

TRAVIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 2
REGULAR MEETING MINUTES

March 12, 2020

The Board of Commissioners of Travis County Emergency Services District No. 2 held a meeting on Thursday, March 12, 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:

Mike Bessner Robert Turner April Griffin Mike Howe Rico Reyes via video conference

The following persons were also in attendance:

Ron Moellenberg	Nick Perkins	John Carlton	Jessica Frazier	Victor Gonzalez
AJ Stacer	Jimmy Romell	Karin Sladek	Blake Brown	Steven Blocker
Chris Wolff	JoAnn Haley			

1. **THE MEETING** was called to order by Commissioner Bessner at 6:01 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: *There was no public comment; no action was taken on this item.*

SPECIAL RECOGNITION

3. Celebrate special recognition of personnel for exceptional performance: *There was no special recognition; no action was taken on this item*

CONSENT ITEMS

4. APPROVAL REGARDING FEBRUARY 11, 2020 MINUTES and
5. APPROVE A RESOLUTION FOR THE DISPOSITION OF SURPLUS PROPERTY ITEMS. *Commissioner Bessner asked if any consent items required discussion. There were none. Commissioner Bessner asked if there was any objection to the consent agenda. There was no objection. Commissioner Bessner then announced that the Consent Agenda was adopted and approved. A MOTION was made by Commissioner Turner to approve the consent agenda; Commissioner Griffin made a SECOND to the motion; the motion carried.*

REPORTS

6. COMMISSIONERS REPORT, INCLUDING RESPONSES TO INQUIRIES: *Commissioner Bessner asked the Commissioners if they had anything to report and they did not. There was no Commissioners report; no action was taken on this item.*

7. 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 regarding the checks. Commissioner Howe discussed the following:*

- *Cash Balances as of February 29, 2020 was \$19,628,983.*
- *TexPool balance was \$2,287,227. Commissioner Howe asked Director Frazier what the interest rate was for TexPool and she replied 1.1% or 1.2%.*
- *Certificate of Deposit balance was \$3,623,054.*
- *There was a jump in Sales Tax due to Christmas and local shopping.*

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 Griffin made a SECOND to the motion; the motion carried.

8. REPORT FROM THE DISTRICT'S FIRE CHIEF; Chief Moellenberg's report was included in the board packet;

- *The Fire Chief stated call volume is up 10% over the same period from last year and he anticipates it will continue to increase.*
- *There was some confusion when Capital Area Fire Chiefs Association, CAFCA, wanted to make the Fire Chief the voice for the line of communication. This will not involve controlling 13 fire departments. This organization will continue to use CAFCA as a vehicle of information and will share what they are doing.*
- *There was an Order issued by Austin Public Health for anyone visiting a nursing care or long-term care facility to be screen. They received a call to go to a nursing care facility for a patient and were met at the door. The facility wanted to screen the firefighters before they went in. The facility then called 911.*
- *Assistant Chief Perkins will be the District's voice for COVID-19 (coronavirus). He has been staying up to date with the scientific experts from the local, national and international level, and communicating that information.*
- *The Fire Department recently purchased a piece of equipment to decontaminate the ambulances. The process will take 4 hours to decontaminate each ambulance.*
- *Commissioner Howe asked if Fire Station 5 is on track to opening. The Fire Chief replied "yes".*
- *The District put several measures in place and is ready to respond. They have been stocking-up on needed supplies for 2.5 months ago. Medical supplies for a fire department is in high demand.*
- *Commissioner Turner thanked the Chief for being prudent and staying well within the budget. It has put the department in a good spot.*
- *Commissioner Turner is very proud of this department and how they are handling this situation. He appreciates how they are supporting the community.*

9. RECEIVE MONTHLY REPORT FROM THE DISTRICT'S ATTORNEY REGARDING PENDING LITIGATION MATTERS, CONTRACT ISSUES, AND LEGISLATIVE EFFORTS; *Attorney Carlton spoke about going into Executive Session to provide legal guidance with respect to preparedness.*

10. REPORT FROM THE PFLUGERVILLE FIREFIGHTER'S PROFESSIONAL FIREFIGHTER'S ASSOCIATION, LOCAL #4137; *Chris Wolff stated Josh Stubblefield is the new President. He had planned on addressing the board but was out on a call. He asked Chris Wolff to speak on his behalf. Chris stated Josh is eager to work with the Board. Jonathan Gonzales is the new Vice President for A-Shift. The union is ready to help with the overlay process.*

DISCUSSION/ACTION ITEMS

11. DISCUSS AND CONSIDER THE DISTRICT'S AUDIT RESULTS PRESENTED BY THE AUDIT FIRM MAXWELL LOCKE & RITTER.

- *Jimmy Romell from the accounting firm of Maxwell Locke & Ritter discussed the audit. An audit is to engage and render an opinion on the financial statements maintained by the District based on the work performed. He introduced Karin Sladek from the Accounting Firm.*
- *He discussed three documents that were distributed: Auditor's Report, Required Communications to the Governing Body, and Review of the Internal Controls of the District.*
- *He issued a modified clean opinion. This is the highest level of assurance that can be issued as the external auditor.*
- *He discussed Recently Issued Accounting Pronouncements. Regarding leases and agreements to assess the overall impact to FY 21. Commissioner Howe asked what is the difference? Currently you classified a lease as a Capital Lease or Operating Lease. A Capital lease is on your balance sheet as an asset and liability. An Operating lease is not on your balance sheet but requires a disclosure in your footnotes. Under the new guidance everything is going to end up on the balance sheet unless it is short term or a month to month type of lease.*
- *For the Required Communications to the Governing Body, there were no significant audit adjustments. He thanked Director Frazier and her staff for her assistance.*
- *For the review of Internal Controls, they do not test for internal controls. There were no deficiencies in internal control that they considered to be a material weakness.*

A MOTION was made by Commissioner Howe to accept the audit as presented and authorize forwarding to the appropriate authorities; a SECOND was made by Commissioner Turner; the motion carried.

12. *DISCUSS AND CONSIDER THE DATE FOR THE ANNUAL BOC PLANNING CONFERENCE FOR 2020; There were several dates suggested and the Fire Chief stated he needs 2 work days for the Planning Conference. The board recommended the dates of May 28 to May 30. The Fire Chief stated he will start preparing for the Planning Conference with those dates.*
13. *DISCUSS AND CONSIDER CHANGES TO RENTAL FEES FOR PFLUGER HALL. Director Gonzalez stated staff conducted a survey of surrounding rental facilities that are comparable to Pflugler Hall. They looked at different venues. Pflugler Hall is booked until the end of the year. Although the rate adjustments will be effective March 16 the new rates will not occur until after the end of the year. The rate adjustments are for base rental fee for the first 4 hours, additional per hour rental fee, entire day rental fee, and the security fee per event. A MOTION was made by Commissioner Turner to change the rental fees for Pflugler Hall. Commissioner Griffin made a SECOND to the motion; the motion carried.*
14. *DISCUSS AND CONSIDER A CONTRACT FOR ELECTRICITY SERVICES. The Fire Chief discussed the three-year contract with TXU ends in March. The District was paying 6.2 cents per kilowatt hour. The District issued an RFP to seek competitive rates for service in February 2020. The new contract will be for all ESD2 buildings except for Station 2 which is served by the City of Austin. The Fire Chief stated they are recommending a contract for electricity services with Reliant Energy. A MOTION was made by Commissioner Howe to approve the contract for electricity services with Reliant Energy; Commissioner Turner made a SECOND to the motion; the motion carried.*
15. *DISCUSS AND CONSIDER THE PURCHASE OF FIREFIGHTER SELF CONTAINED BREATHING APPARATUS (SCBA). The Fire Chief discussed the replacement of self-contained breathing apparatus (SCBA) is part of the normal program maintenance process. The purchases are being made through Municipal Emergency Services (MES). A MOTION was made by Commissioner Howe to approve the purchase of new SCBA for the firefighters; Commissioner Griffin made a SECOND to the motion; the motion carried.*

President Bessner adjourned the meeting at 6:36pm.

The next Board meeting is scheduled for April 9, 2020 at 6:00 p.m.