEW MANOR AND TAKE ANY RELATED ACTION; Commissioner Reyes made a MOTION to have the Carlton Law Firm take the necessary steps to secure the amendment; a SECOND was made by Commissioner Metayer; the motion carried;

President Bessner adjourned the meeting at 7:31 p.m.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 2 MINUTES

Special Meeting of the Board of Commissioners

A special meeting of the Board of Commissioners of the Travis County Emergency Services District Number Two was held on Wednesday, September 6, 2017, at 6:30 p.m., at 201 East Pecan Street, Pflugerville, TX.

The following Commissioners, duly appointed by Travis County Commissioners Court and constituting a quorum, were present for the meeting:

Mike Bessner Rudolph Metayer April Griffin Mike Howe Rico Reyes
Others in attendance were:

Ron Moellenberg Kevin Croegaert John Carlton Rob Humphrey David Kilventon
JoAnn Haley Victor Gonzalez

THE MEETING was called to order by President Bessner at 6:30 p.m. The meeting was held pursuant to a formal Notice of Meeting, which had been posted in accordance with the Texas Open Meeting Act at the Travis County Clerk's Office and in the offices of the Travis County ESD No. 2 headquarters;

1. CONSIDER TAKING ACTION REGARDING BUDGET FOR FISCAL YEAR OCTOBER 1, 2017 TO SEPTEMBER 30, 2018;

The Fire Chief stated the following:

- *The Commissioners each received a revised FY '18 Budget Project marked "Draft"*
- *The Fire Chief discussed using money from the contingency account to fund the strategic plan projects and discussed the list of projects*
- *He stated the Training Field will be a major project and needs to be carefully considered how to fund it*
- *If the rate is set at 10 cents it would allow the District to move forward on Paramedic Squads*
- *The final budget will be complete by the next regular board meeting and it represents a realistic plan*
- *He stated the District has not received formal notification from FEMA (Federal Emergency Management Agency) for the SAFER grant for additional firefighters*

Commissioner Howe appreciated receiving the cost (annual compensation and benefits) for a firefighter;

Commissioner Metayer asked David Kilventon, President of International Association of Firefighters Local 4137, what his thoughts were considering the proposed budget. Mr. Kilventon replied the Association supports the proposal to establish the 10 cents tax properly to resource the budget and strategic plan;

2. CONDUCT A PUBLIC HEARING ON THE PROPOSAL TO INCREASE PROPERTY TAXES; *a public hearing was opened with President Bessner asking for public comment at 6:51 p.m. and there was one public comment; the public hearing was closed at 6:52 p.m.; Commissioner Howe made a MOTION to close the Public Hearing; a SECOND was made by Commissioner Griffin; the motion carried;*

3. ANNOUNCE THE DATE [SEPTEMBER 14], TIME AND PLACE OF THE MEETING TO VOTE ON THE TAX RATE; *Commissioner Bessner stated the September 14th meeting would be held at the Administration Building at 6:30 p.m.; there was no motion;*

4. DISCUSS AND CONSIDER ACQUISITION OF PROPERTY FOR FIRE STATION 5 AND THE AMENDMENT TO COVENANTS PERTAINING TO SKYVIEW MANOR AND TAKE ANY RELATED ACTION; *The Board retired into executive session at 6:53pm to discuss Agenda Item 4 the acquisition of property for Fire Station 5 and the amendment to covenants pertaining to Skyview Manor; the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; the board re-convened at 7:28pm; Commissioner Bessner stated there was no action; Commissioner Reyes made a MOTION to adjourn the special meeting; a SECOND was made by Commissioner Griffin; the motion carried;*

President Bessner adjourned the meeting at 7:29 p.m.