

**TRAVIS COUNTY**  
**EMERGENCY SERVICES DISTRICT NO. 2**  
**REGULAR MEETING MINUTES**

**October 8, 2020**

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The Board of Commissioners of Travis County Emergency Services District No. 2 held a meeting on Thursday, October 8, 2020 at 6:00 p.m. at the Travis County Emergency Services District No. 2 Headquarters located at 201 East Pecan Street, Pflugerville, Texas, for the following purposes.

Commissioners who attended via video conference:

Mike Bessner                      Mike Howe                      Robert Turner                      April Griffin                      Rico Reyes

The following persons were also in attendance via video conference:

Ron Moellenberg                      Nick Perkins                      John Carlton                      Jessica Frazier                      Victor Gonzalez  
Rob Humphrey                      Cliff Avery                      Trevor Stokes                      Ryan Rosborough

1. THE MEETING *was called to order by Commissioner Bessner at 6:00 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 No. 2 Headquarters.
  
2. Public Comment: *Ryan with AGCM Project Management wanted to introduce his company to the Board. Trevor Stokes mentioned the Association will drop off the petition to the County Clerk and will give further update later in the agenda.*

**SPECIAL RECOGNITION**

3. Celebrate special recognition of personnel for exceptional performance:
  - *FALLEN FIREFIGHTERS PROCLAMATION- President Bessner read the proclamation.*

**CONSENT ITEMS**

4. APPROVE MEETING MINUTES FROM THE SEPTEMBER 10, 2020 REGULAR MEETING, THE SEPTEMBER 24, 2020 SPECIAL MEETING, AND THE SEPTEMBER 29, 2020 SPECIAL MEETING; *Commissioner Bessner asked if any consent items required discussion. There were none. A MOTION was made by Commissioner Howe. Commissioner Griffin made a SECOND to the motion; the motion carried.*

**REPORTS**

5. COMMISSIONERS REPORT, INCLUDING RESPONSES TO INQUIRIES; *Commissioner Bessner asked the Commissioners if they had anything to report. There was nothing to report.*

6. TREASURER'S REPORT; *Commissioner Howe asked the Board if they had any questions on the checks written and the statement provided. No one had any questions. Commissioner Howe discussed the bank balances and payroll amounts. Commissioner Griffin asked what a check for HDL was. Jessica Frazer, Finance Director responded. Commissioner Griffin and Commissioner Reyes inquired about the check for I Simulate and the technology associated with the purchase. Assistant Chief, Nick Perkins, responded what the check was for and explained the benefit of using the dummies that provide feedback to the paramedics. A MOTION was made by Commissioner Howe to accept payment of bills and invoices, processing of payroll, financial report, and monthly sales tax analysis report. Commissioner Reyes made a SECOND to the motion; the motion carried.*
7. REPORT FROM THE DISTRICT'S FIRE CHIEF; Chief Moellenberg's report was included in the board packet;
  - *The Fire Chief informed the Board about a joint project between Risk Reduction and Operations installing smoke alarms in manufactured home communities.*
  - *The Fire Chief reports call volume is up.*
  - *There has been an uptick of ILI (influenza like illness) type calls in the last 7 days.*
  - *The Fire Department had 1 firefighter test positive for COVID-19.*
8. RECEIVE MONTHLY REPORT FROM THE DISTRICT'S LEGAL COUNSEL REGARDING PENDING LITIGATION MATTERS, CONTRACT ISSUES, AND LEGISLATIVE EFFORTS AND CONSIDER TAKING RELATED ACTION; *Attorney Carlton reports he has been working on the agenda items and reviewing contracts for staff members.*
9. RECEIVE REPORT FROM THE PFLUGERVILLE FIREFIGHTER'S PROFESSIONAL FIREFIGHTER'S ASSOCIATION, LOCAL #4137 AND CONSIDER TAKING RELATED ACTION; *Association President, Josh Stubblefield, was out so he had Trevor Stokes speak on his behalf. Trevor stated the Association is scheduled to turn in their petition tomorrow, October 9, 2020, at 11 a.m. The Association has collected over 4,700 signatures in support of the overlay. Of those, 3,800 have been validated and 72% are citizens within the City of Pflugerville. The Association is actively looking for a Fire Department champion on City Council.*

#### **DISCUSSION/ACTION ITEMS**

10. DISCUSS AND CONSIDER A CONTRACT FOR AN EMPLOYEE ACCIDENT/INJURY RECORD AND REPORTING SYSTEM, AND TAKE ANY RELATED ACTION; *The Fire Chief asked the board to approve the annual subscription rate of \$8,208 to allow the District to continue using an online system that tracks injuries on the job and compliance with OSHA standards. A MOTION was made by Commissioner Howe, Commissioner Turner made a SECOND to the motion; the motion carried.*
11. DISCUSS AND CONSIDER A CONTRACT FOR BUNKER GEAR CLEANING AND REPAIR, AND TAKE ANY RELATED ACTION; *The Fire Chief stated this is to ensure continued service life for bunker gear. The lowest bid came in at \$19,680 and was already accounted for in the FY21 budget. The District asks the Board for authorization to negotiate and finalize a contract with Fuego Fire Center. A MOTION was made by Commissioner Griffin, Commissioner Turner made a SECOND to the motion; the motion carried.*
12. DISCUSS AND CONSIDER A FEDERAL EMERGENCY MANAGEMENT AGENCY FISCAL YEAR 2019 ASSISTANCE TO FIREFIGHTERS GRANT AND TAKE ANY RELATED ACTION; *This health and wellness grant will cover six fire departments. The District is requesting the Board authorize acceptance of this grant. Commissioner Howe asked if there were overhead expenses in relation to the grant. The Fire Chief responded that there are overhead expenses, but they are nominal, and we would have them regardless. A MOTION was made by Commissioner Howe, Commissioner Griffin made a SECOND to the motion; the motion carried.*

13. DISCUSS AND CONSIDER THE PUBLIC PROTECTION CLASSIFICATION RESULTS FROM THE INSURANCE SERVICES OFFICE; AND TAKE ANY RELATED ACTION; *The Fire Chief proudly reported the District put in a lot of hard work to reach an ISO classification of Class 1/1Y. The District requests permission to notify ISO that we concur with their rating and ask that they notify TDI to make the rating official. A MOTION was made by Commissioner Reyes, Commissioner Turner made a SECOND to the motion; the motion carried.*
14. DISCUSS AND CONSIDER STRATEGIC PLANNING FOR THE DISTRICT RELATED TO FINANCIAL AND OPERATIONAL PROJECTIONS; INCLUDING: *The Fire Chief reported that he and the Assistant Chief met with the City Manager to discuss the town hall meeting. President Bessner appointed Commissioner Griffin and Commissioner Reyes to a subcommittee to meet with a City Council subcommittee in preparation of further action by City Council in support of the District's future financial issues. Cliff Avery, consultant, discussed the logistics and flow of how the meeting will take place.*
- REVIEWING PROJECTED GROWTH IN REVENUE, POPULATION, SERVICE DEMAND, AND IMPACT ON RESPONSE TIMES AND PROVISION OF SERVICE,
  - PRESENTING REPORTS FROM THE COMMISSIONERS CONCERNING COMMUNITY INTERACTIONS AND RELATIONS,
  - AND TAKE ANY RELATED ACTION;
15. DISCUSS AND CONSIDER ACTIVITY IN SUPPORT OF OPERATIONS COMBATTING THE COVID-19 PANDEMIC AND TAKE ANY RELATED ACTION; *No action was taken on this item.*

The Board went into Executive Session pursuant to Chapter 551.074 of the Texas Government Code for the purpose of reviewing personnel matters at 6:58 pm. The Board re-convened from Executive Session at 7:42 pm; no action was taken during Executive Session.

16. DISCUSS AND CONSIDER THE FIRE CHIEF'S ANNUAL PERFORMANCE REVIEW, AND TAKE ANY RELATED ACTION; *Commissioner Reyes made a MOTION to recognize Chief Moellenberg with a 4% increase in his base salary for a total compensation increase of 6.5%. Commissioner Howe made a SECOND to the motion; the motion carried.*

President Bessner adjourned the meeting at 7:45 p.m.  
The next Board meeting is scheduled for November 12, 2020 at 6:00 p.m.

Respectfully Submitted,  
Rob Humphrey, Board Recorder