

TRAVIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 2

REGULAR MEETING MINUTES

April 9, 2020

The Board of Commissioners of Travis County Emergency Services District No. 2 held a meeting on Thursday, April 9, 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 Rico Reyes Robert Turner April Griffin

The following persons were also in attendance via video conference:

Ron Moellenberg Nick Perkins John Carlton Jessica Frazier Victor Gonzalez

Rob Humphrey Cliff Avery

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: *There was no public comment; no action was taken on this item.*

SPECIAL RECOGNITION

3. Celebrate special recognition of personnel for exceptional performance: *General acknowledgement of all employee's effort during this difficult time.*

CONSENT ITEMS

4. APPROVAL REGARDING MARCH 12, 2020 MINUTES
5. APPROVE THE PAYMENT OF INVOICES IN RELATION TO THE FY18 FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) ASSISTANCE TO FIREFIGHTERS GRANT (AFG) AWARD.
6. APPROVE THE ANNUAL REVIEW OF THE INVESTMENT POLICY AND ADOPT A LIST OF QUALIFIED BROKERS THAT ARE AUTHORIZED TO ENGAGE IN INVESTMENT TRANSACTIONS FOR THE DISTRICT.

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.

REPORTS

7. COMMISSIONERS REPORT, INCLUDING RESPONSES TO INQUIRIES: *Commissioner Bessner asked the Commissioners if they had anything to report. Commissioner Griffin mentioned she is putting together a program to offer free wills and estate planning to first responders. She will send the Fire Chief more information as it becomes available.*
8. 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 March 31, 2020 was \$16,768,450.*
 - *TexPool balance was 2.2 nearly 2.3 million.*
 - *Director Frazier mentioned we just got our Frost bank account open to facility the future purchase of certificates of deposit.*
 - *The April 15th payroll is higher because it includes the annual uniform stipend for Firefighters.*
 - *Sales tax was about 13% higher than last year at this time, which was lower than the 18% we had anticipated due to the implications from COVID 19. The Fire Chief stated the District is still on target to make budget. The District received an early appraisal notice from TCAD and the appraisals are not significantly higher than last year.*

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.

9. REPORT FROM THE DISTRICT'S FIRE CHIEF; Chief Moellenberg's report was included in the board packet;
- *The Fire Chief informed the commissioners that on the Travis County website there is dashboard where you can track COVID cases. He recommended the commissioners use caution when looking at the dashboard because it only gives information on positive tests. The Fire Chief mentioned the information it is only as good and the number of cases we have tested.*
 - *In the last couple of weeks, the Fire Department has run 74 medic calls classified as ILI (Influenza Like Illness). There are currently 31 positive COVID cases in 78660. According to the Travis County dashboard the District's area is one of the hottest spots for COVID activity in the county.*
 - *The District has two firefighters currently in quarantine and have processed three through the quarantine system. The quarantined firefighters are monitored closely and have daily communication with the HR Section and the District's medical coordinator, Mike Conner at Front Line Mobile Health.*
 - *The District is working closely with key stake holders in the community and are monitoring nursing homes/assisted living facilities in the community due to their risk levels. The District was able to obtain PPE donations from the community and passed it along to senior facilities in need.*
 - *Commissioner Bessner asked if the firefighters in quarantine have families. The Fire Chief replied they do. The Fire Chief stated the District is offering offsite lodging for those that are not comfortable going home and are supplying the firefighters and their families with anything they may need.*
 - *Commissioner Griffin asked the Fire Chief how long the firefighter that has fever has been quarantined. The Fire Chief responded he went into quarantine today.*
 - *Commissioner Reyes asked if the firefighter was going to be sent for COVID testing. The Fire Chief responded yes. Commissioner Reyes also asked if the District has a standard set of questions for contact tracing. The Fire Chief explained that we know who each individual works with and who they come into contact with on calls.*
 - *Commissioner Griffin asked if a firefighter tests positive what is the outreach for the family and does the District get COVID testing for them. The Fire Chief responded the District will not force them into testing but would like for them to seek medical attention from their primary care provider.*

- *Commissioner Howe asked if there was adequate testing for our personnel. The Fire Chief responded the District has agreements with Baylor Scott & White so testing has not been an issue. Commissioner Howe also asked how the District is doing on PPE. The Fire Chief responded at the current burn rate the District should be good for about one month. The District has a tiered system to conserve higher levels of protection, also fewer personnel are entering homes on calls.*

10. RECEIVE MONTHLY REPORT FROM THE DISTRICT’S ATTORNEY REGARDING PENDING LITIGATION MATTERS, CONTRACT ISSUES, AND LEGISLATIVE EFFORTS; *Attorney Carlton reported most of his work has been routine. He has worked with Director Gonzalez on some construction projects.*
11. REPORT FROM THE PFLUGERVILLE FIREFIGHTER’S PROFESSIONAL FIREFIGHTER’S ASSOCIATION, LOCAL #4137; *there was no representative from Local #4137.*

DISCUSSION/ACTION ITEMS

12. DISCUSS AND CONSIDER A RESOLUTION TO AMEND THE 457(b)/401(a) DEFERRED COMPENSATION PLAN AND TAKE ANY RELATED ACTION
 - *The Fire Chief stated this request is a modification in line with the economic relief act. He stated there was a staff recommendation included in the board packet to increase current loan limits from \$50,000 to \$75,000 and hardship distribution to a maximum of \$100,000. This is only for the 457/401 plans; this does not affect the TCDRS plan in place.*
 - *Commissioner Bessner asked when we are beyond our current crisis would it go back to previous limits. The Fire Chief did not believe this was an automatic “go back” but said Director Humphrey could speak more on that. Director Humphrey referenced the Sunset Clause within the federal CARES act that effects deferred compensation plans. Any expansion of limits will return to previous limits with the Sunset Clause established by the act.*
 - *Commissioner Howe asked if employees must prove that there is a current hardship. The Fire Chief responded the employees just have to state they want it.*

A MOTION was made by Commissioner Howe to accept the new limits on the 457(b)/401(a) deferred compensation plan; a SECOND was made by Commissioner Reyes; the motion carried.

13. DISCUSS AND CONSIDER A RESOLUTION ADOPTING UPDATED PREVAILING WAGE RATES AND TAKE ANY RELATED ACTION; *Attorney Carlton stated this in preparation for Station 6 construction. A MOTION was made by Commissioner Howe to adopt the new wage rates. Commissioner Griffin made a SECOND to the motion; the motion carried.*
14. DISCUSS AND CONSIDER ACTIVITY UNDER THE CONTINUING DECLARATION OF DISASTER IN SUPPORT OF OPERATIONS COMBATTING THE COVID-19 PANDEMIC AND TAKE ANY RELATED ACTION; *The Fire Chief stated the County Judge will match the order in place by the governor which will take us into May. A problematic issue for the District has been figuring out what is considered an essential business and how that relates to construction. Residential construction has slowed if not stopped but all other construction has continued. The Fire Chief stated the District’s disaster proclamation is contingent on the County’s order.*

The Board went into Executive Session pursuant to Chapter 551.071 of the Texas Government Code for the purpose of consultation with legal counsel at 6:33 pm. The Board re-convened from Executive Session at 7:12 pm; no action was taken during Executive Session.

President Bessner adjourned the meeting at 7:13 pm.
The next Board meeting is scheduled for May 14, 2020 at 6:00 pm.